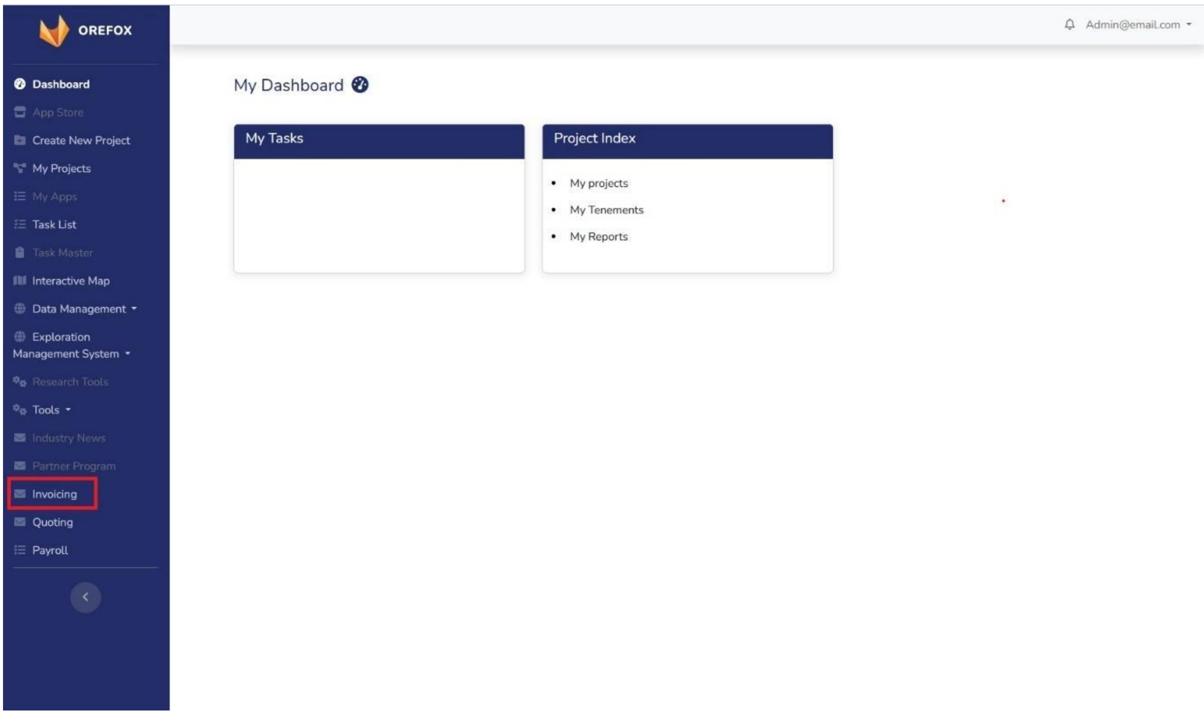
Team Balanced- Simple Accounting Package User Guide and Bug Information

Table of Contents

Invoicing:

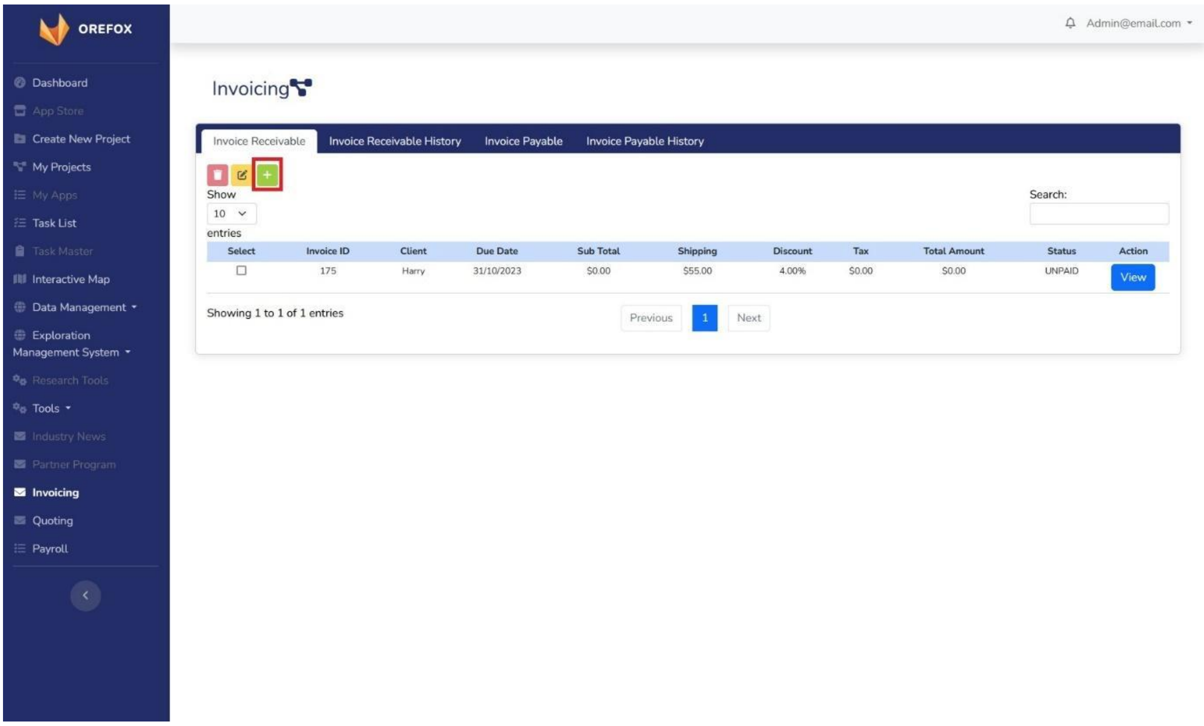
Navigation:

- On the sidebar, click invoicing near the bottom:

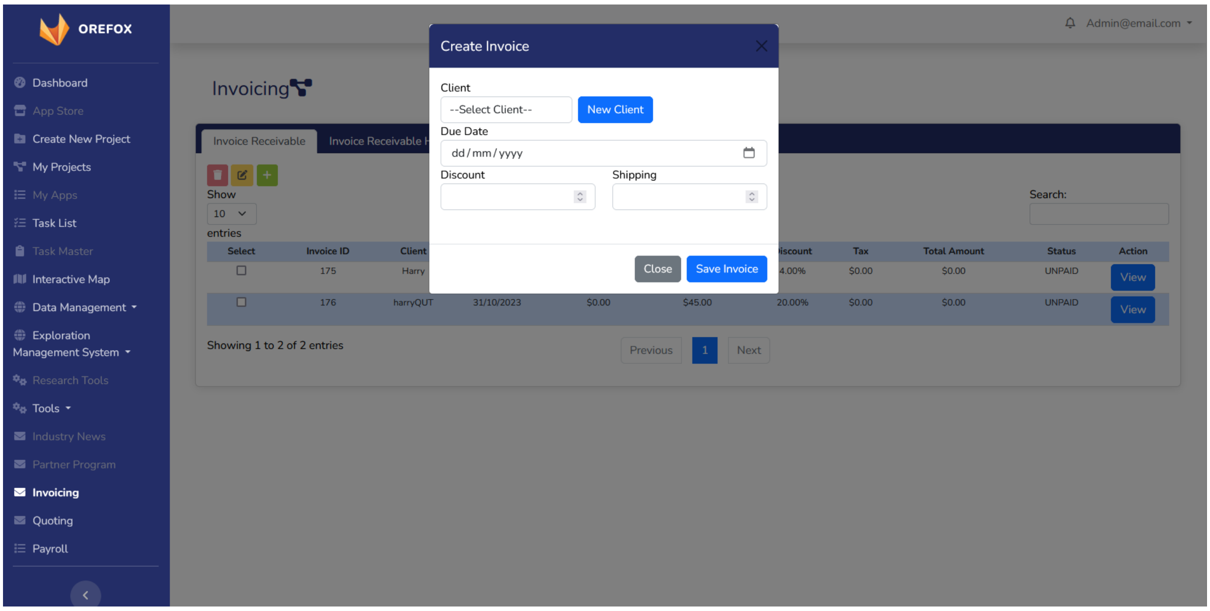


Creating an Invoice:

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

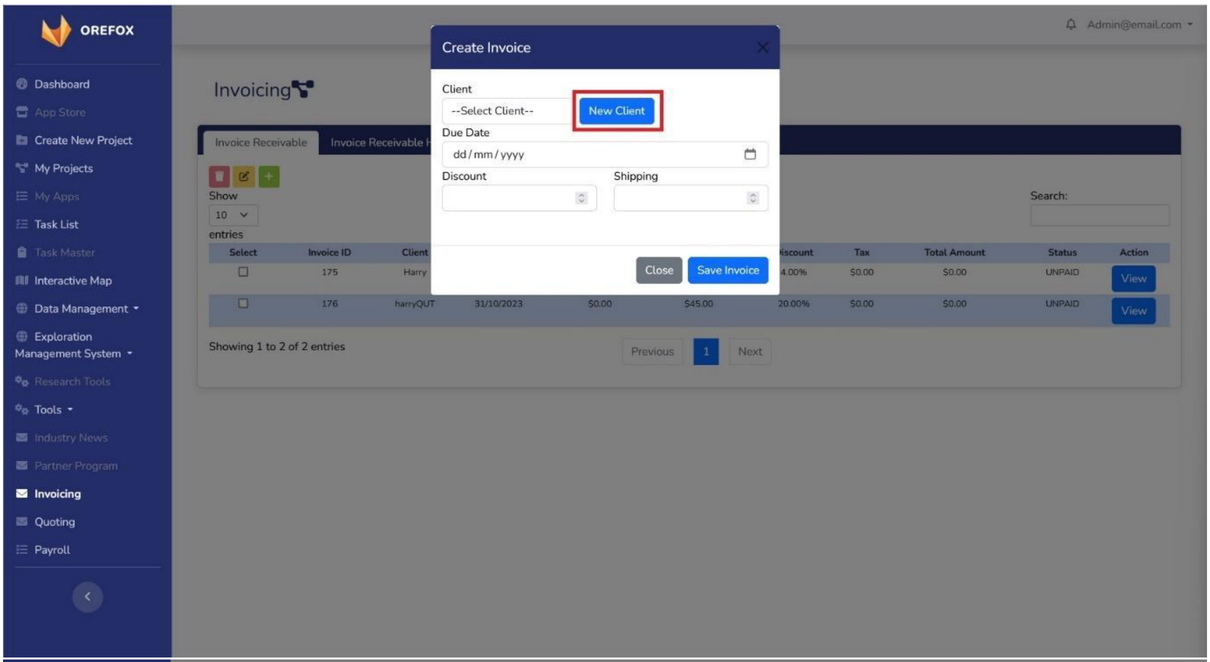


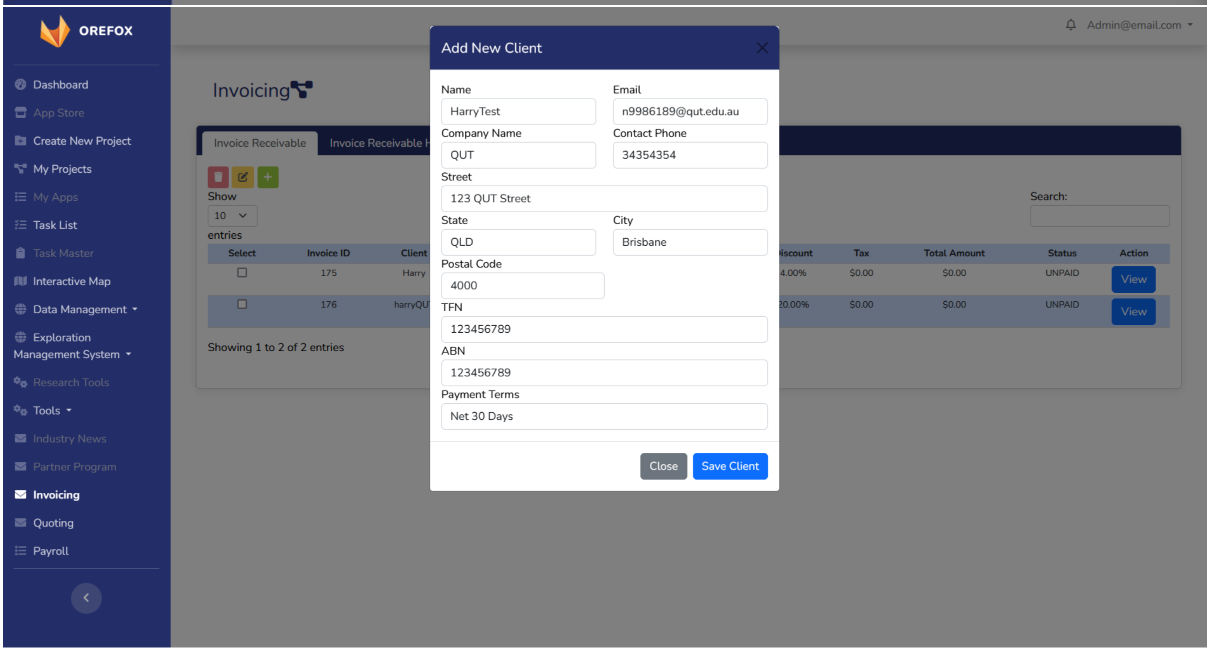
- A modal will pop up asking for basic invoicing details. Make sure you choose a date (click the calendar icon) and client before clicking ‘Create Invoice’. The input fields ‘Discount’ and ‘Shipping’ are optional.
- Once created, the invoice should appear in the ‘Invoice Receivable’ tab.



Adding A Client:

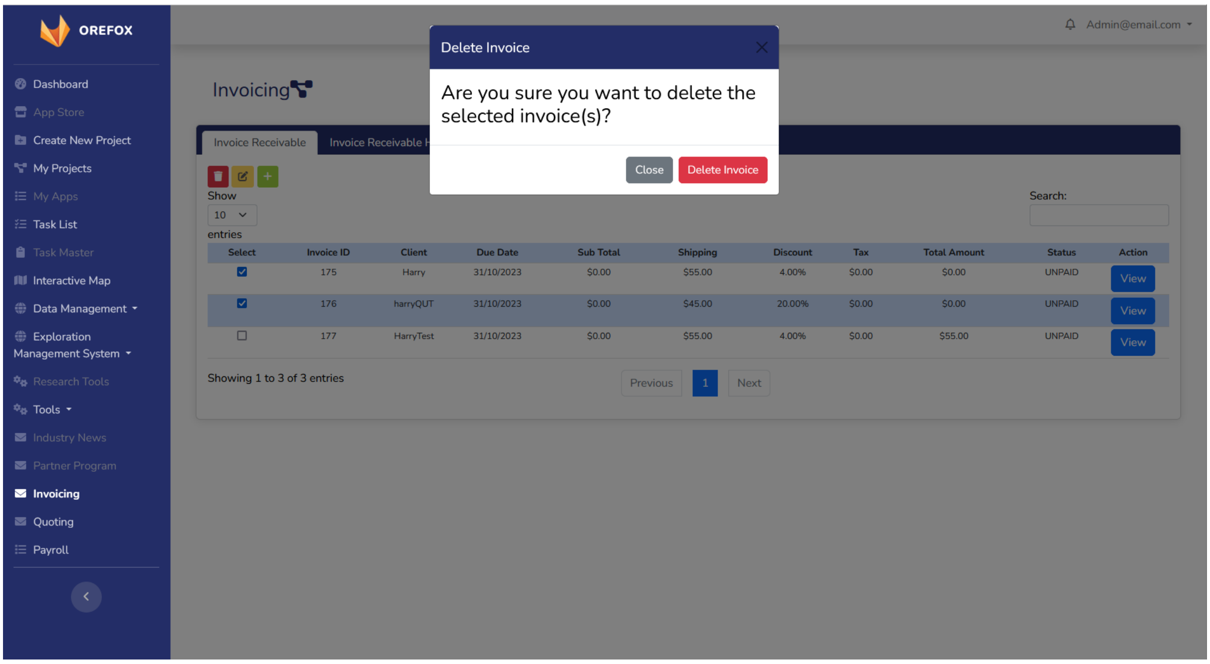
- If you have a client, and you wish to add them to the system you can do so during the process of creating an invoice.
- Click the ‘New Client’ button next to the client input field in the create invoice modal.
- Another modal will pop up prompting you to enter in the billing, address, and payment details 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.





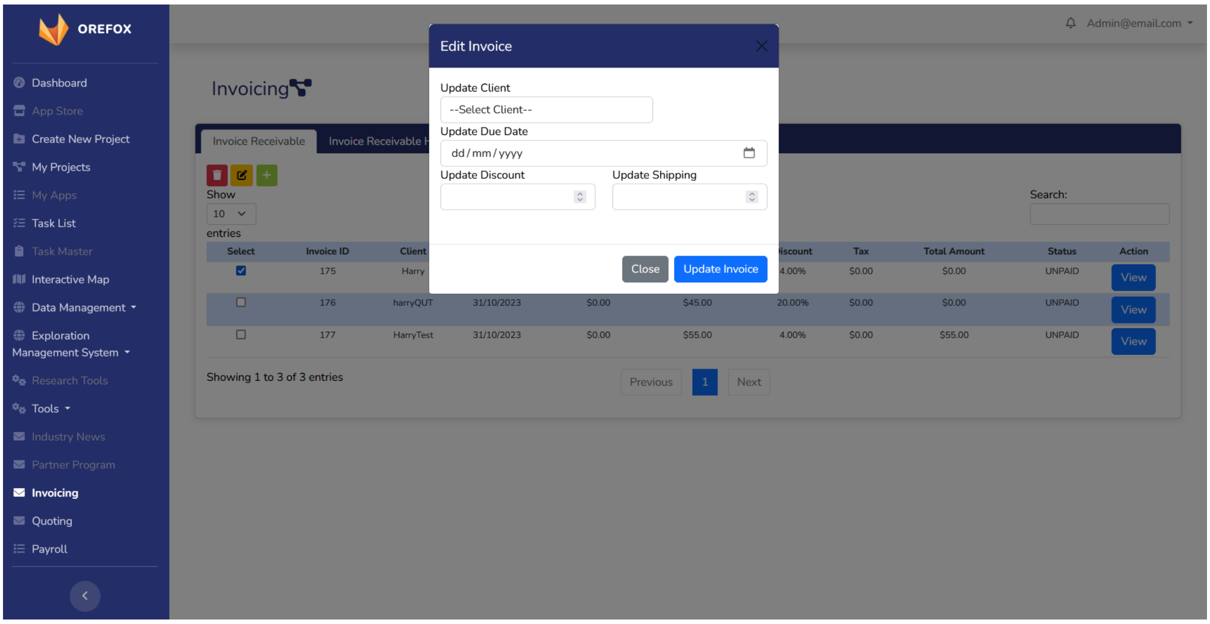
Deleting an Invoice:

- 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.



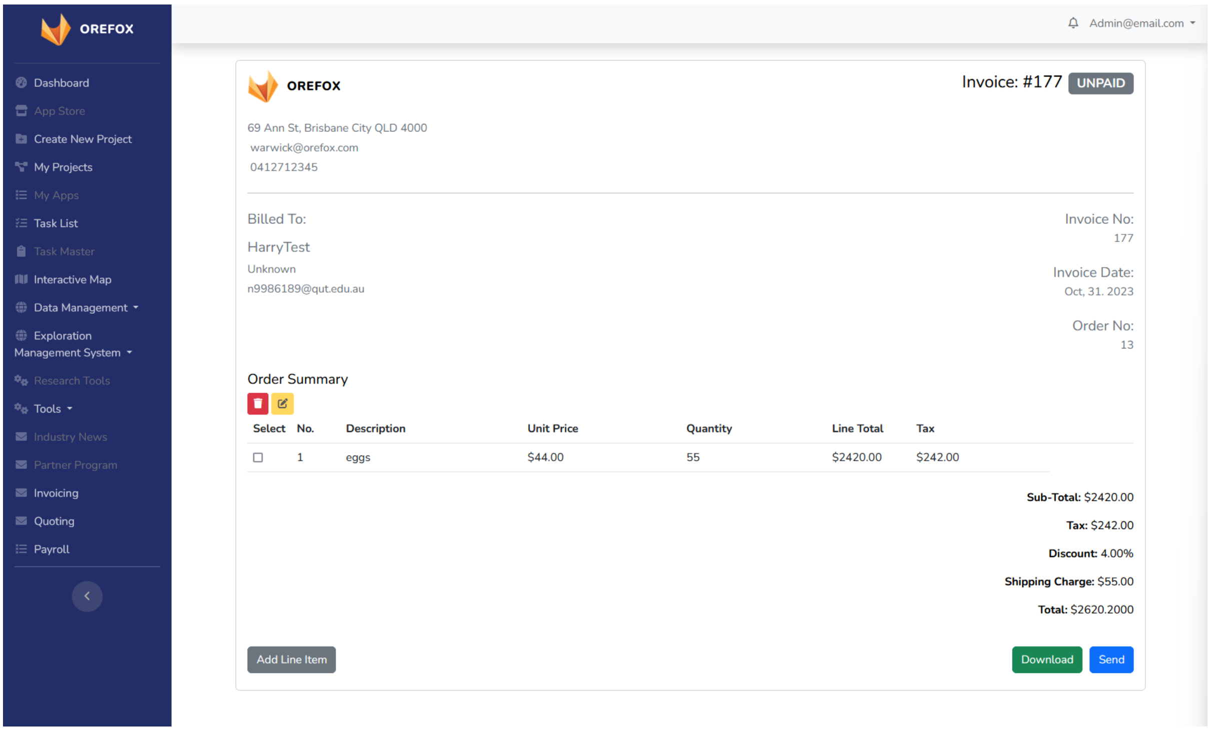
Editing an Invoice:

- 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.



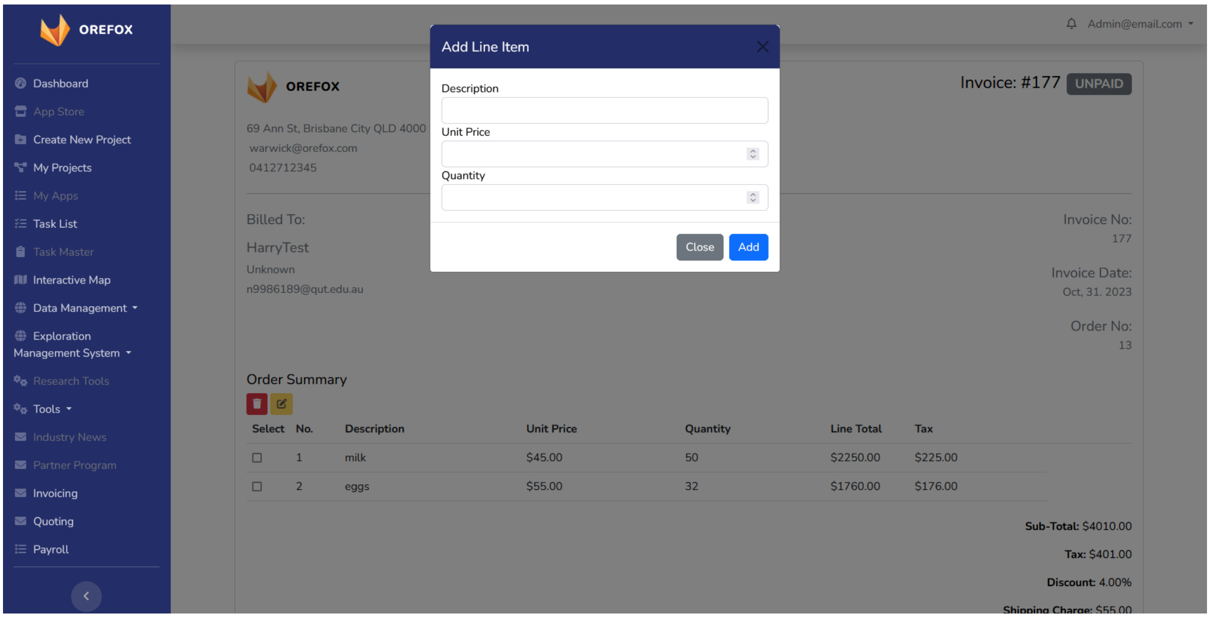
Viewing an Invoice:

- 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 the 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.



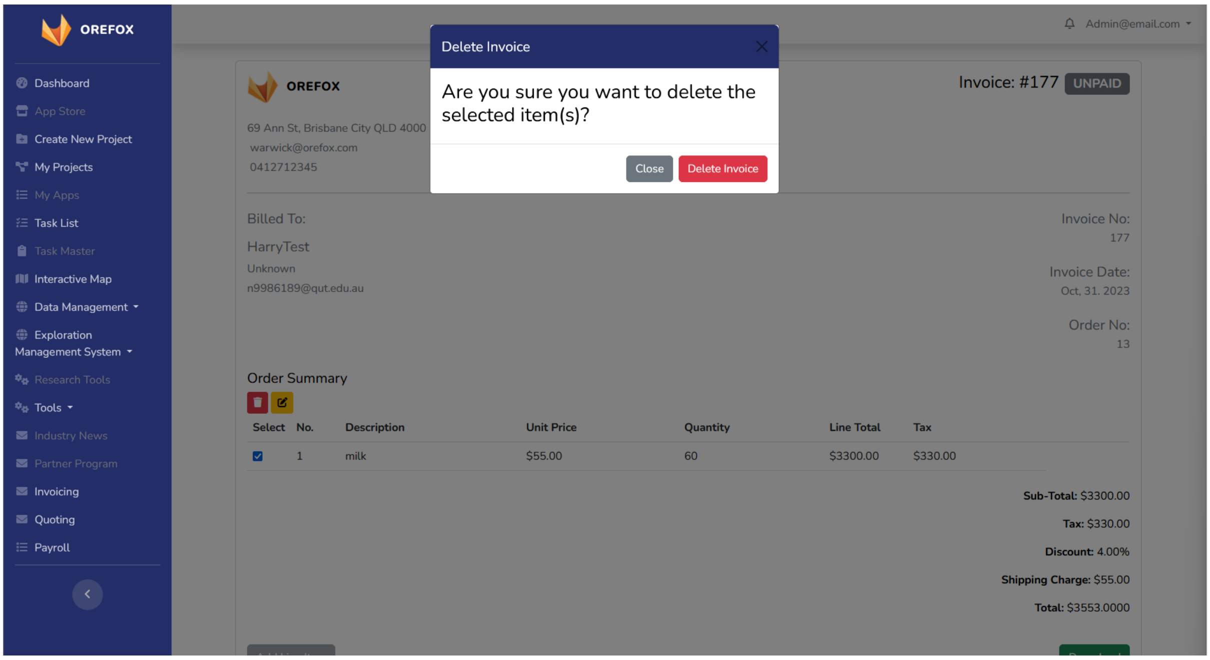
Adding a Line Item:

- 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:

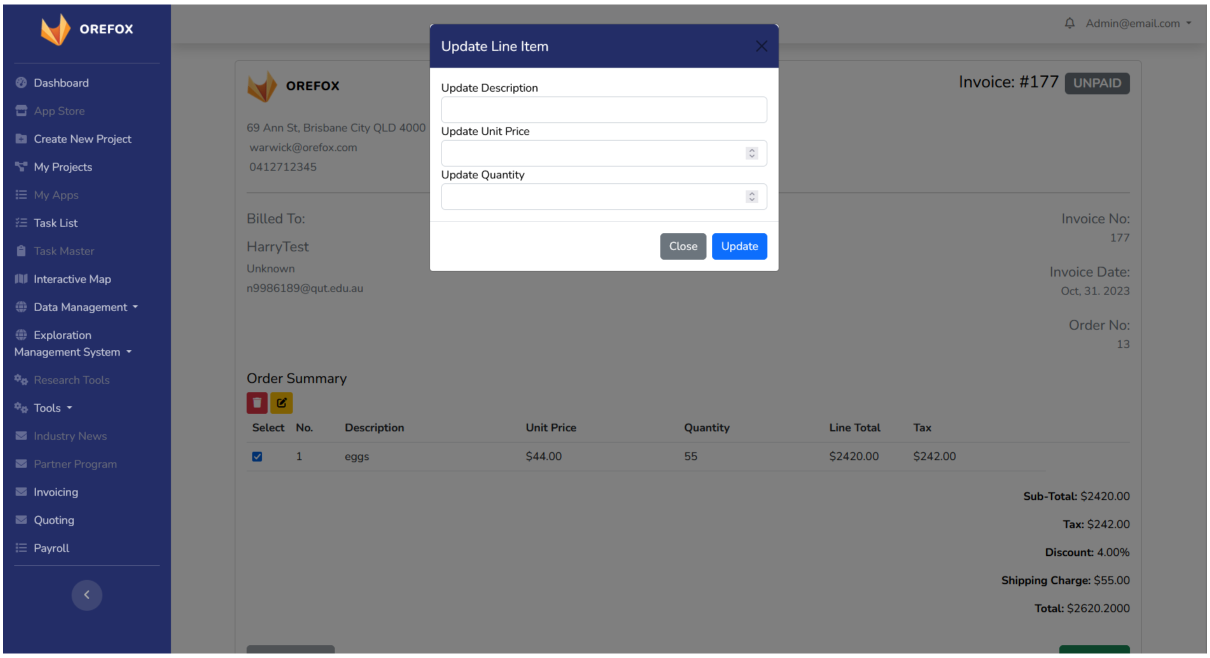
- As you can see on the template, there is a red bin button. This follows the same procedure as mentioned before when deleting invoices. You can either delete singular line items or multiple at a time.
- As before the button will only be clickable if one ore more line item checkboxes are selected.
-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



Editing a Line Item:

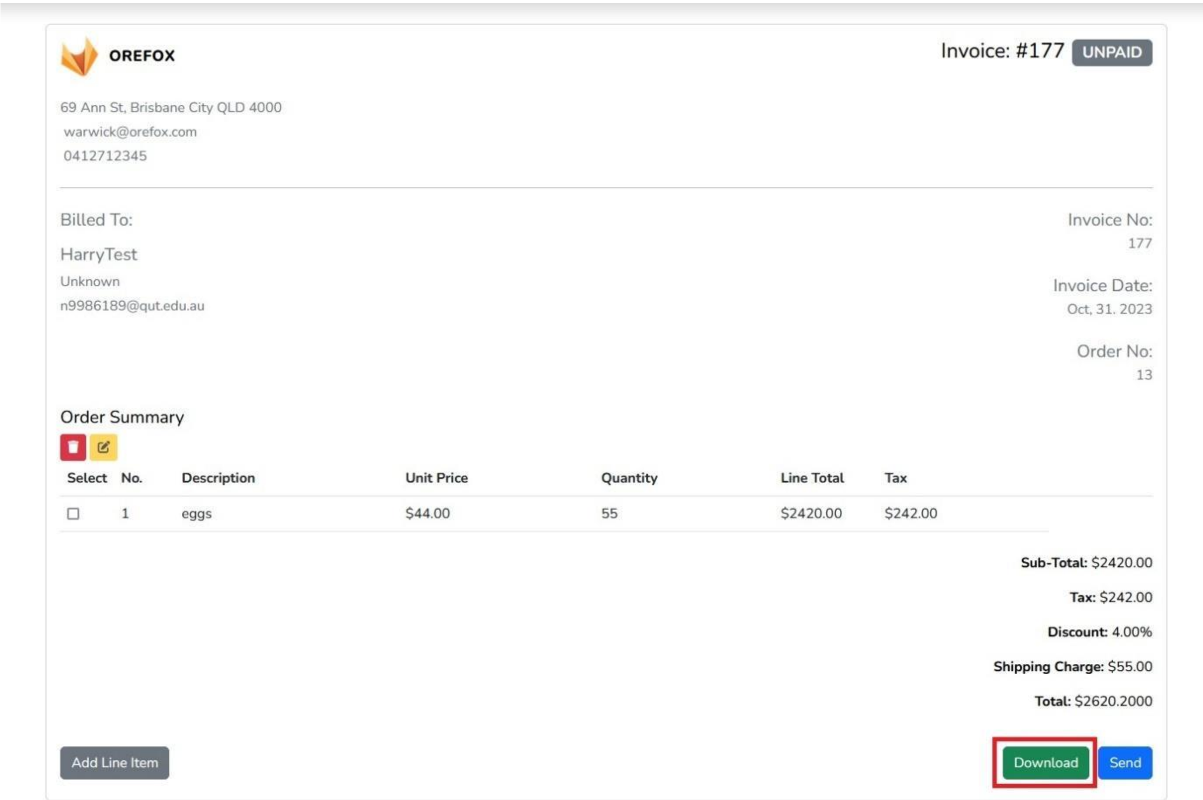
- As you can see on the template, there is a yellow edit button. This follows the same procedure as mentioned before when editing invoices. You can only edit one line item at a time.
- As before the button will only be clickable when only one line item checkbox is selected.

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



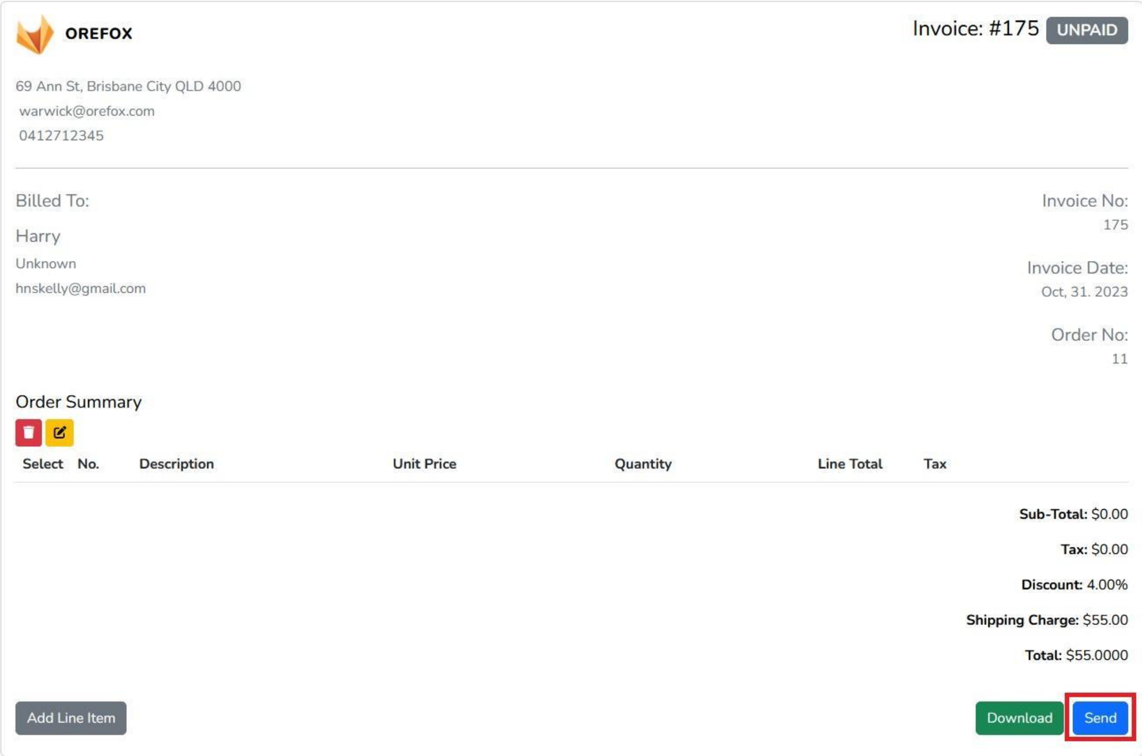
Downloading the Invoice PDF:

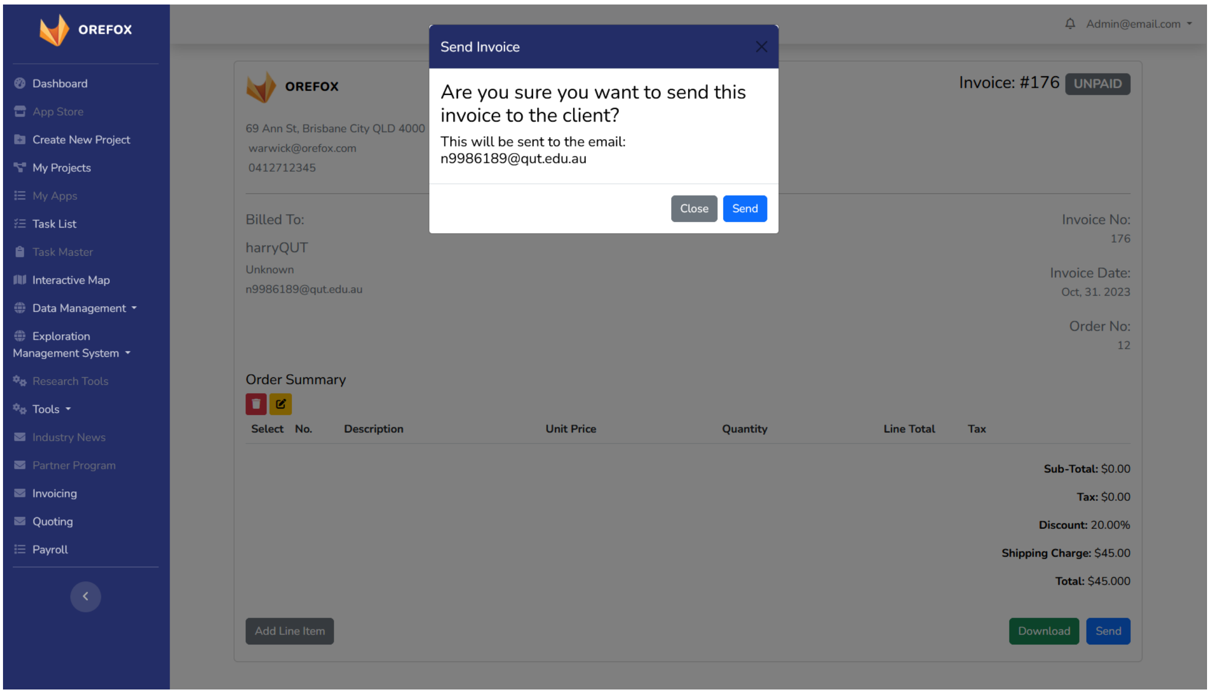
- On the bottom right corner of the template, you will see a green 'Download' button. Click this and it should download the invoice to your local file system.



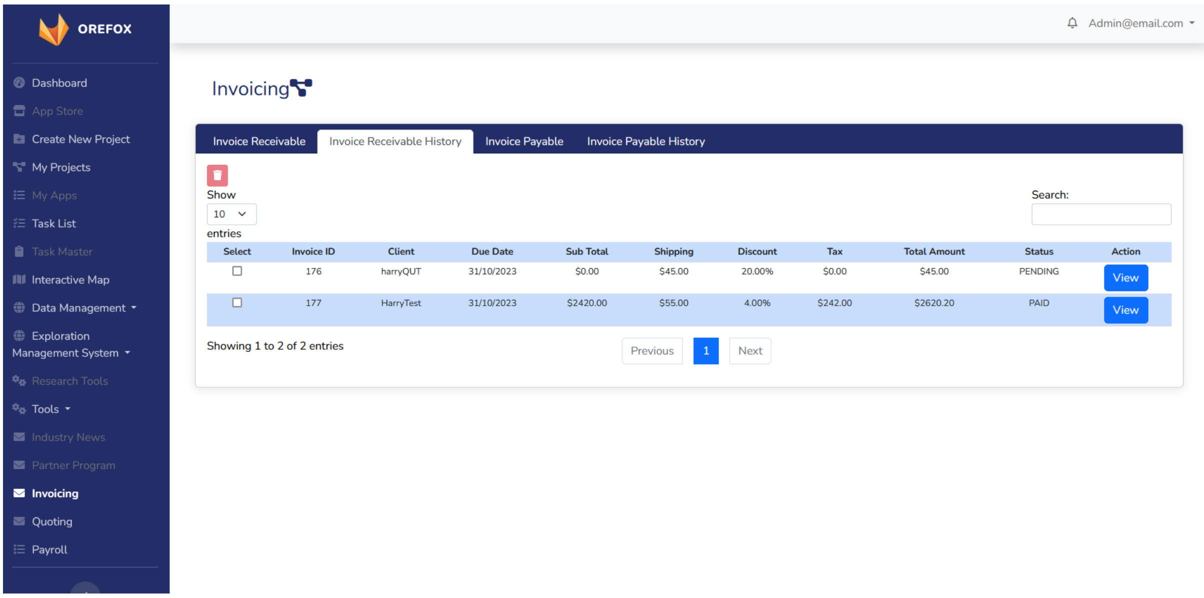
Sending the Invoice:

- 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.

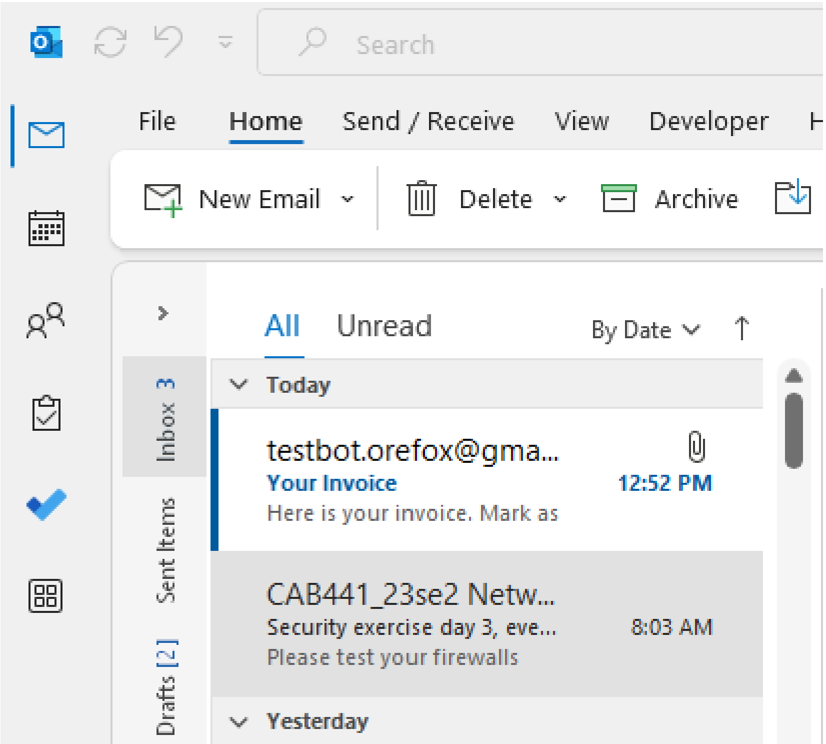




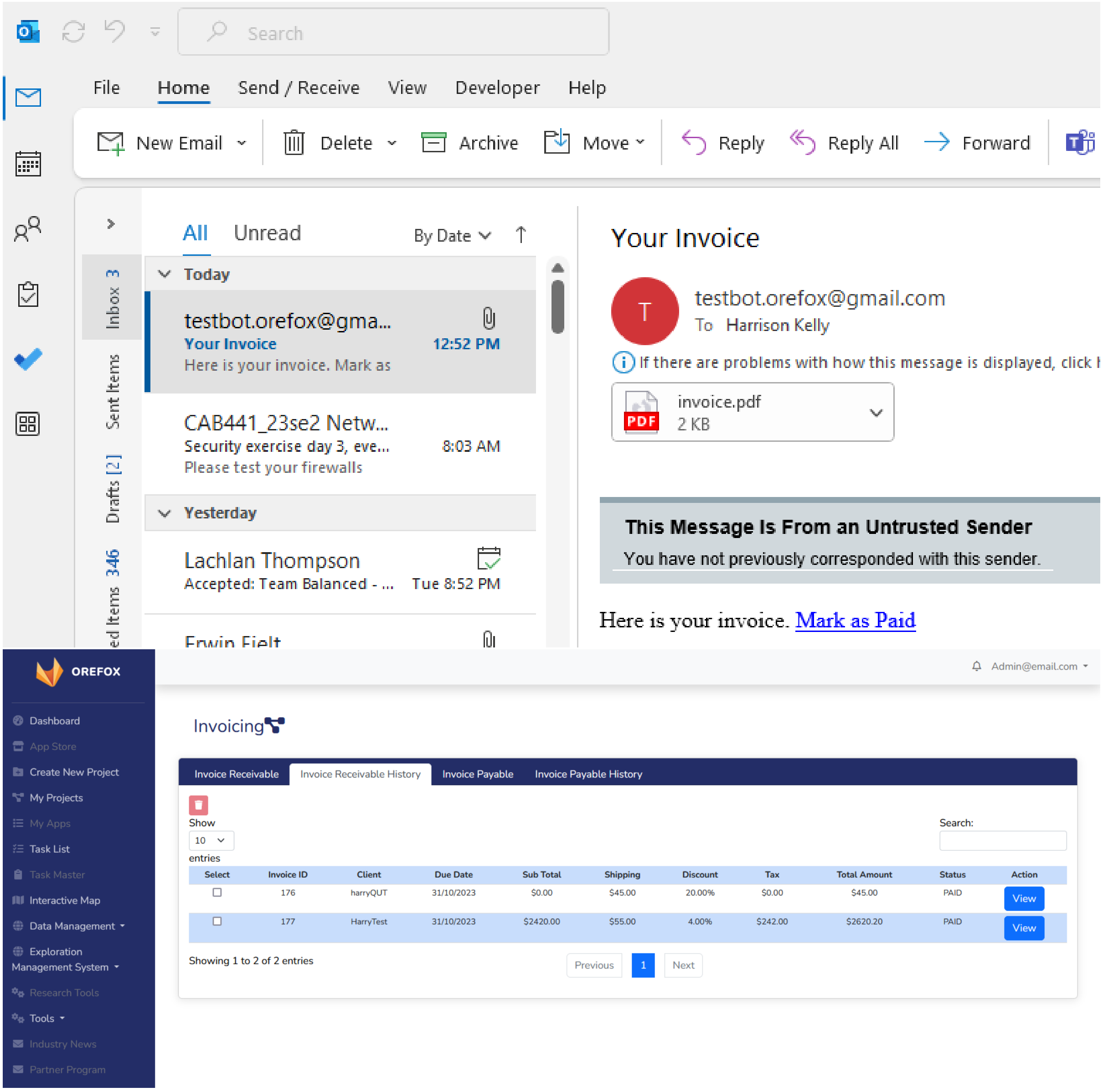
- Click the 'Confirm' button to send the invoice. You will be redirected to the main invoicing table. As you will be able to see you invoice will not be in the 'Invoice Receivable' tab. Click the ‘Invoice Receivable History’ tab and you will see you invoice there with its status changed to ‘PENDING’.



- 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.

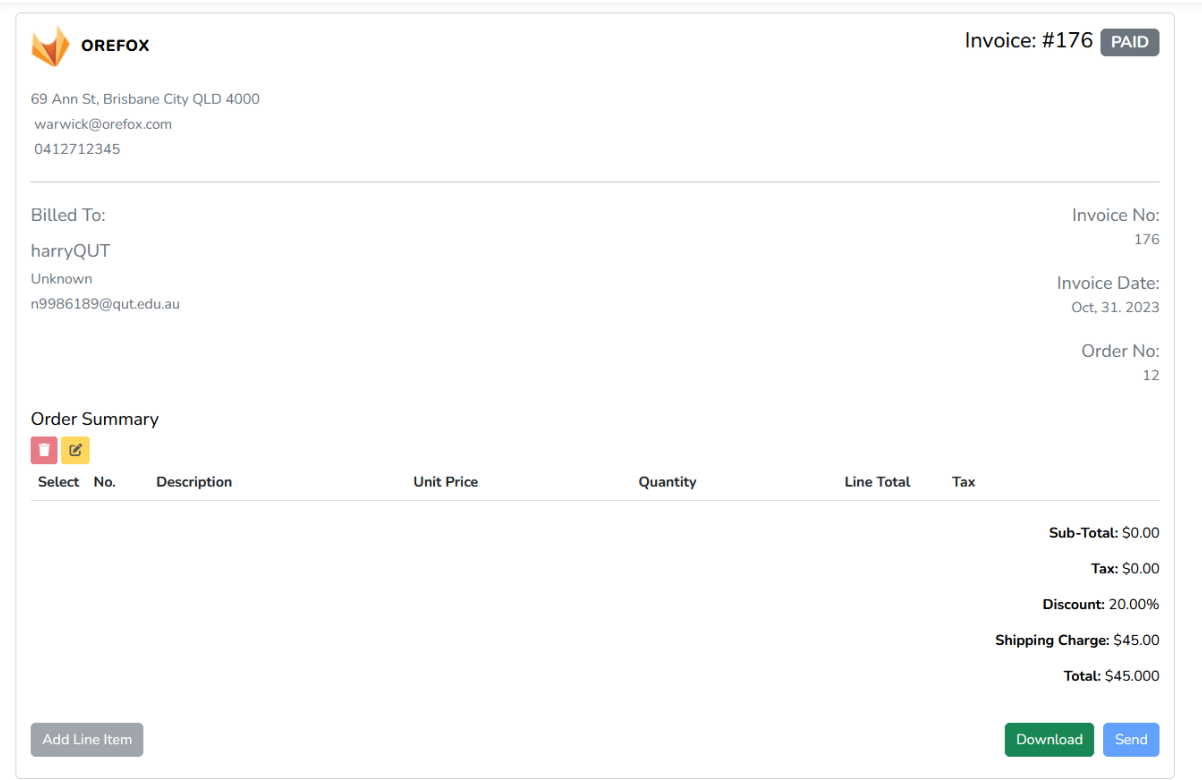


Deleting from Invoice Receivable History:

- 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.

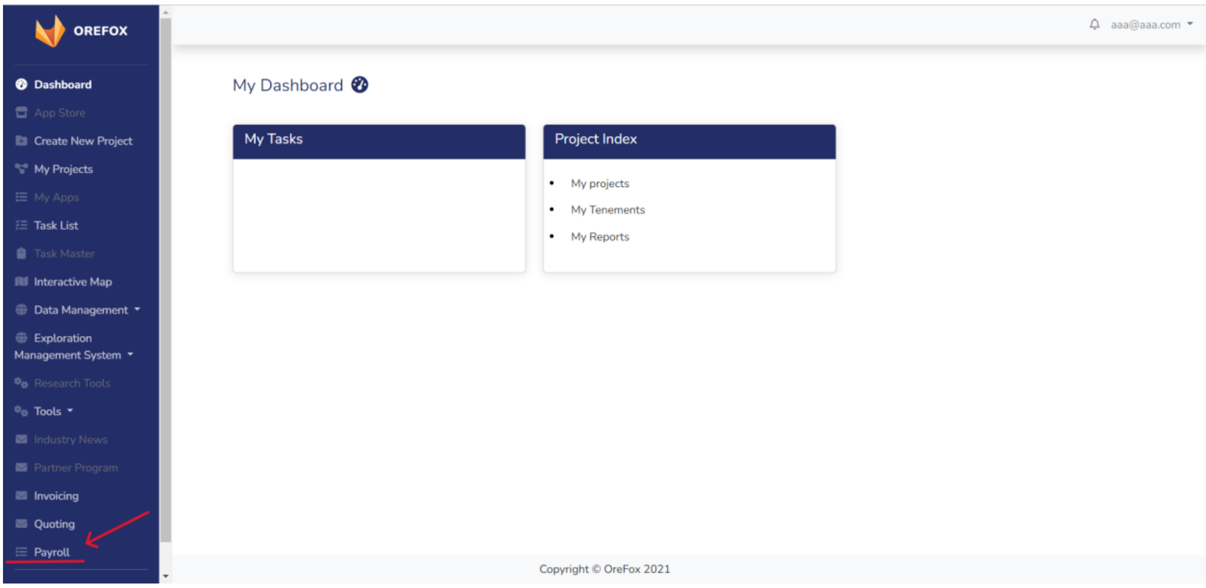


Quoting:

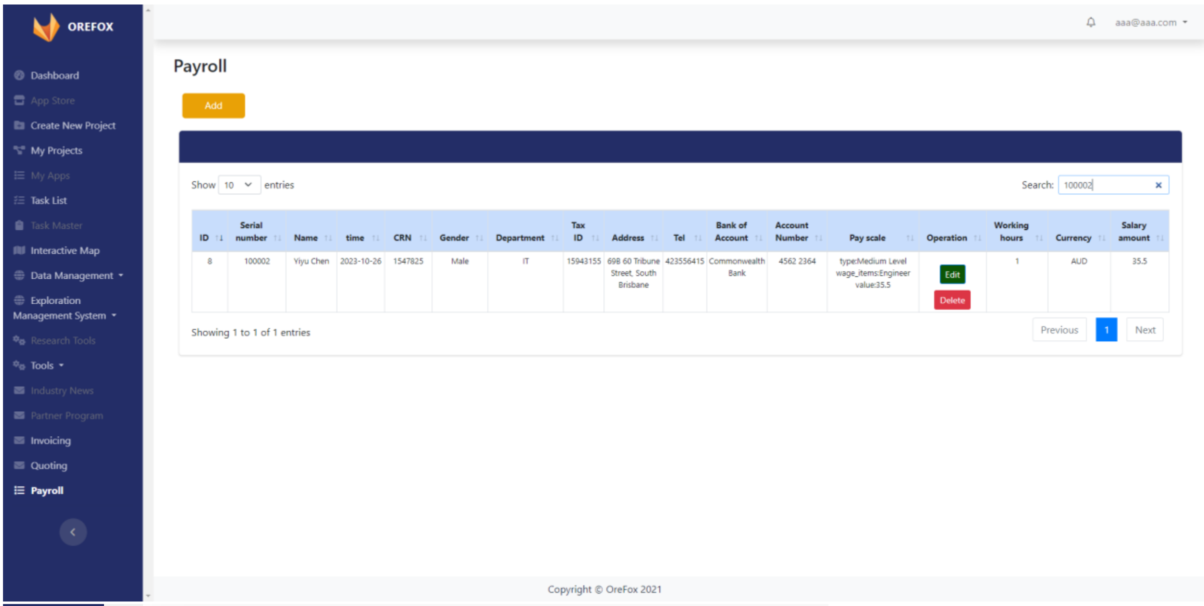
- Note that the instructions for invoicing are the same for quoting. You can use the guide above.
- The statuses for quoting are only 'UNCONFIRMED' and 'CONFIRMED'.
- Once the email is sent the and the 'Mark as confirmed' button is clicked you will have to refresh the quoting page and navigate to 'Quote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

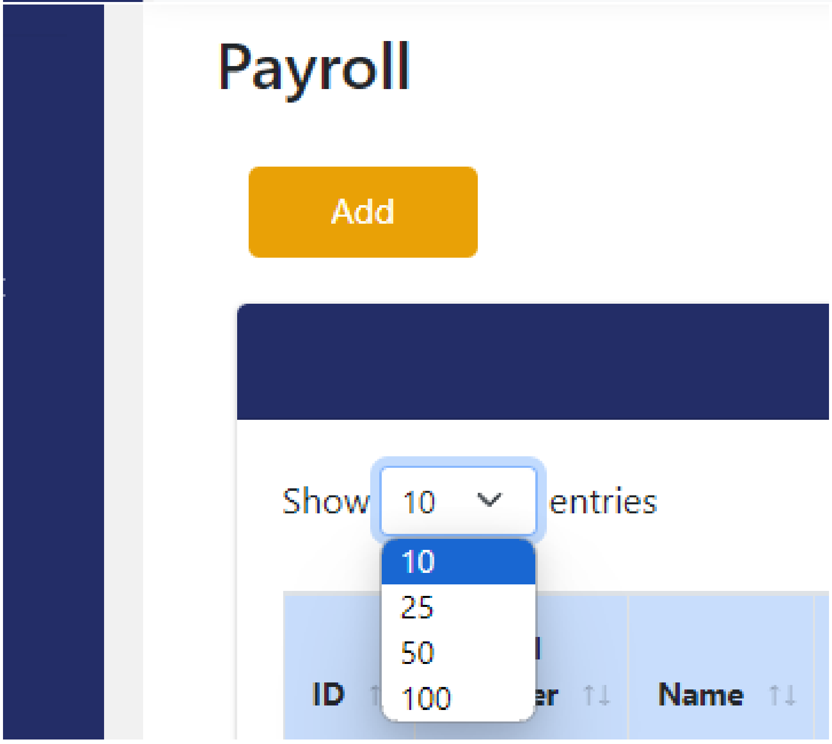
Payroll:

Navigation:



- In the sidebar, click on payroll at the bottom

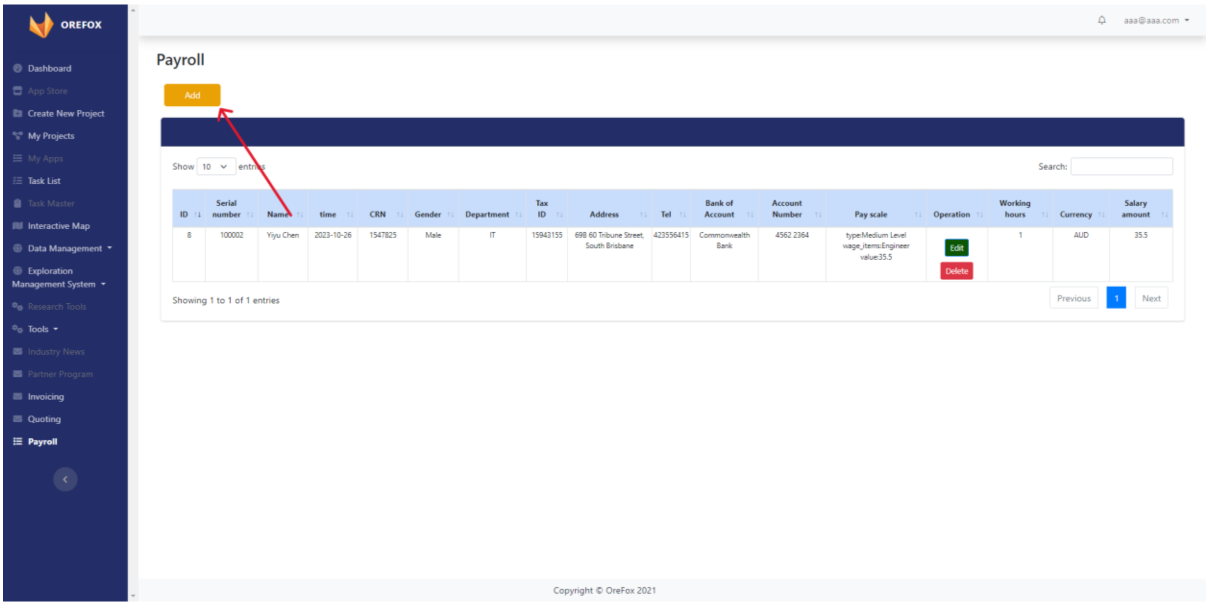




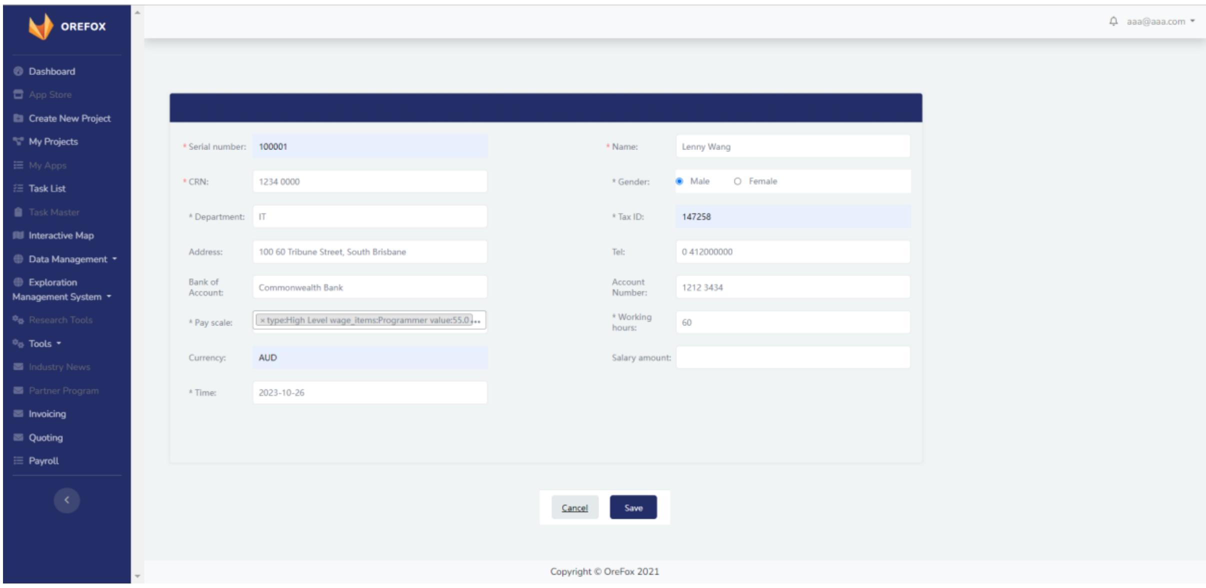
- The main screen is displayed to see an overview of payroll, and in the upper left corner you can select the amount of data to display on each page.

- The bottom sidebar allows for page flipping.

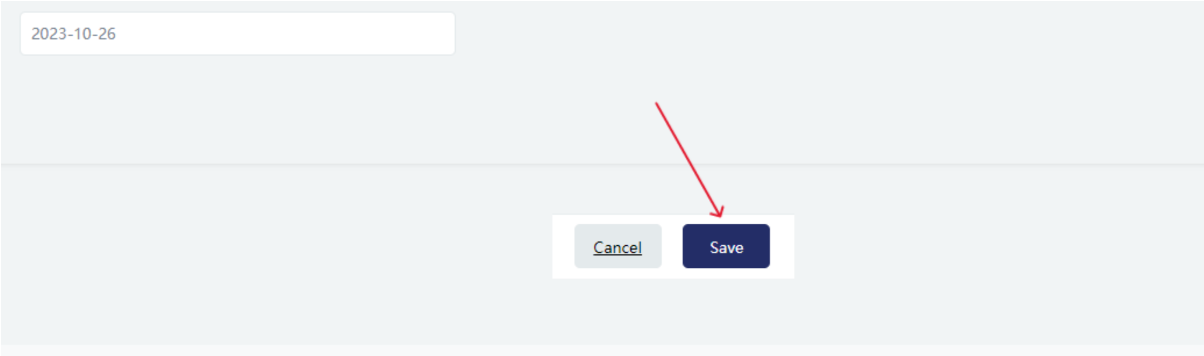
Creating an Payroll:



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

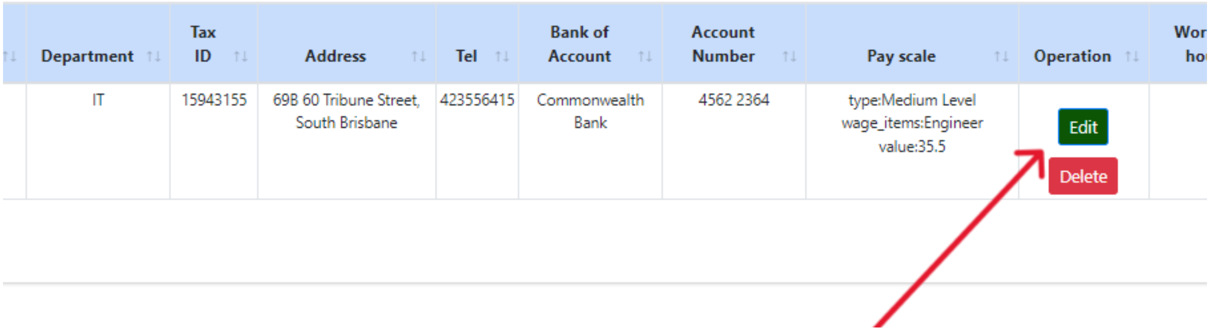


- Here you can fill in the basic information of the employee, select the salary scale, and record the working hours for the week, the system will automatically record the filled hours and calculate the total salary for the week.



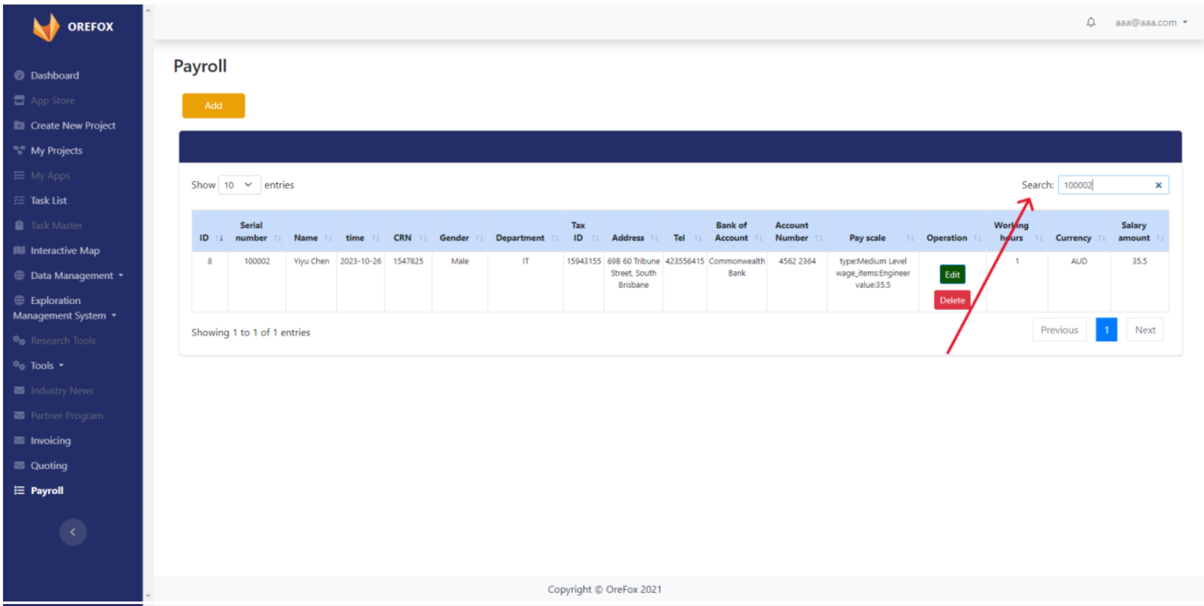
- Click Save, it will upload the data to the database and return to the main interface.

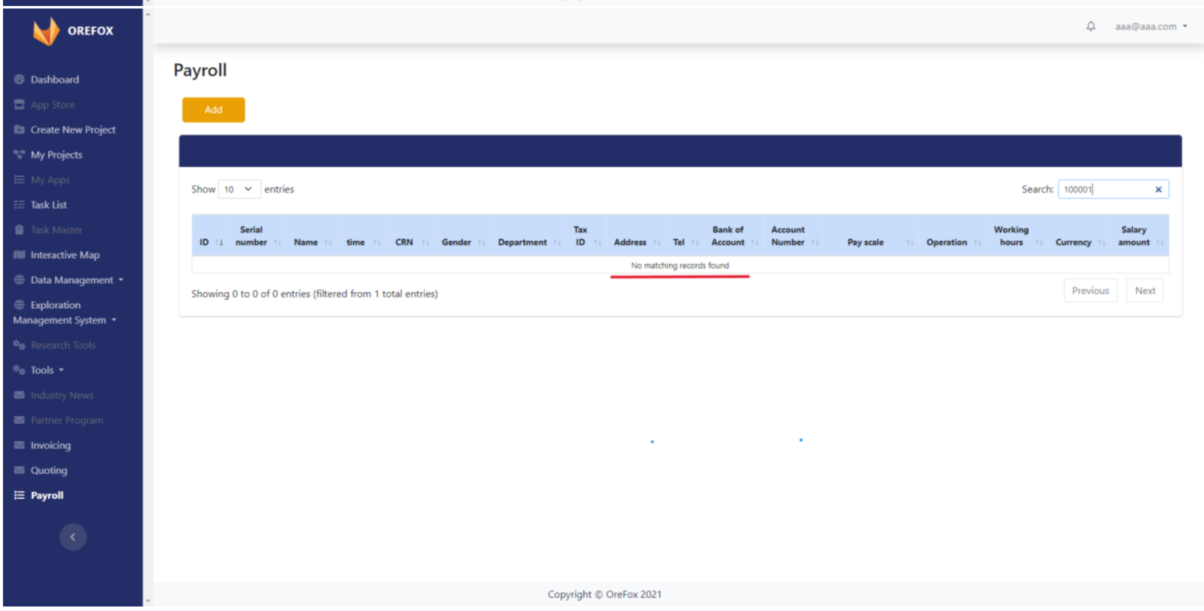
Editing and Deleting an Payroll:



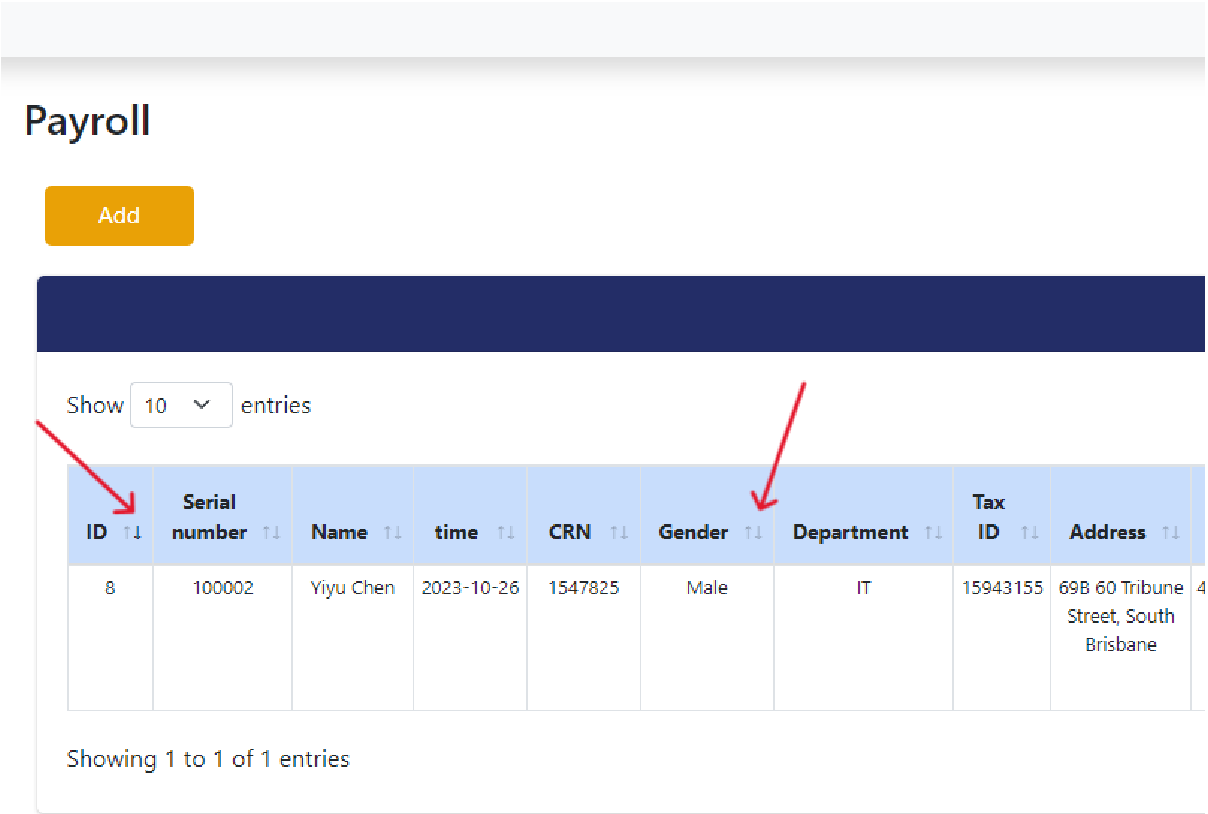
- Payroll can be edited and deleted by clicking the corresponding button on the right side of each data field.

Searching and Sorting Function:



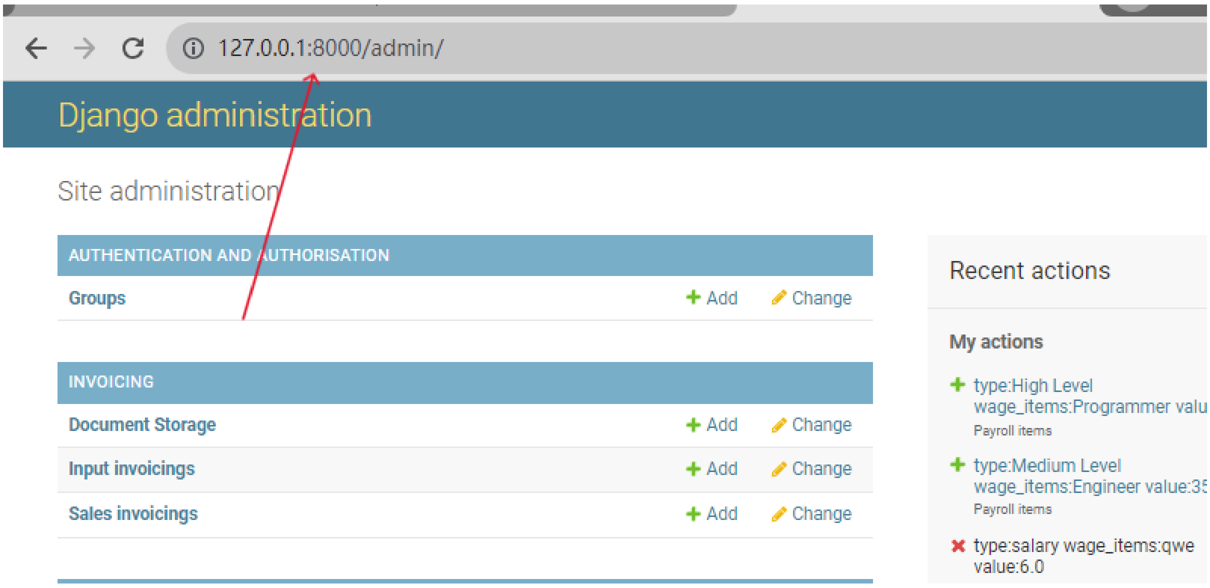


- You can enter any field in the search field on the top right
- The system will filter out the data that meets the conditions.
- Note that the Serial Number of each data item is the primary key and cannot be repeated.
- If there is no related data, it will shows the words below

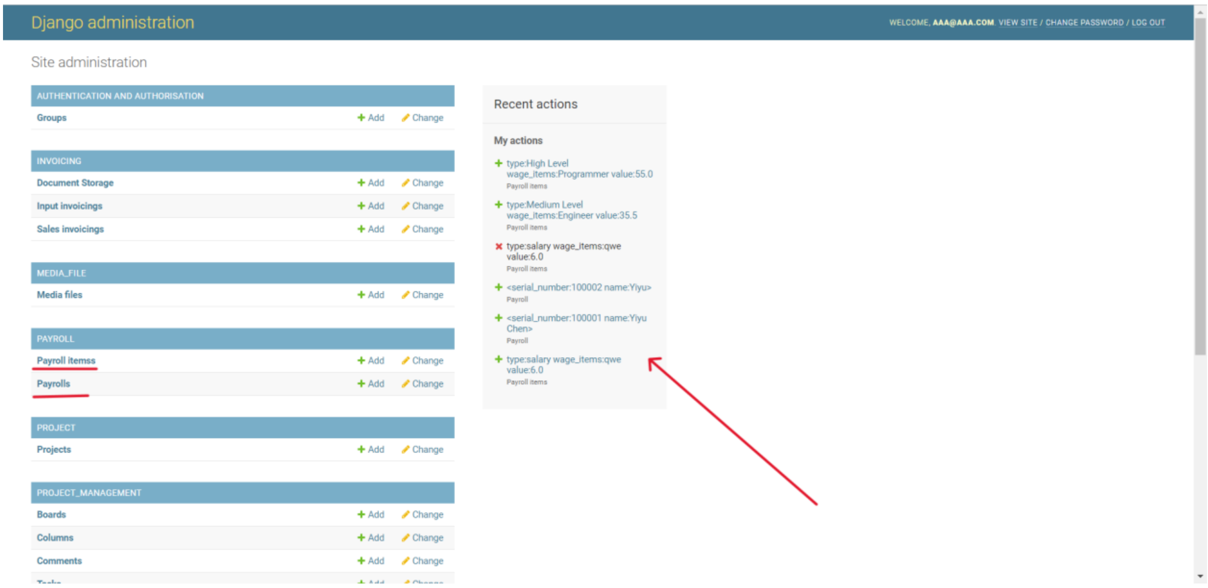


- The arrow symbols at the right of each label in Payroll can be used to sort the data, according to the words selected.
- One click is ascending, double click is descending.

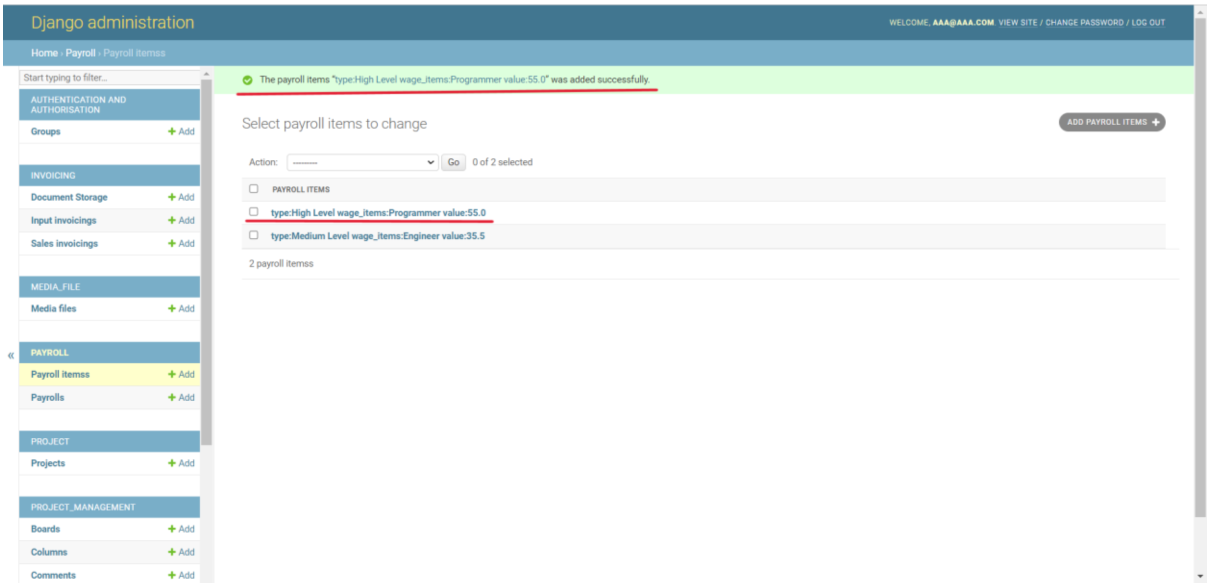
Admin Access:



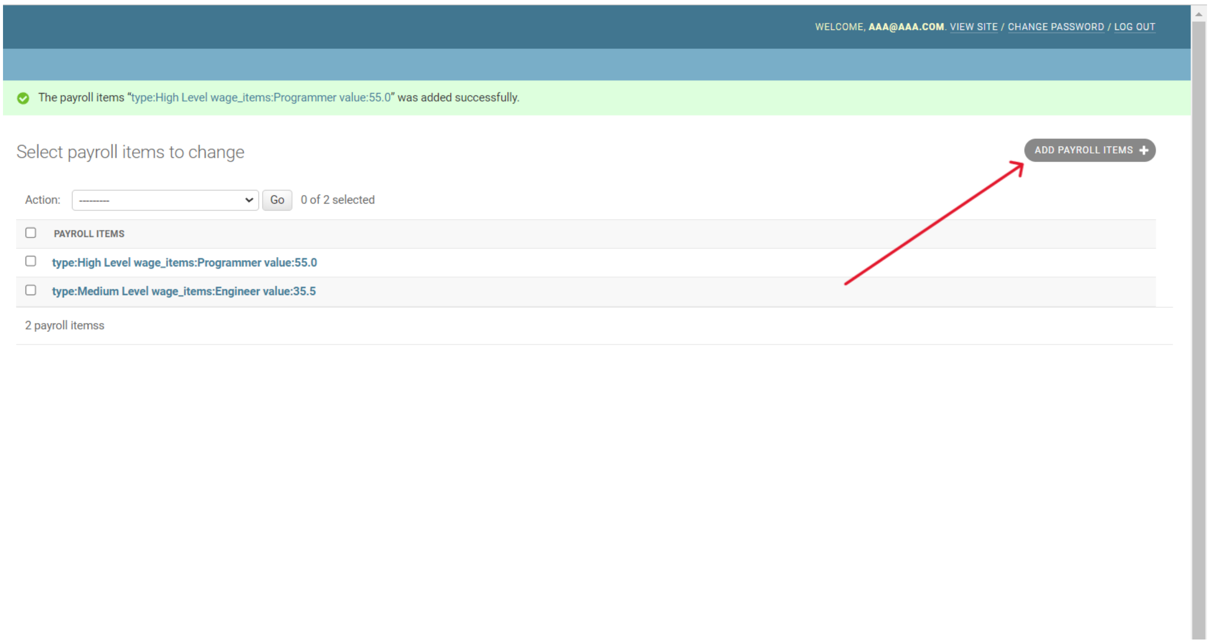
- Enter admin in the URL to access the project's admin interface directly



- 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.

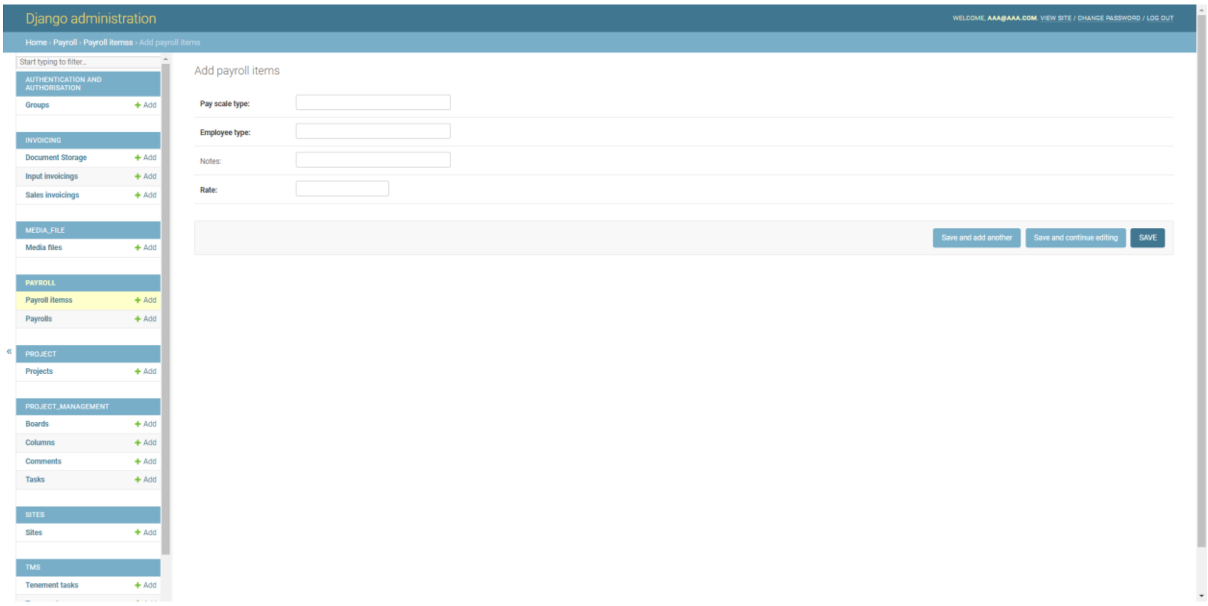


- A list of existing pay grades can be seen on the main screen
- A record of the most recent operation is displayed at the top
- Click on each item to access and edit the information



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

Adding a Salary Scale:



- 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.