

Team Balanced- Simple Accounting Package User Guide and Bug Information

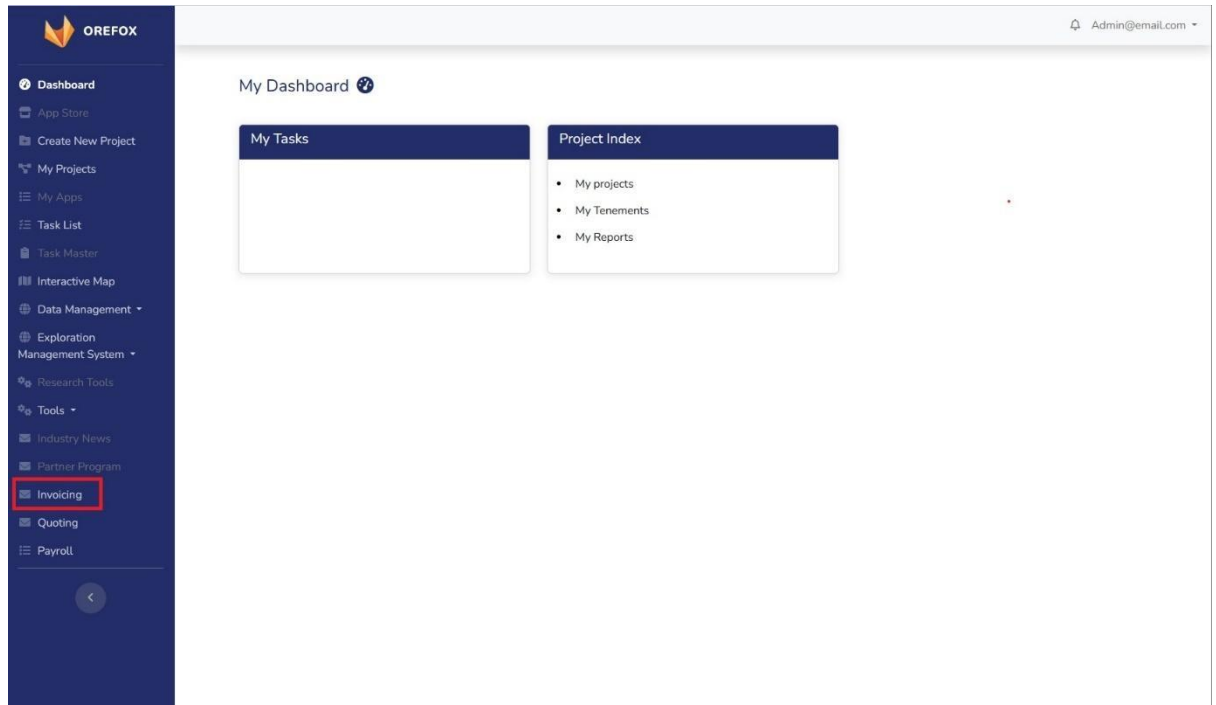
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Invoicing:

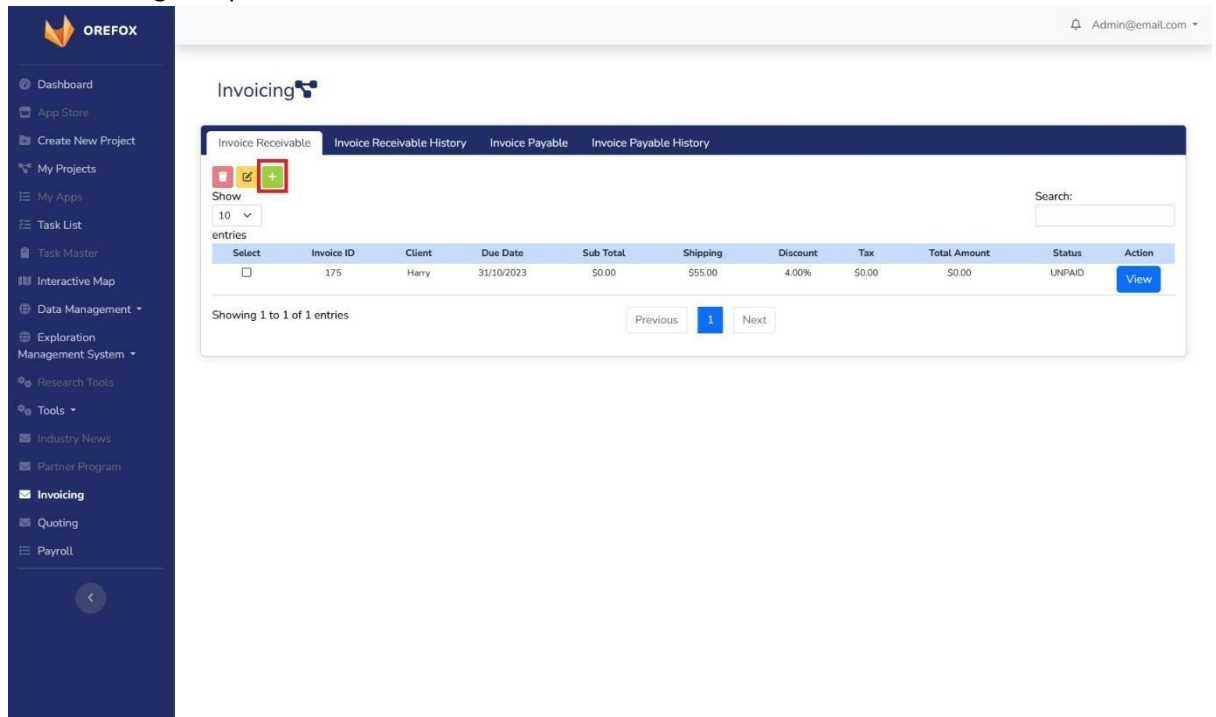
Navigation:

- On the sidebar, click invoicing near the bottom:



Creating an Invoice:

- Click on the green plus icon in the invoice receivable tab:



- A modal will pop up asking for basic invoicing details. Make sure you choose a date (click the calendar icon) and client before clicking 'Create Invoice'. The input fields 'Discount' and 'Shipping' are optional.
- Once created, the invoice should appear in the 'Invoice Receivable' tab.

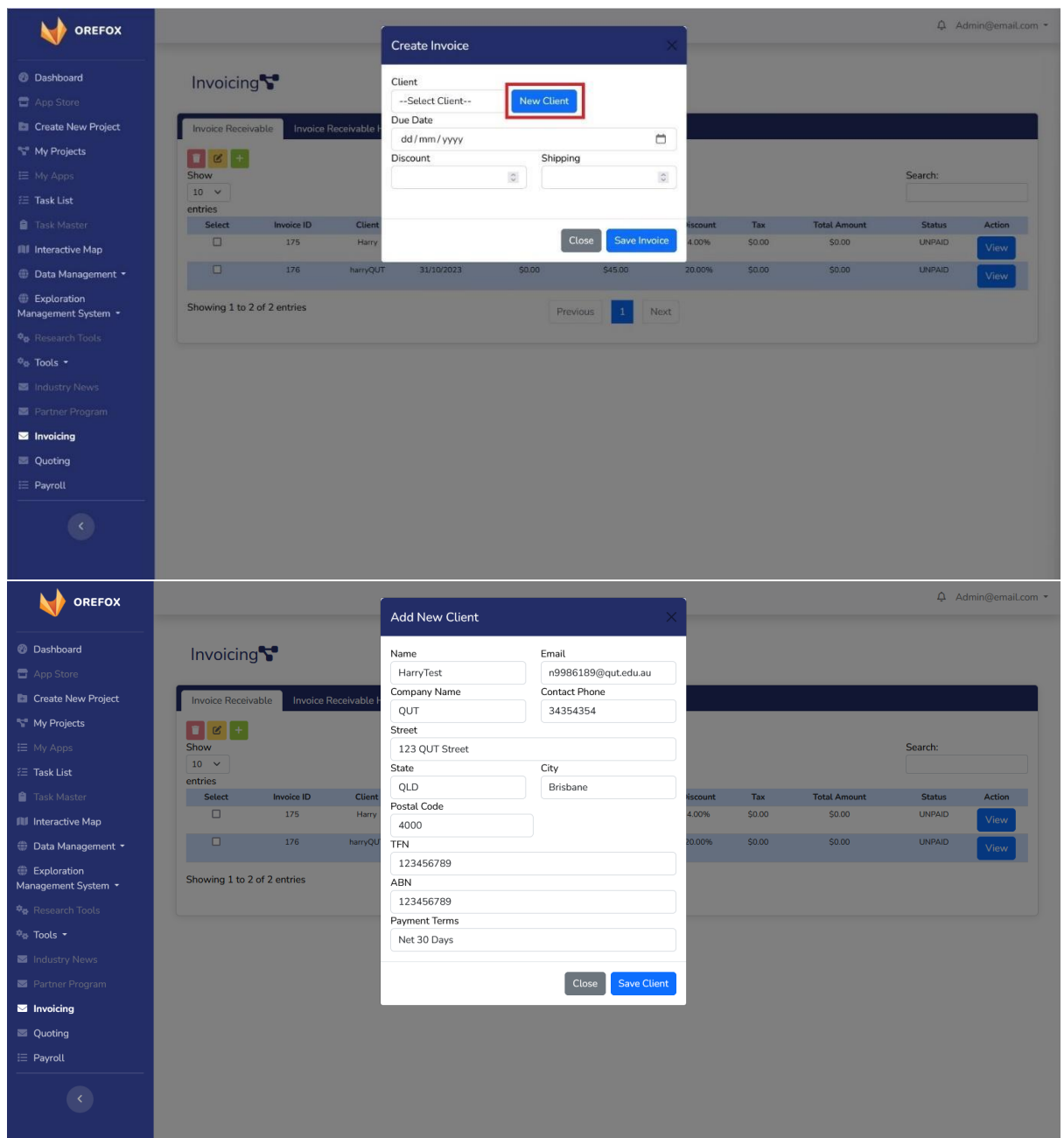
The screenshot shows the OREFOX Invoicing interface. A 'Create Invoice' modal is open, prompting for Client, Due Date, Discount, and Shipping. The background shows the 'Invoice Receivable' tab with a table of invoices.

Select	Invoice ID	Client	Due Date	Discount	Tax	Total Amount	Status	Action
<input type="checkbox"/>	175	Harry					UNPAID	View
<input type="checkbox"/>	176	harryQUT	31/10/2023	\$0.00	\$45.00	20.00%	\$0.00	UNPAID View

Showing 1 to 2 of 2 entries

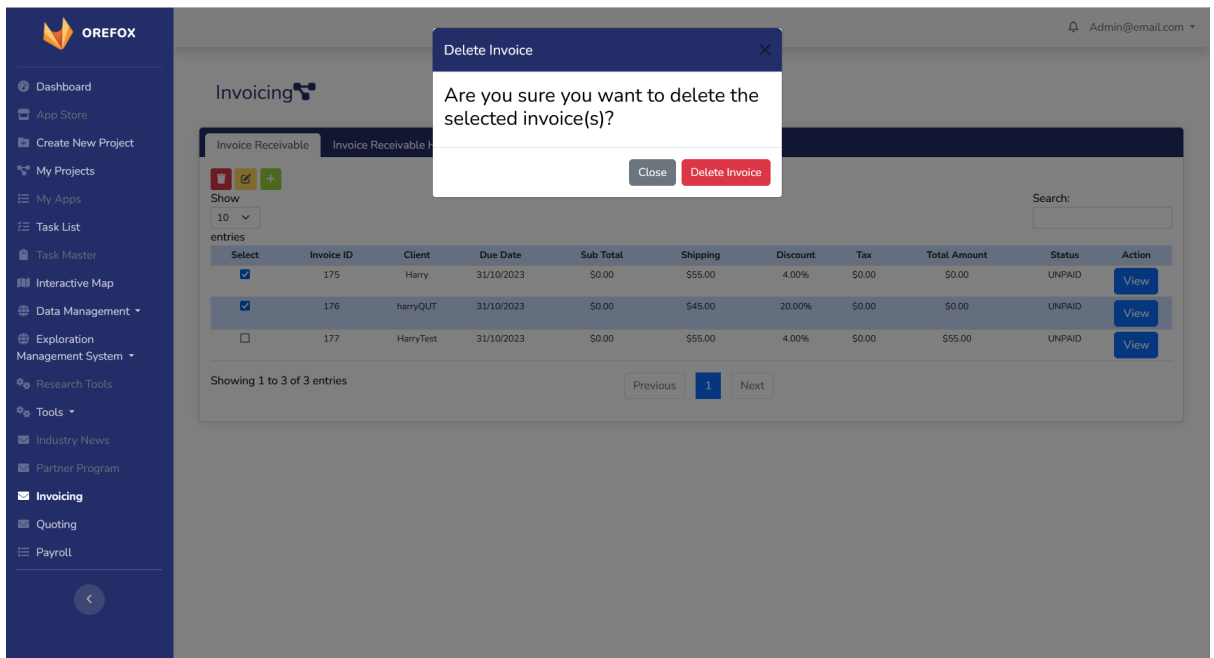
Adding A Client:

- If you have a client, and you wish to add them to the system you can do so during the process of creating an invoice.
- Click the 'New Client' button next to the client input field in the create invoice modal.
- Another modal will pop up prompting you to enter in the billing, address, and payment details of the client.
- For testing purpose, make sure you add an email address that you have access to. This will be useful later.
- In the payment terms list down the bottom, you can choose the payment period for the invoice to be paid for that client. Enter in the client details and click 'Save Client'.
- You will be transferred back to the original create invoice modal. You can find the new client in the client list when you click the client input field.



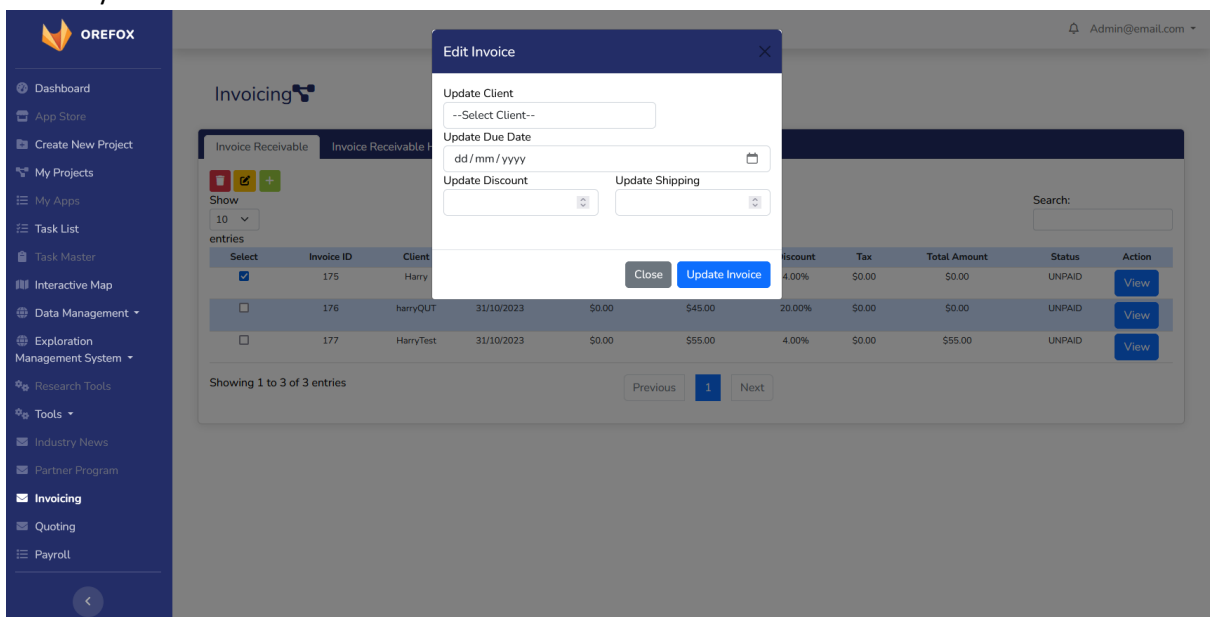
Deleting an Invoice:

- On the main invoicing page, you can see a red bin button, this button is for deleting singular or multiple invoices.
- As you can see there is a checkbox next to each invoice in the 'Select' column. Click this checkbox and then click the red bin button. A modal should pop up asking you to confirm the deletion of the invoice.
- You can click multiple checkboxes to delete multiple invoices.
- The red bin button will only be clickable once at least one invoice checkbox is selected.



Editing an Invoice:

- As you can see there is a yellow edit button in the main invoicing table as well.
- Only one invoice can be edited at a time, so the yellow edit button only becomes clickable when only one invoice checkbox is selected. If more than one invoice checkbox is selected, then the yellow edit button will be disabled.
- Once an invoice checkbox has been selected, click the yellow edit button, and you should be prompted with a modal to with the same input fields as the create invoice modal. It should be noted that the main difference is that you cannot add a new client in this modal.
- Enter in new details and click the 'Update Invoice' button to make the changes. You will see the changes represented in the table. You can check this by looking at the invoice id of the invoice you chose to edit.



Viewing an Invoice:

- As you can see there is a 'View' button in the table next to each invoice. Click the button to view the invoice in the template.
- In the template you have the invoice data displayed in different sections depending on the invoice you have clicked and what client is associated with that invoice. On the top left corner, you can see the status of the invoice, it should say 'UNPAID'.
- In the bottom right, you can see where the totals, discount, and shipping are displayed.
- Depending on if you added a discount and a shipping cost, you will see these values in their relevant fields.
- If you added a shipping cost and there are no line items, this will be displayed as the total cost. This will change once line items are added.

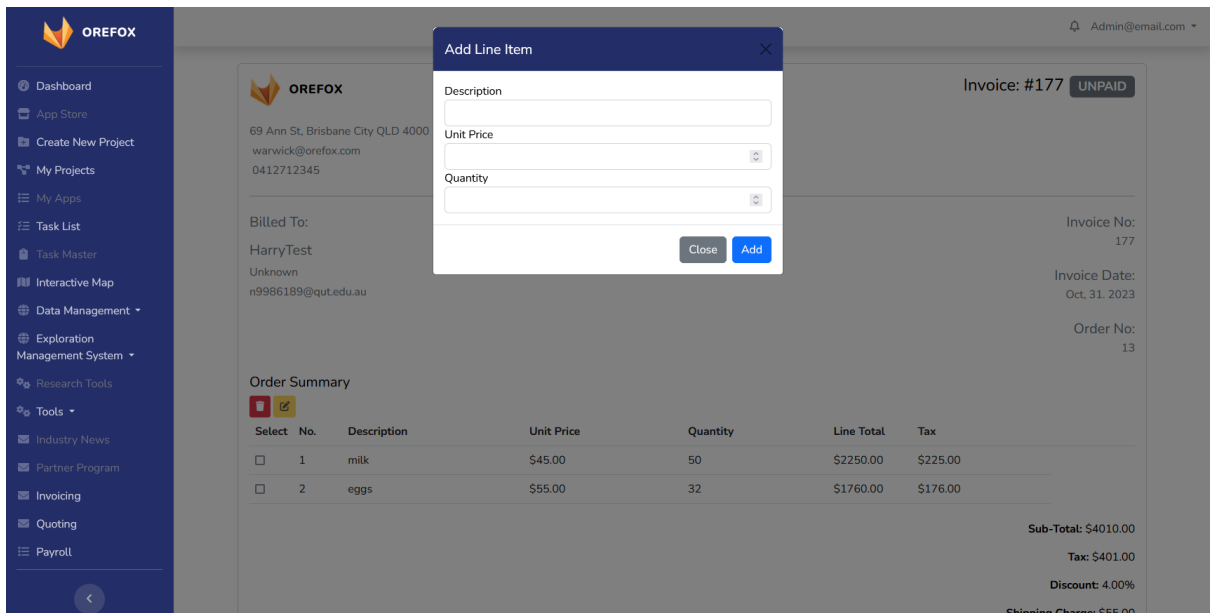
The screenshot displays the OREFOX application interface. On the left is a dark blue sidebar menu with icons and labels for various functions: Dashboard, App Store, Create New Project, My Projects, My Apps, Task List, Task Master, Interactive Map, Data Management, Exploration Management System, Research Tools, Tools, Industry News, Partner Program, Invoicing, Quoting, and Payroll. The main content area shows an invoice template for 'HarryTest'. At the top right of the template, it says 'Invoice: #177 UNPAID'. The header section includes the OREFOX logo and contact information: '69 Ann St, Brisbane City QLD 4000', 'warwick@orefox.com', and '0412712345'. The 'Billed To' section lists 'HarryTest', 'Unknown', and 'n9986189@qut.edu.au'. The 'Invoice No:' is 177, 'Invoice Date:' is Oct. 31. 2023, and 'Order No:' is 13. The 'Order Summary' section features a table with one line item: 'eggs' with a unit price of \$44.00 and a quantity of 55, resulting in a line total of \$2420.00 and a tax of \$242.00. To the right of the table, a summary of totals is shown: Sub-Total: \$2420.00, Tax: \$242.00, Discount: 4.00%, Shipping Charge: \$55.00, and a final Total: \$2620.2000. At the bottom left of the template is an 'Add Line Item' button, and at the bottom right are 'Download' and 'Send' buttons.

Select	No.	Description	Unit Price	Quantity	Line Total	Tax
<input type="checkbox"/>	1	eggs	\$44.00	55	\$2420.00	\$242.00

Sub-Total: \$2420.00
Tax: \$242.00
Discount: 4.00%
Shipping Charge: \$55.00
Total: \$2620.2000

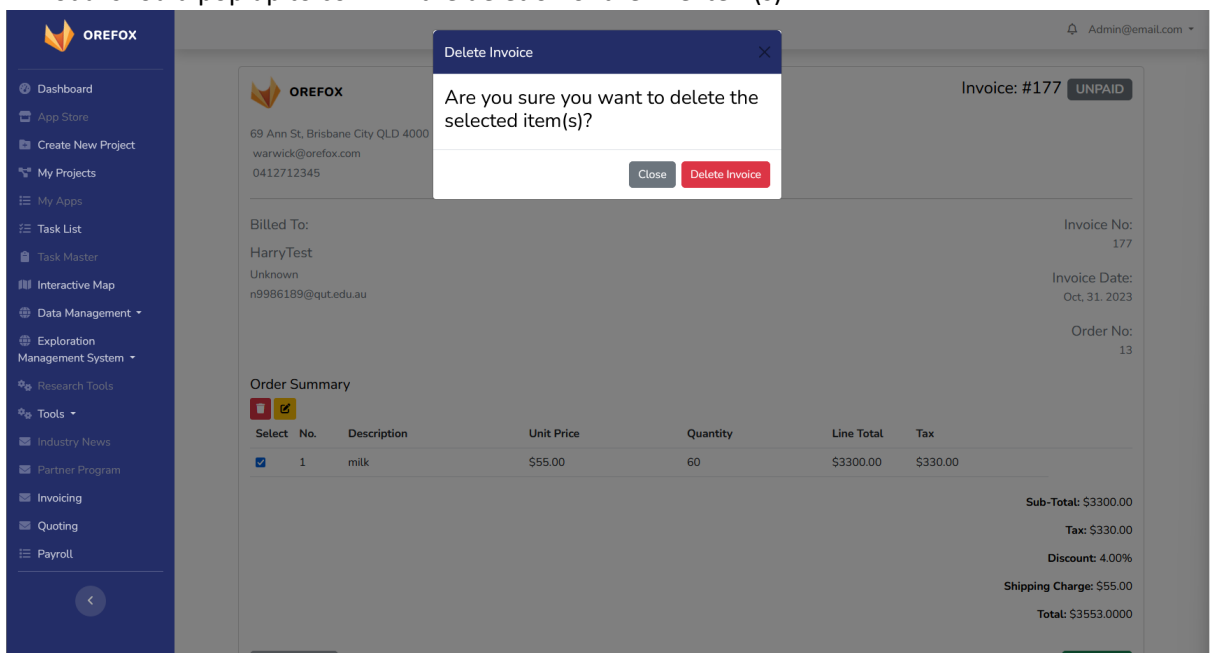
Adding a Line Item:

- In the bottom left corner of the invoice template, you can see and 'Add Line Item' button. Click this button, and you will be presented with a modal with 'Unit Price', 'Description', and 'Quantity' fields.
- Add a description, a unit price and a quantity, then click the 'Add' button. The item will be added to the invoice template. The line total will be calculated from the unit price and quantity, and a flat GST of 10% will be calculated to represent the tax of the item.
- Each time a line item is calculated, the totals will be calculated, the discount, shipping charge, and tax will be reapplied.
- Keep adding line items until you are satisfied.



Deleting a Line Item:

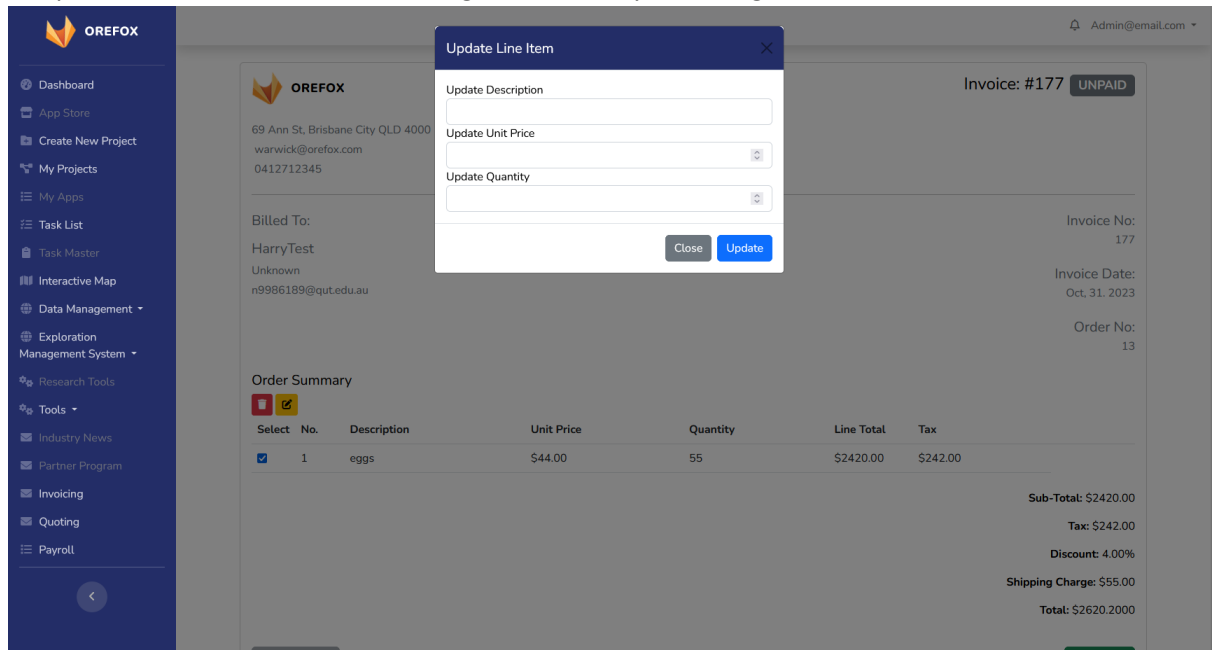
- As you can see on the template, there is a red bin button. This follows the same procedure as mentioned before when deleting invoices. You can either delete singular line items or multiple at a time.
- As before the button will only be clickable if one or more line item checkboxes are selected.
- A modal should pop up to confirm the deletion of the line item(s).



Editing a Line Item:

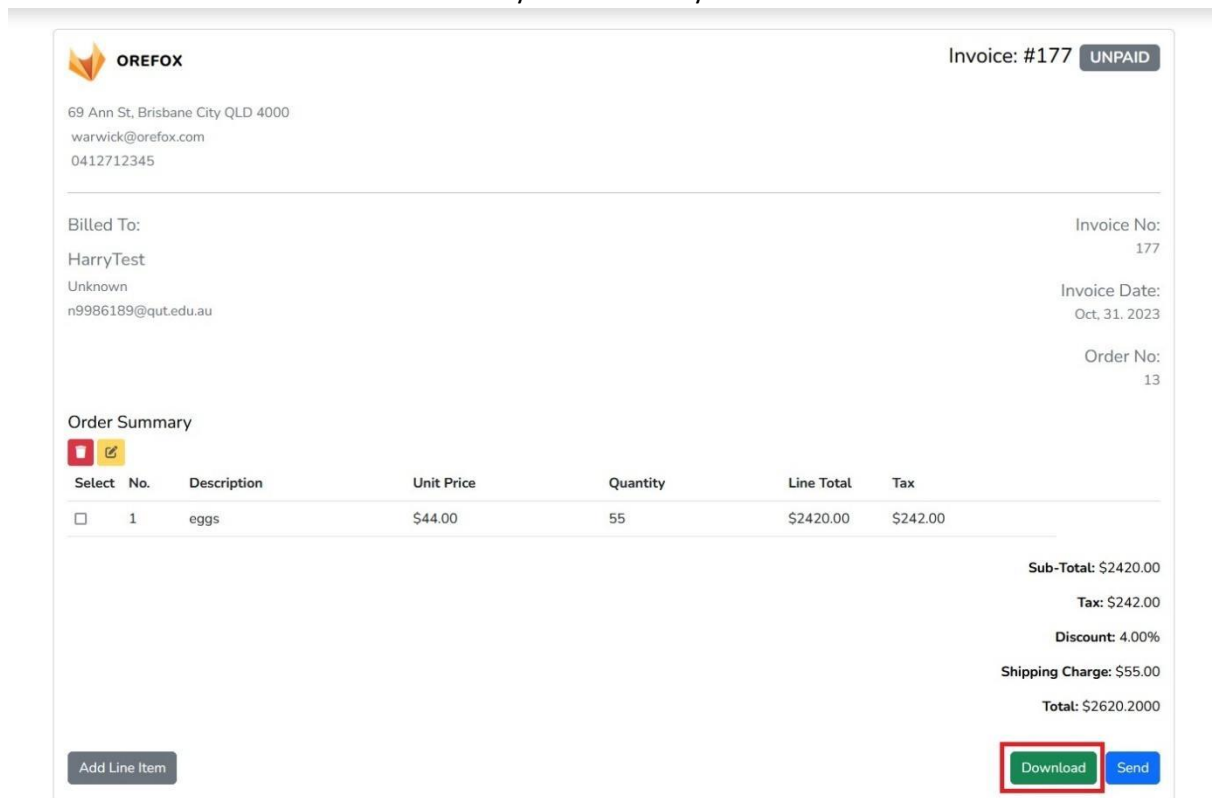
- As you can see on the template, there is a yellow edit button. This follows the same procedure as mentioned before when editing invoices. You can only edit one line item at a time.
- As before the button will only be clickable when only one line item checkbox is selected.

- A modal should pop up with the same input fields as the add line item modal.
- Enter in the new details then click the 'Update' button. The changes will be reflected in the template. Totals will be recalculated again based on your changes.



Downloading the Invoice PDF:

- On the bottom right corner of the template, you will see a green 'Download' button. Click this and it should download the invoice to your local file system.



Sending the Invoice:

- On the bottom right corner of the invoice template, you can see there is a 'Send' button. When you click this button, a modal will pop up to confirm. The recipient email address will be displayed.

The image shows two screenshots from the OREFOX application. The top screenshot displays an invoice template for Invoice #175, which is marked as UNPAID. The invoice includes the OREFOX logo, address (69 Ann St, Brisbane City QLD 4000), contact information (warwick@orefox.com, 0412712345), and billing details (Billed To: Harry, Unknown, hnskelly@gmail.com). It also shows an Order Summary table with columns: Select, No., Description, Unit Price, Quantity, Line Total, and Tax. The summary includes Sub-Total: \$0.00, Tax: \$0.00, Discount: 4.00%, Shipping Charge: \$55.00, and Total: \$55.0000. At the bottom right, there are 'Download' and 'Send' buttons, with the 'Send' button highlighted by a red box.

The bottom screenshot shows the same invoice template but with a 'Send Invoice' modal dialog box open. The modal asks, 'Are you sure you want to send this invoice to the client?' and displays the email address 'n9986189@qut.edu.au' that the invoice will be sent to. The modal has 'Close' and 'Send' buttons. The background invoice template is dimmed, showing Invoice #176 and a different order summary (Sub-Total: \$0.00, Tax: \$0.00, Discount: 20.00%, Shipping Charge: \$45.00, Total: \$45.000).

- Click the 'Confirm' button to send the invoice. You will be redirected to the main invoicing table. As you will be able to see you invoice will not be in the 'Invoice Receivable' tab. Click

the 'Invoice Receivable History' tab and you will see you invoice there with its status changed to 'PENDING'.

- Open the email you have access to, and you will see a new email with you're the invoice pdf attached from the 'testbot.orefox@gmail.com' account.

- For testing purposes, there will be a 'Mark as paid' link. Click this link and it will change the status of the invoice to 'PAID'. You will have to refresh the main invoice page and click back to the 'Invoice Receivable History' tab to see the change in status.

Your Invoice

testbot.orefox@gmail.com
To: Harrison Kelly

If there are problems with how this message is displayed, click I

invoice.pdf
2 KB

This Message Is From an Untrusted Sender
You have not previously corresponded with this sender.

Here is your invoice. [Mark as Paid](#)

Invoicing

Invoice Receivable | Invoice Receivable History | Invoice Payable | Invoice Payable History

Show 10 entries

Select	Invoice ID	Client	Due Date	Sub Total	Shipping	Discount	Tax	Total Amount	Status	Action
<input type="checkbox"/>	176	harryQUIT	31/10/2023	\$0.00	\$45.00	20.00%	\$0.00	\$45.00	PAID	View
<input type="checkbox"/>	177	HarryTest	31/10/2023	\$2420.00	\$55.00	4.00%	\$242.00	\$2620.20	PAID	View

Showing 1 to 2 of 2 entries


Previous 1 Next

Deleting from Invoice Receivable History:

- The same procedure for deleting is achievable in the 'Invoice Receivable History' tab. However, there is no edit or add button available in this tab as you can see in the above screenshot.

Viewing Invoice in Invoice Receivable History

- You can view the invoice in the 'Invoice Receivable History' tab. However, the 'Add Line Item', 'Send', red bin, and yellow edit buttons are disabled.
- However, you can still download the invoice pdf using the 'Download' button.


OREFOX

69 Ann St, Brisbane City QLD 4000
warwick@orefox.com
0412712345



Invoice: #176 **PAID**

Billed To:
harryQUT
Unknown
n9986189@qut.edu.au

Invoice No:
176

Invoice Date:
Oct, 31. 2023

Order No:
12

Order Summary



Select	No.	Description	Unit Price	Quantity	Line Total	Tax
						Sub-Total: \$0.00 Tax: \$0.00 Discount: 20.00% Shipping Charge: \$45.00 Total: \$45.000

Add Line Item

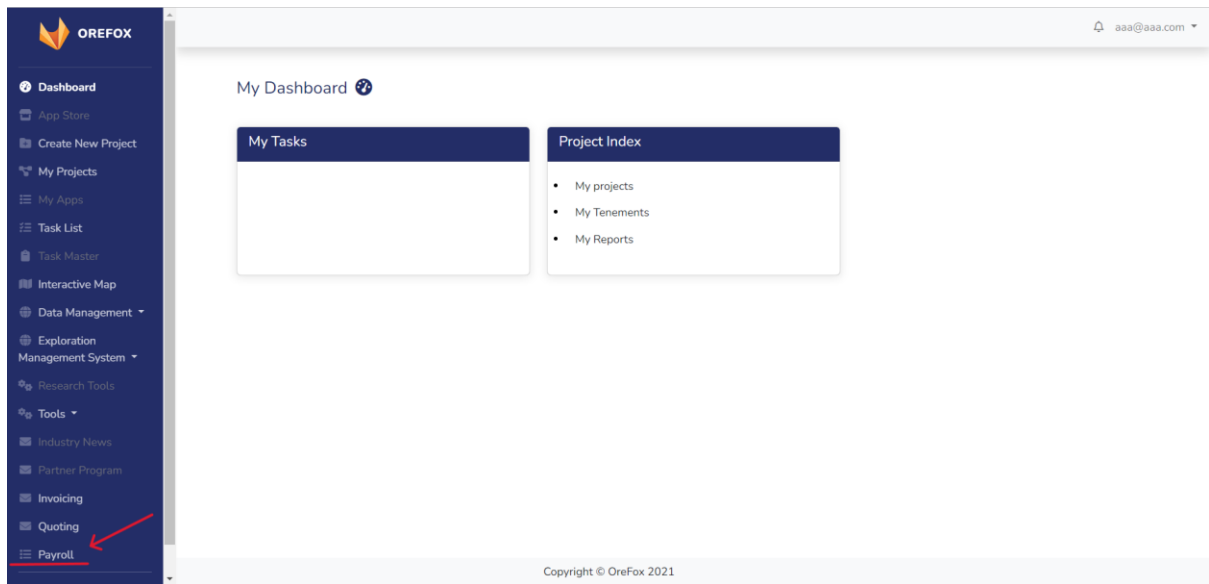
Download Send

Quoting:

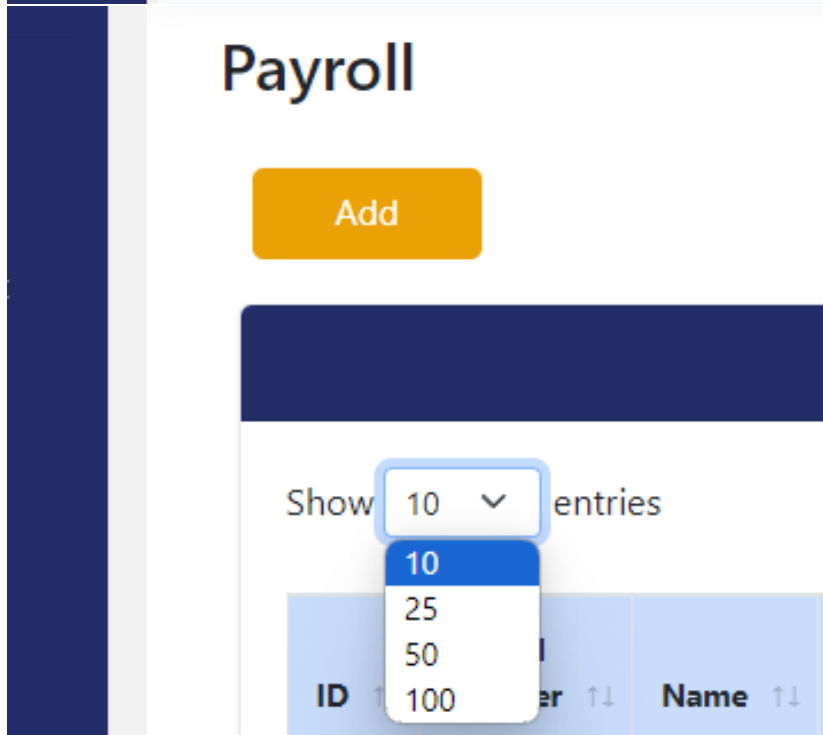
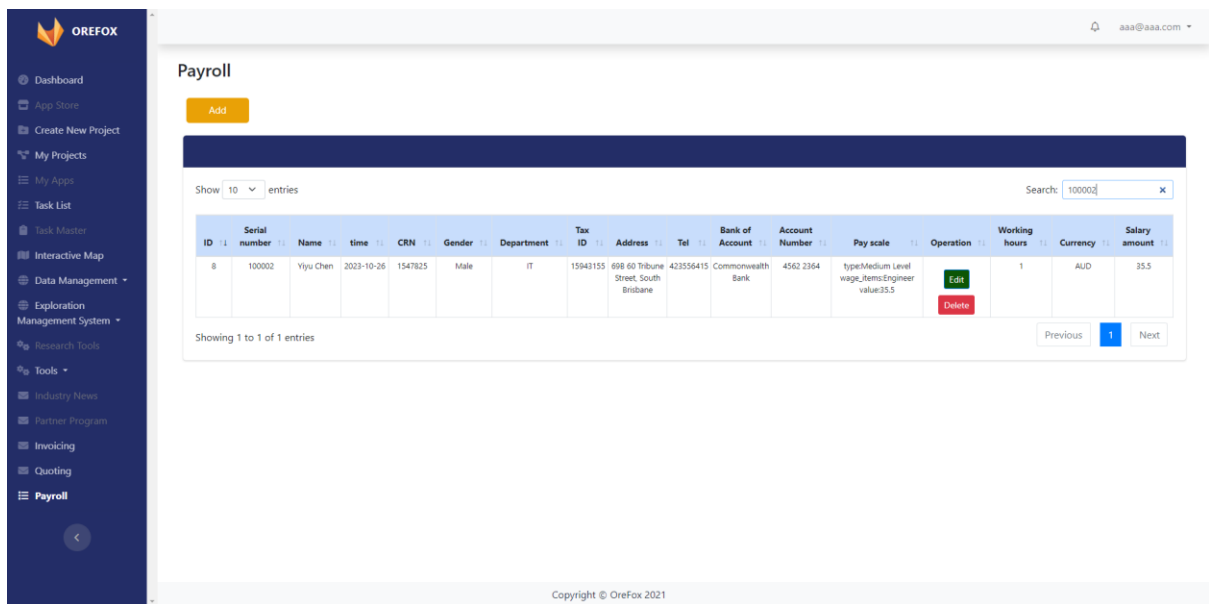
- Note that the instructions for invoicing are the same for quoting. You can use the guide above.
- The statuses for quoting are only 'UNCONFIRMED' and 'CONFIRMED'.
- Once the email is sent the and the 'Mark as confirmed' button is clicked you will have to refresh the quoting page and navigate to 'Quote History' tab to view the changes.

Payroll:

Navigation:



- In the sidebar, click on payroll at the bottom

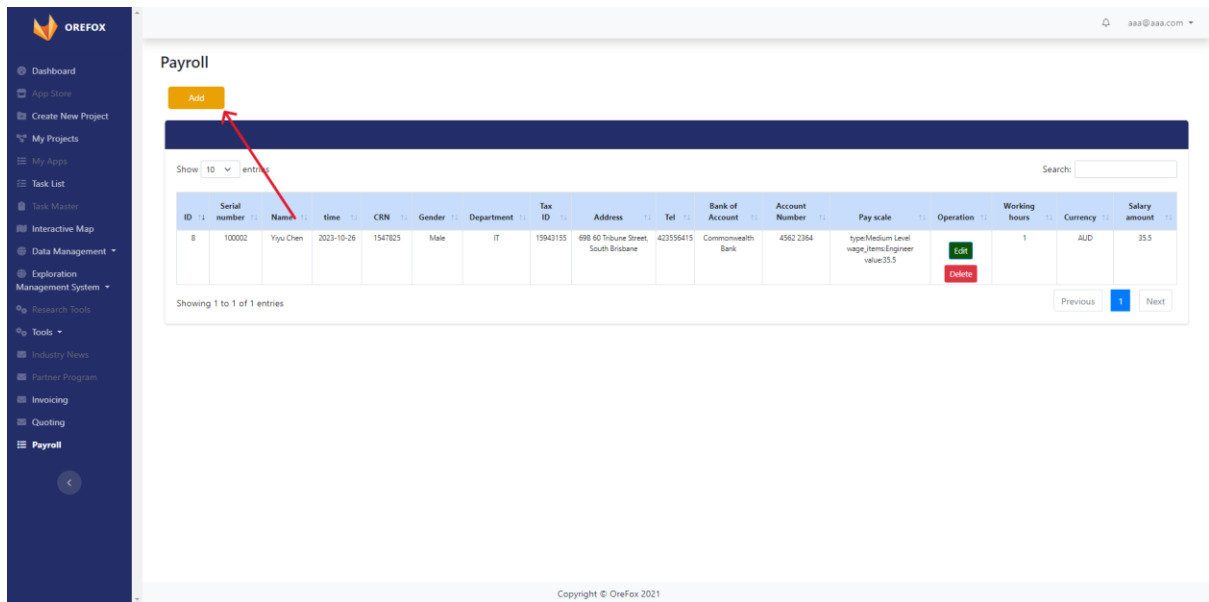


- The main screen is displayed to see an overview of payroll, and in the upper left corner you can select the amount of data to display on each page.



- The bottom sidebar allows for page flipping.

Creating an Payroll:



- Click the Add button at the top left
- The system will enter the Add Payroll page

The screenshot shows the 'Add Payroll' form in the OREFOX system. The form is divided into two columns of input fields. The left column includes: Serial number (100001), CRN (1234 0000), Department (IT), Address (100 60 Tribune Street, South Brisbane), Bank of Account (Commonwealth Bank), Pay scale (typeHigh Level wage_ItemProgrammer value55.0), Currency (AUD), and Time (2023-10-26). The right column includes: Name (Lenny Wang), Gender (Male selected), Tax ID (147258), Tel (0 412000000), Account Number (1212 3434), Working hours (60), and Salary amount. At the bottom are 'Cancel' and 'Save' buttons.

- Here you can fill in the basic information of the employee, select the salary scale, and record the working hours for the week, the system will automatically record the filled hours and calculate the total salary for the week.

2023-10-26

Cancel

Save


- Click Save, it will upload the data to the database and return to the main interface.

Editing and Deleting an Payroll:

Department	Tax ID	Address	Tel	Bank of Account	Account Number	Pay scale	Operation	Work hours
IT	15943155	69B 60 Tribune Street, South Brisbane	423556415	Commonwealth Bank	4562 2364	type:Medium Level wage_items:Engineer value:35.5	<div>Edit</div> <div>Delete</div>	

- Payroll can be edited and deleted by clicking the corresponding button on the right side of each data field.

Searching and Sorting Function:



Dashboard

App Store

Create New Project

My Projects

My Apps

Task List

Task Master

Interactive Map

Data Management

Exploration Management System

Research Tools

Tools

Industry News

Partner Program

Invoicing

Quoting

Payroll

<

aaa@aaa.com

Payroll

Add

Showing 1 to 1 of 1 entries


Search: 100000

ID	Serial number	Name	time	CRN	Gender	Department	Tax ID	Address	Tel	Bank of Account	Account Number	Pay scale	Operation	Working hours	Currency	Salary amount
8	100002	Yiyu Chen	2023-10-26	1547825	Male	IT	15943155	698 60 Tribune Street, South Brisbane	423556415	Commonwealth Bank	4562 2364	typeMedium Level wage_ItemsEngineer value35.5	<div>Edit</div> <div>Delete</div>	1	AUD	35.5

Showing 1 to 1 of 1 entries

Previous1Next

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Dashboard

App Store

Create New Project

My Projects

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<

aaa@aaa.com

Payroll

Add

Showing 0 to 0 of 0 entries (filtered from 1 total entries)

Search: 100000

ID	Serial number	Name	time	CRN	Gender	Department	Tax ID	Address	Tel	Bank of Account	Account Number	Pay scale	Operation	Working hours	Currency	Salary amount
No matching records found																

Showing 0 to 0 of 0 entries (filtered from 1 total entries)

PreviousNext

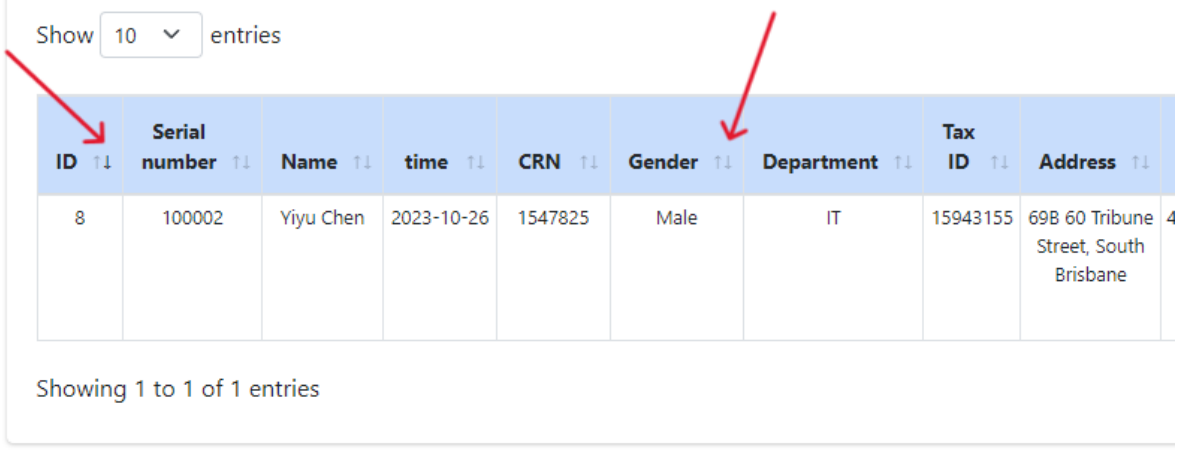
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- You can enter any field in the search field on the top right
- The system will filter out the data that meets the conditions.
- Note that the Serial Number of each data item is the primary key and cannot be repeated.
- If there is no related data, it will shows the words below

Payroll

Add

Show 10 entries

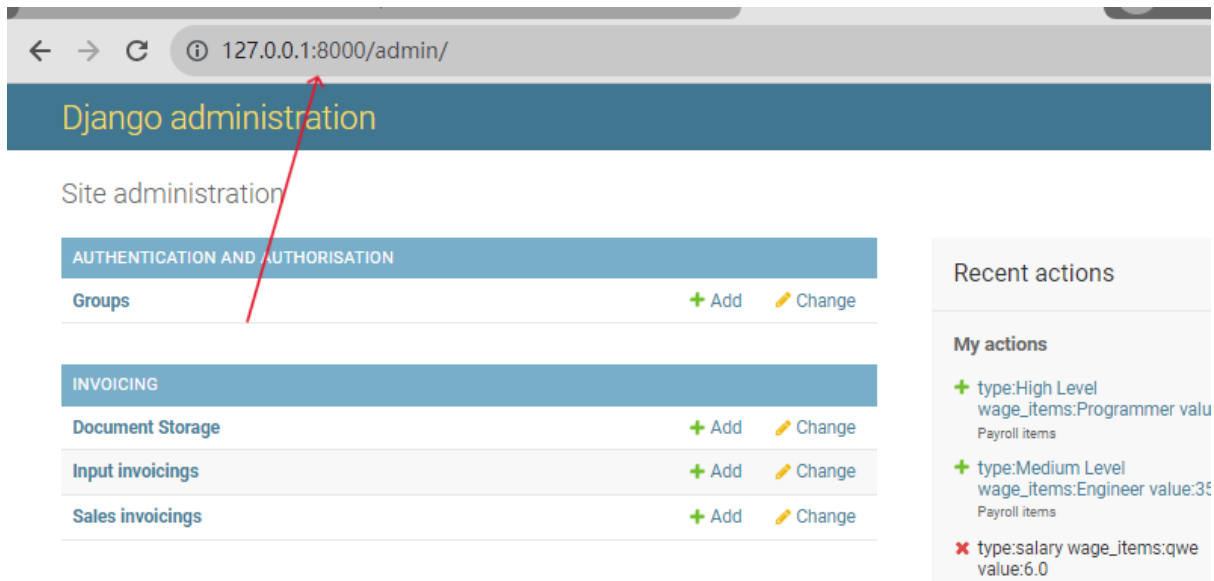


ID	Serial number	Name	time	CRN	Gender	Department	Tax ID	Address
8	100002	Yiyu Chen	2023-10-26	1547825	Male	IT	15943155	69B 60 Tribune Street, South Brisbane

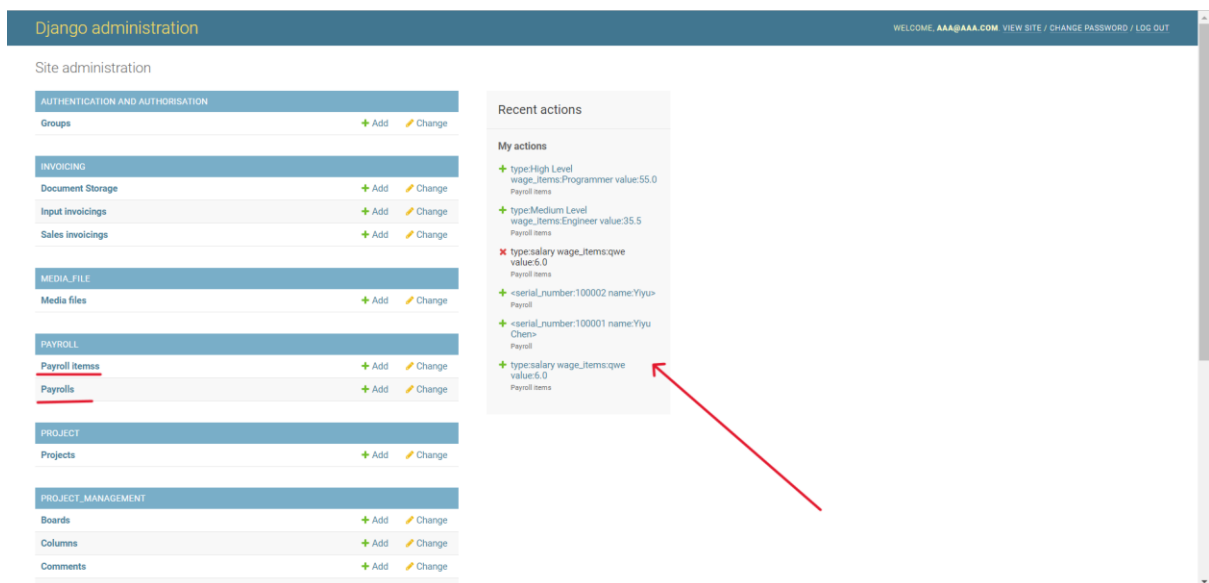
Showing 1 to 1 of 1 entries

- The arrow symbols at the right of each label in Payroll can be used to sort the data, according to the words selected.
- One click is ascending, double click is descending.

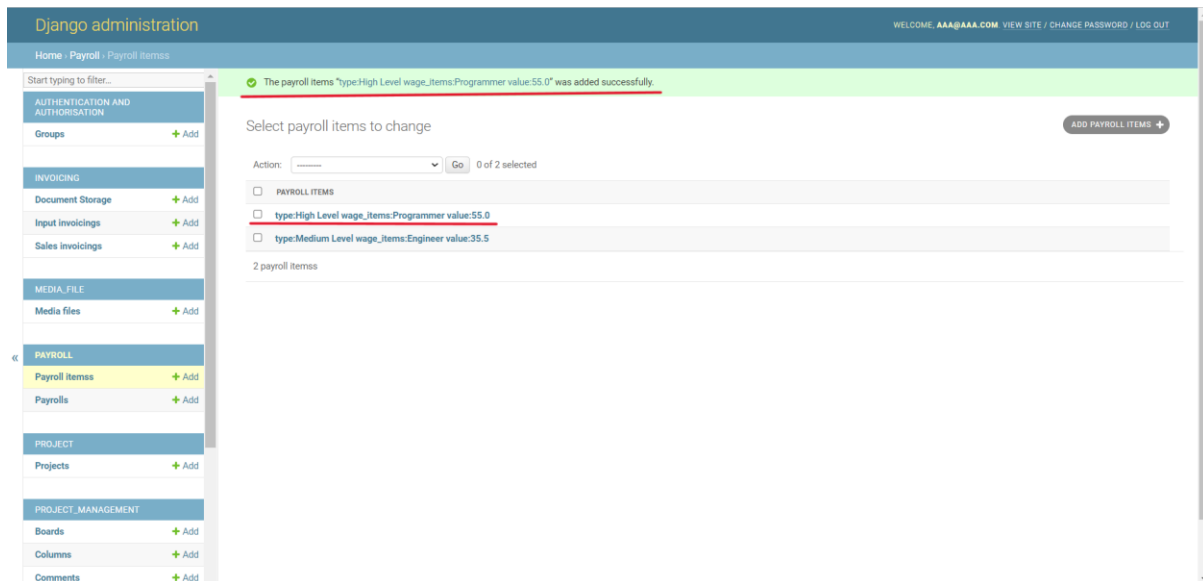
Admin Access:



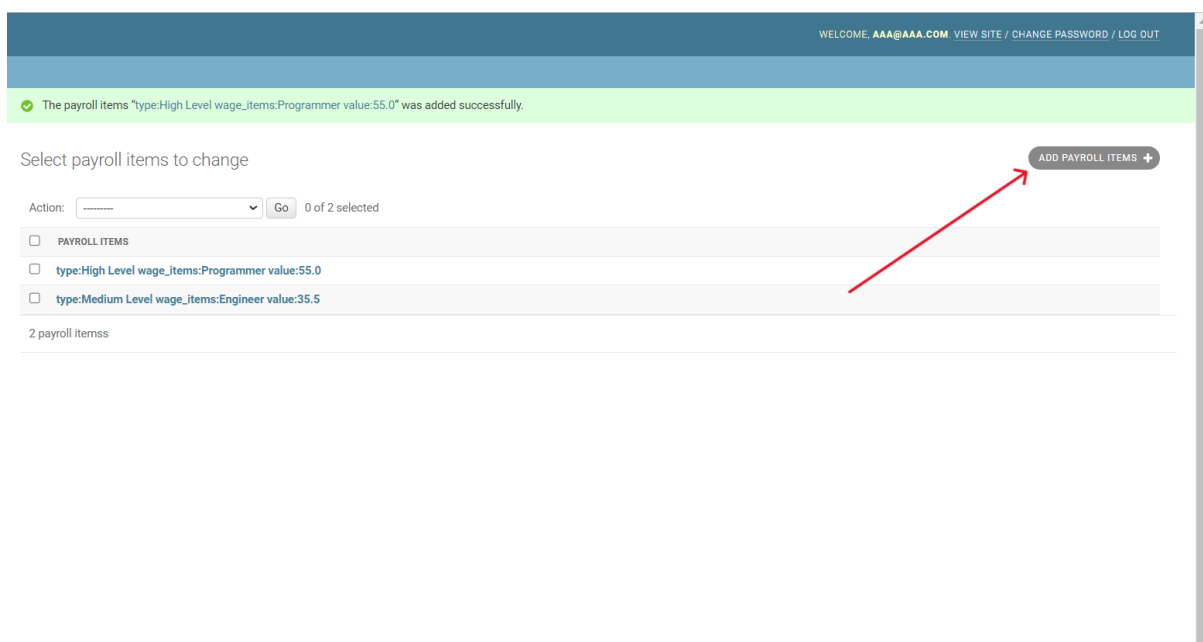
- Enter admin in the URL to access the project's admin interface directly



- In the admin management of the project, click on the payroll items option in the sidebar to view and edit the salary scale.
- The information bar on the right displays a log of recent actions.



- A list of existing pay grades can be seen on the main screen
- A record of the most recent operation is displayed at the top
- Click on each item to access and edit the information



- Click on the ADD PAYROLL ITEMS button to access the Add screen.

Adding a Salary Scale:

The screenshot shows the Django administration interface. On the left is a sidebar with a search bar and a list of app labels: AUTHENTICATION AND AUTHORIZATION (Groups), INVOICING (Document Storage, Input Invoicings, Sales Invoicings), MEDIA FILE (Media files), PAYROLL (Payroll Items, Payrolls), PROJECT (Projects), PROJECT MANAGEMENT (Boards, Columns, Comments, Tasks), SITES (Sites), and TAGS (Tenement tasks). The main area is titled 'Add payroll items' and contains the following form fields: 'Pay scale type' (text input), 'Employee type' (text input), 'Notes' (text area), and 'Rate' (text input). At the bottom right of the form are three buttons: 'Save and add another', 'Save and continue editing', and 'SAVE'.

- Here we can add the desired salary scale and determine what the hourly rate is.
- The three save operations at the bottom save the data to the database and show the added salary scale option on the front-end when adding a new payroll.

Unimplemented Functionalities/Bugs:

Invoicing and Quoting Error Handling:

- We would have liked to add in a few more error handling functionalities. Such as a prompt when required fields don't have any input when creating an invoice and quote. In addition to this a red '*' to indicate required fields. Same goes for adding a client.
- The edit and delete buttons when viewing an invoice and quote become clickable when a line item checkbox is clicked, and the page is refreshed. We would have liked to add code in place to fix this issue.

Invoicing and Quoting Adding Client:

- There was an issue with posting the data from the add client form to the database. For some reason all the information wasn't being posted. This was an issue with the 'add_client' view. It was found that it was posting only the name and the email of the client. A fix was attempted but couldn't be fixed in time for the handover.

Invoicing Payable

- For invoicing payable, we didn't implement the functionality to upload invoice information via csv. The plan was to have multiple invoices with columns and fields in a csv file to loop through and generate new invoices. It was planned to have these populated into their respective tables.
- Unfortunately, we didn't implement any functionality for 'Invoice Payable'.

Invoicing and Quoting Email:

- We wanted to implement a way for a web page to pop up when the email link is clicked to show input fields for payment information. The plan was to have payment information input into the web page and submitted. This would then change the status of the invoice to 'PAID'.
- We would have liked to have the invoice page re-render when the 'Mark as paid' and 'Mark as confirmed' for both the quoting and invoicing email to represent the changes. In addition to this, we wanted the relevant tabs to be shown where the changes are represented.
- In addition to the above, we would have liked to better format the email with customised CSS to represent OreFox's UI design.

Invoicing and Quoting PDF:

- We wanted to implement a better customised template that represented the same template when viewing an invoice or quote. We managed to generate a very simple template with the basic fields showing.

Invoicing and Quoting Totals:

- When viewing an invoice or quote you can see there are extra 0's when looking at the 'Total Amount'. This was a formatting issue we couldn't figure out in time but wished to fix.

Payroll's Bulk Processing:

- We would have liked to add a functionality for bulk processing of data. For example, when importing weekly payroll for the staff as a whole, add an interface that allows you to bulk import the information by dragging in a file such as a csv, which would greatly improve efficiency as well as avoid the risk of error from manual input.
- The plan was initially judged to be feasible, but as the feature was considered to be at the end of our development period, more time may be needed to complete it.

Automatic Working Time Recording:

- We considered that a fully automated payroll record would require functionality that could automatically record the number of hours the employee has worked, but this involves the interaction of multiple functions, such as employee check-in and time off.
- Once we understand the basic operation of the company and the process of recording employee check-in, we can develop this feature to improve the accuracy and efficiency of payroll recording.

Payroll Email:

- We would like to add a feature to the system that sends regular payroll information to the employees. When it is time to send salary, you can click on the appropriate button and select the persons to whom the salary is to be sent, and notify the employees before they receive the salary by sending them an automated email.

