**Office: (1)**

**Daily Activities Click)**

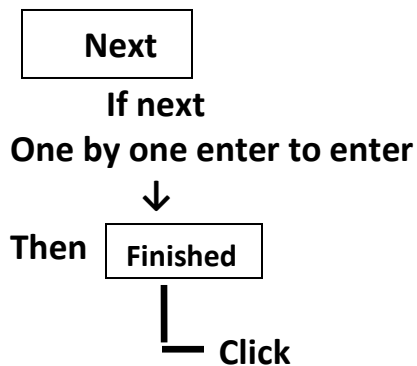**Office Account (if Click)**

├─ **Investment**
└─ **Expenses**

**If click:  Investment : Entry the office Investment like as (Any account come from**

**MD for Business running cast (or) buy table, chairs, etc..,)**

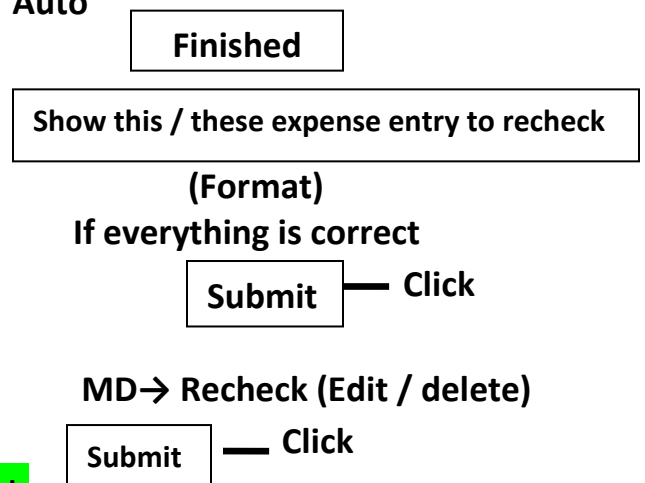**If click: Expenses: Enter the all expenses of office related, which, is in**

**Drop box** ▼      **- Loan**

**- Rent**

**- Salary**

**- Ect..,**

# Office Investment / expenses

- **Date :** _____ [_____] (Auto)  edit date
- **Particulars:** [_____]
- **Categories** [_____ ▼]  **Drop box – Rent**
  - **- salary**
  - **- EB**

- [ **Direct / Indirect** ▼ ] → **Drop box**

- **Amount** [_____]  [_____] **Remarks**

- **Mode** [____ ▼] **UPI/Bank/Cash (Drop box)**

- [_____]  **UPI/Bank/Cash** <mark>Remark</mark> **made if any**

- **Discount** [_____]

  **%**  **Auto**
- **S GST** [_____]  [_____] **Amount (Auto) (Amount = %)**

  **Auto**
- **C GST** [_____]  [_____] **Amount (Auto) (Amount) %**

  **Auto**
- **I GST** [_____]  [_____] **Amount (Auto) (Amount) %**

  **Total** [_____] **Auto**

  [ **Finished** ]

[ **Next** ]  [ **Show this / these expense entry to recheck** ]

**If next**  **(Format)**

**One by one enter to enter**  **If everything is correct**

↓  [ **Submit** ] — **Click**

**Then** [ **Finished** ]

└— **Click**  **MD→ Recheck (Edit / delete)**

[ **Submit** ] — **Click**

<mark>→ **These Accounts go to General A/C sheet.**</mark>

**MD dash board → Daily Accounts**
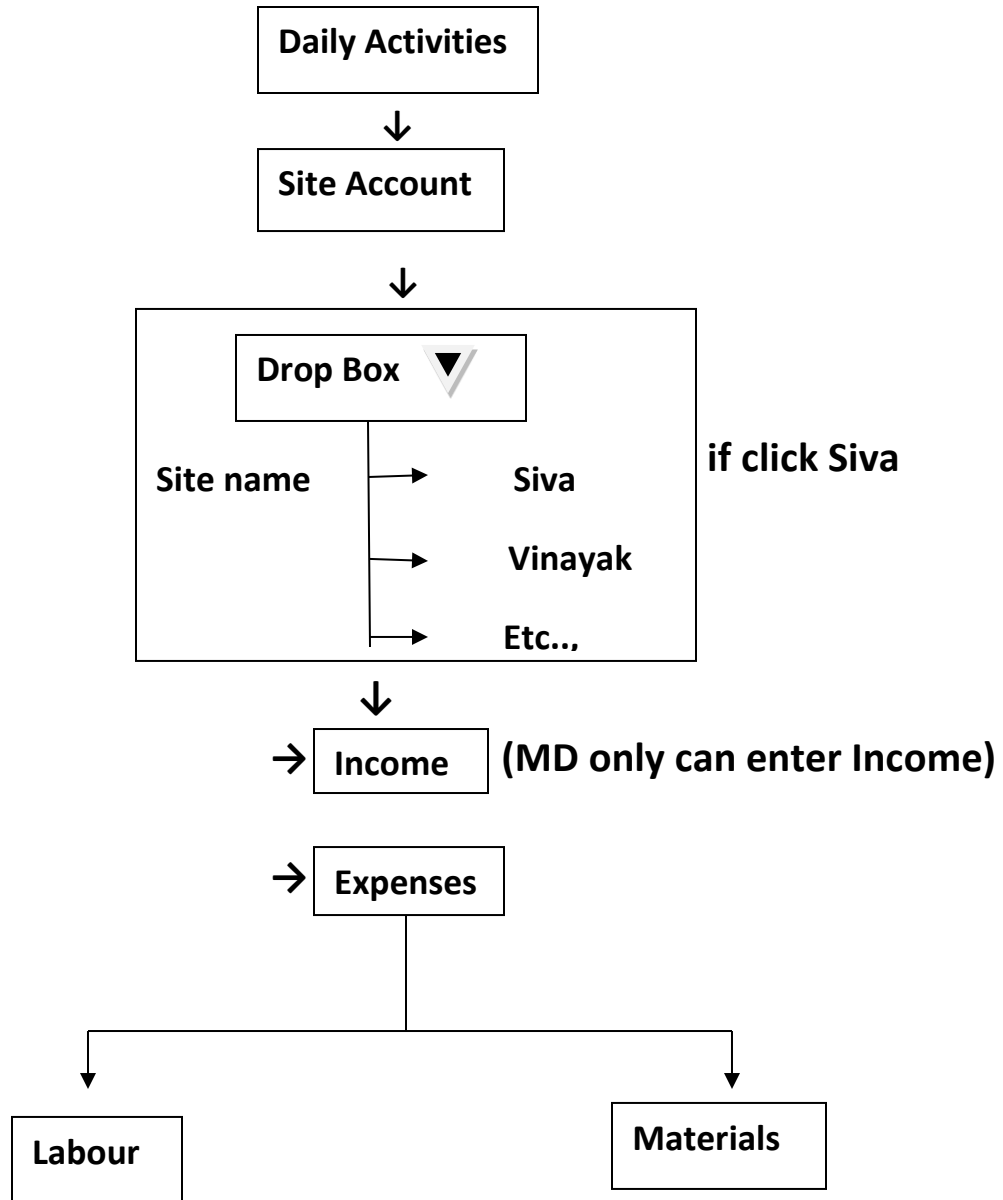
**→ Office Account**

**⇩**

- **Investment → (MD dash board only)**

- **Daily expenses**

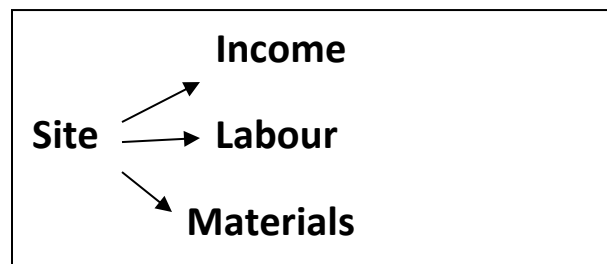**→ If click Investment → Daily A/C Format Open and enter investment Amount.**

**→If click Daily expenses → Daily A/C format open for expenses of day to day.**

**→ Investment → (MD dashboard only in this options)**

## Site: (2)

**Daily Activities**

↓

**Site Account**

↓

**Drop Box** ▼

**Site name** → **Siva**          if click Siva

→ **Vinayak**

→ **Etc..,**

↓

→ **Income**   (MD only can enter Income)

→ **Expenses**

**Labour**                **Materials**

**Amount Enter**

**Income**

**Site** → **Labour**

**Materials**

**Site Account → Site name => Income**

- **Date :** [          ] **Auto**          **SITE  NAME** [          ] **Auto**

- **Particular** [                    ]

- **Amount** [                  ]

- **Mode** [          ▼] **UPI / Bank / Cash (drop box)**

- **Remark** [                ]

- **Discount** [                ]

          **%**                    **Auto**

- **S GST** [          ]     [              ] **(Auto) (Amount = %**

                    **Auto**

- **C GST** [          ]     [              ] **(Auto) (Amount) %**

                    **Auto**

- **I GST** [          ]     [              ] **(Auto) (Amount) %**

                    **Total** [            ] **Auto**

                              [ **Finished** ]

                                    ↓

                    **Show this Income enter to recheck**

                                    ↓

                              [ **Submit** ] **- Click**

**Site A/C → Expenses →<mark>Labour</mark>     Site expenses Labour entry**

- **Date :** [_____] **Auto          SITE NAME** [_____] **Auto display**

- **Particular** [_____]

- **Categories** [____ ▼] **-Mason**
                      **- Painters**
                       **-Elevation    (Drop box)**
                       **-Etc..,**

- **Expenses type** [ **Indirect** ] **(Default)**

- **Amount** [_____]

- **Remark** [_____]

- **Mode** [_____ ▼] **UPI / Bank / Cash (drop box)**

- **Mode Remark** [_____]

- **Discount** [_____]

        **%**        **Amount**

- **S GST** [_____]  [_____] **Auto Calculate**
                        **Auto**

- **C GST** [_____]  [_____] **Auto Calculate**
                        **Auto**

- **I GST** [_____]  [_____]    **Auto Calculate**

[ **Next** ]

- **If next one by one enter**
       ↓
   **Then** [_____] **Finished**

**Finished**

**Show this / these expense enter to recheck.**

**Format**
↓
**If everything is correct**
↓
[ **Submit** ]

**MD-Recheck (Edit / delete)**
[ **Submit** ] **By MD**

**These account go to General A/C**

**Site A/C → Expenses – Materials**          **Site → Material entry**

- **Date :** [____] **Auto**                **SITE NAME** [____] **Auto display**

- **Particular** [_____]

- **Categories** [____ ▼] **-Civil**
                      **- Plumbing**
                       **-Electircian**    **(Drop box)**
                      **-Etc..,**

- **Expenses type** [**Direct**] **(Default)**

- **Amount** [____]

- **Remark** [_____]

- **Mode** [_____ ▼] **UPI / Bank / Cash (drop box)**

- **Mode Remark** [_____]

- **Discount** [_____]

- **S GST %** [____]   **Amount** [_____] **Auto Calculate**
                          **Auto**

- **C GST %** [____] [_____] **Auto Calculate**
                     **Auto**

- **I GST %** [____] [_____] **Auto Calculate**
          **Total**                          **Auto**

[**Next**]

- **If next one by one enter**          **Show this / these expense enter to**
          ↓                              **recheck.**
  **Then** [____] **Finished**

**Finished**

**Format**
↓
**If everything is connect**
↓
[**Submit**]
**MD-Recheck (Edit / delete)**
[**Submit**] **By MD**

**These account go to General A/C**

**MD dash board → Daily Activities**

**→ Site Account**

**↓**

**Income (MD dashboard option only)**

**Expenses**

- **If click Income which customer pay to their site / Project. MD only can give the input income.**

**→ If click expenses**

**↓**

| Labour expenses |

**Material expenses**

**→ If click expenses → Labour expenses enter should come drop box of labour like as** | Mason    **in daily A/C format**

| Paint
| Etc.,

**→ If click expenses → materials expenses → Daily A/C enter has to do.**

**Site wise Outstanding → Daily Activity**

Site Outstanding (2A)

↓

Labour

Materials

If click   Labour

↓

| Labour | Contract amount | Paid amount | Outstanding | |
|---|---|---|---|---|
| 1. Mazon | A | A | A | View all |
| 2. Centering | A | A | A | View all |
| 3. Electrician | A | A | A | View all |
| 4. Plumbing | A | A | A | View all |
| 5. Tiles mazon | A | A | A | View all |
| 6. Carpenter | A | A | A | View all |
| 7. Painter | A | A | A | View all |
| 8. Other (gate,door etc) | A | A | A | View all |
| Total | A | A | A | |

## Labour view detail <mark>(1. Mazon outstanding)</mark>

| Mazon | Contract amount | Balance | Paid | Pay | Remarks |
|---|---|---|---|---|---|
| Basement | (A) | Contract -paid = A | Auto calculate | (Button) | (M) |
| Lintel | (A) | Auto calculate | | | |
| Roof | (A) | | | | |
| Outer plastering | (A) | | | | |
| Inner plastering | (A) | | | | |
| Spetic tank | (A) | | | | |
| Extra charge (Item) Auto display (+) | (A) | | | | |
| (+) | (A) | | | | |
| **Total** | **A** | **A** | **A** | **A** | |

| Button | - pay - if click
↓

| Payment Receipt sheet open |

**Below Here:-**

| Date | Particular | Paid | Remark |
|---|---|---|---|
| | | | |
| | | | |

↓

**Display**

- **Below here display**
- **Daily A/C display**
- **Report P / L (Like general A/C**

**(Payment detail of labour mazon display below here)**

## Labour View details : (2 .Centering)

| Centering | Contract amount | Balance | Paid | Pay | Remark |
|---|---|---|---|---|---|
| Footing ground | A | Contract paid balance | Auto calculate | Button | (M) |
| Plinth beam | A | | | | |
| 3 feet basement column | A | | | | |
| 7 feet column | A | | | | |
| Lintel beam | A | | | | |
| 3feet after lintel column | A | | | | |
| Roof Beam | A | | | | |
| Hide Beam | A | | | | |
| Roof | A | | | | |
| Extra charge (Item Auto display (+) | A | | | | |
| Total | A | | | | |

**Button**

↓

| **Button Pay** |   **if click**

↓

| **Payment Receipt sheet open** |

| **Below Here**        **Display** |
| **Date** | **Particular** | **Paid** | **Remark** |
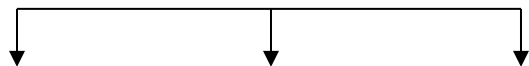
↓        **Display**

**Below here**        **Daily A/C**        **Repeat P /L Site**

## Labour view details    <mark>3. Electrical</mark>
## Site outstanding Labour expenses

| Electrical | Contract amount | Balance | Paid | Pay | Remark |
|---|---|---|---|---|---|
| 1<sup>st</sup> floor | A | A | A | Button | A |
| 2<sup>nd</sup> Floor | A | A | A | A | A |
| Extra charge (item auto display) (+) | | | | | |
| Total | | | | | |

## Button:
↓

| Button | if click |
|---|---|

↓

| Payment Receipt sheet open |
|---|

| **Below here**        Display |
|---|
| Date \| Particular \| Paid \| Remark |

**Total : ----------------**

**----------------**

- **Below Here**
- **Daily General A / C**
- **Repeat site P / L**

**Labour view details:** **- 4. Plumbing**

**Labour outstanding expenses**

**Same as electrical Outstanding payment expenses - Labour expenses**


**Labour view details:** **- 5. Tiles mazon**

**Labour outstanding expenses**

**Same as electrical  Site Outstanding expenses - Labour expenses**


**Labour view details:** **- 6. Carpenter**

**Labour outstanding expenses**

**Same as electrical  Site Outstanding expenses - Labour expenses**


**Labour view details:** **- 7. Painter**

**Labour outstanding expenses**

**Same as electrical  Site Outstanding expenses - Labour expenses**
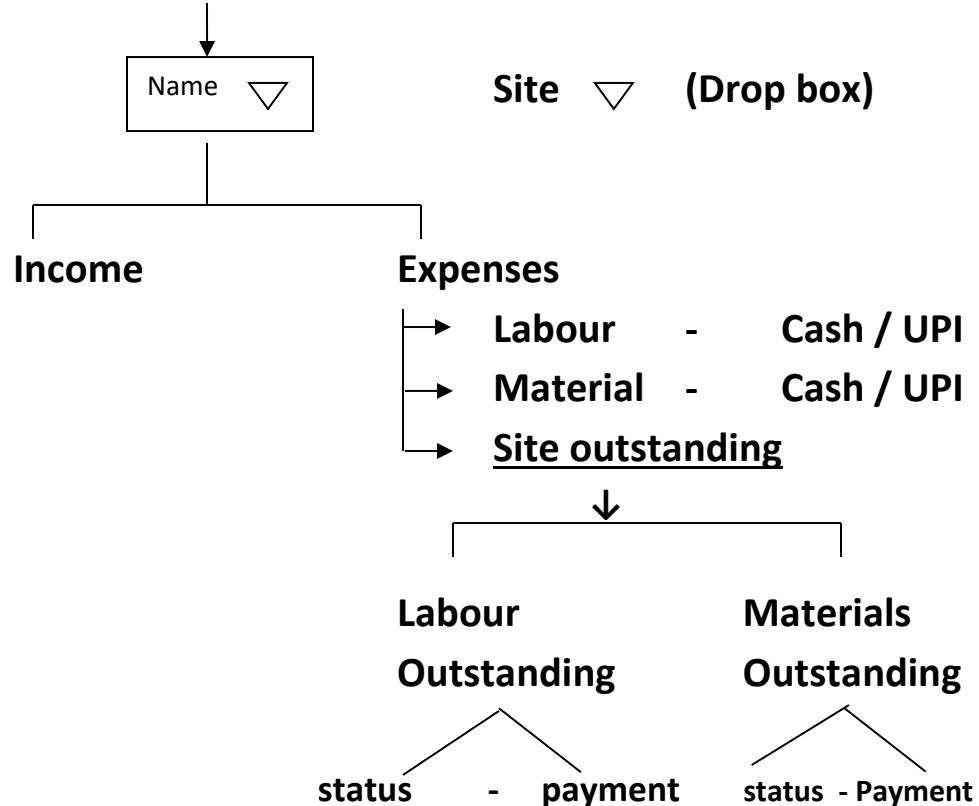

**Labour view details:** **- 8. Others**

**Labour outstanding expenses**

**Same as electrical  Site Outstanding expenses - Labour expenses**

**Daily Activities: (2B)**

**<u>Site expenses:</u>**

```
        ↓
   ┌──────────────┐
   │ Name    ▽    │          Site  ▽      (Drop box)
   └──────────────┘
          │
    ┌─────┴─────────┐
 Income          Expenses
                   ├──→  Labour    -    Cash / UPI
                   ├──→  Material   -    Cash / UPI
                   └──→  <u>Site outstanding</u>
                              ↓
                   ┌──────────┴──────────┐
                Labour              Materials
                Outstanding         Outstanding
                  /    \              /    \
            status  -  payment   status - Payment
```

**Note:**

- **If labour expenses pay by cash / UPI not keep outstanding payment to labour it not show to labour site outstanding.**

- **Contract bases (Labour outstanding) payment has to settle here → Labour outstanding.**

- **Status (Labour / material) Just we can see total site outstanding status.**

- **Payment (Labour / material) we do the expenses or settle payment by partial or full payment.**

## <mark>Site outstanding</mark> – Material

### Status (Payment outstanding)

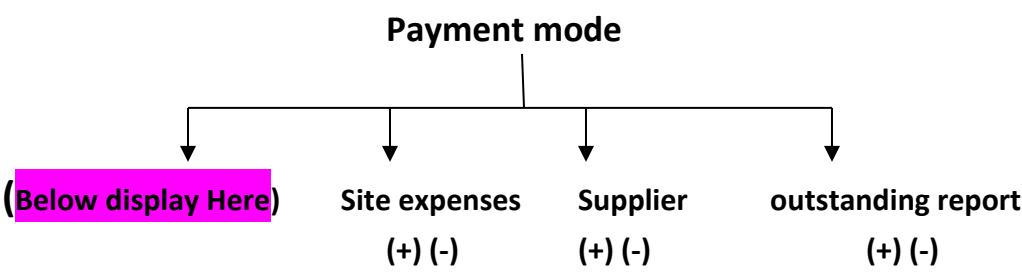| Delivery | | Site name | Particular | Supplier Name | Amount | Status |
|---|---|---|---|---|---|---|
| D | T | | | | | |
| A | | A | A | (A) X | A | View detail |
| | | | | (A) Y | | View detail |
| | | | | Total | Amount | |

### View details: Click (OR) payment outstanding Click

| Delivery | | Site name | Particular | Supplier name | Qty | Order amount | Balance amount | Discount amount | Extra amt | F/ P | Paid amt | Remark |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| D | T | | | | | | | | | | | |
| | | | | | | | Auto cal | M | M | ▽ | M | M |
| | | | | | | | | Total | | | | |

### Daily activities:

| Date | Particular | Paid | Remark |
|---|---|---|---|

(<mark>Below display Here</mark>)

**Payment mode**

(<mark>Below display Here</mark>)    Site expenses    Supplier    outstanding report

(+) (-)    (+) (-)    (+) (-)

## Site outstanding

→ **Status**

↓ **(View detail) - Click**

→ **Payment - Click**
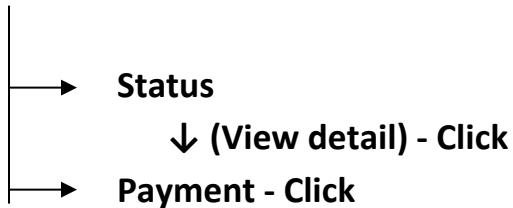
| Connection : | Payment done full → status not show |
|---|---|

| F / P | **F for full payment** |
|---|---|
| | **P for part payment** |

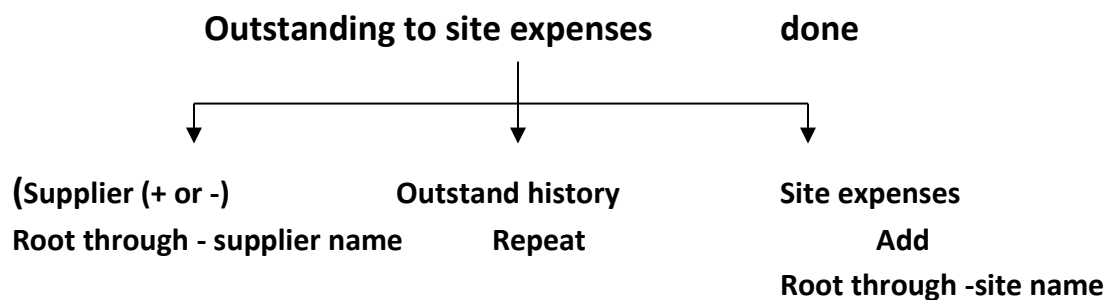⟩ ▽ **(drop box)**
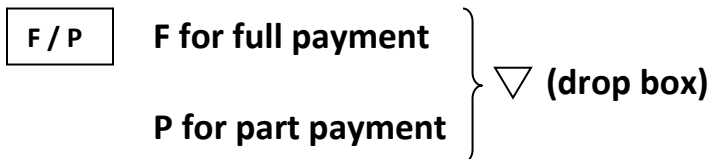
**Note**:

 **If part payment pay to supplier, the balance continue Auto - outstanding payment.**

**If 10,000 outstanding amount partly settle  Rs.6,000.**

 **Balance Rs. 4000 /- carrier forward to outstanding sheet.**

- **And 6000 paid amount go to general A/C sheet.**
- **Payment clearance by site wise expenses material or labour.**

 **Click** | Site Name |  → **it go to sitewise Labour / expenses →**

 **payment done  general A / C.**

 **Outstanding to site expenses          done**

| (Supplier (+ or -) | Outstand history | Site expenses |
|---|---|---|
| Root through - supplier name | Repeat | Add |
| | | Root through -site name |

## 3. Direct entry outstanding

→ **MD → Direct entry → go to outstand payment**

→ **Staff → Direct entry → MD Permission**

↓

**Out standing payment**

**MD Permission**

↓

| Yes | No | Edit |
|-----|----|----|

Submit

**Direct entry:**

Date [     ]  Edit

Time [     ]  Edit

Site Name [     ]

Particular [     ]

Supplier Name [     ▽]    **if other's name has to type manually(other).**

→ Siva

→ Kumar

→ other

Qty [     ]

Order amount [     ]

Remark [     ]

Next

Submit

## 3 .New outstanding

1. New outstanding ( Click – New Outstanding => Payment Outstanding )

2. payment outstanding status --- (Site wise Payment)

3. Direct entry outstanding

## Payment outstanding status:

site outstanding status show to site wise

| Here payment status of outstanding all from new outstanding created. by requirement |
|---|

Status        Payment

(All outstanding)

**Note:**

- New outstanding :- order amount has to enter manually by accountant or MD. only can entry after its go to payment out standing sheet (status).

- Payment outstanding: Here we have to pay the (payment) amount partially / fully.

**Through Site wise:**

- Payment outstanding status show the all here and site wise same entry go to site material → outstanding.

| | | | | | | Delete MD Option |

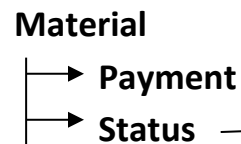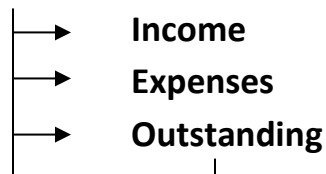| Delivery | | Site name | Particular | Supplier name | Qty | Order amount | |
|---|---|---|---|---|---|---|---|
| D | T | | | | | | |
| A | | A | A | A | A | M | Submit |

**New outstanding:** → order Amount (Manual) enter by Accountant / M.D
**Payment outstanding (Pending outstanding status).**      All site outstanding (2)

- **If click view detail - this payment sheet go to site wise outstanding material payment.**



**site A / C**

**Site name** [＿＿＿]
→ **Income**
→ **Expenses**
→ **Outstanding**
→ **Labour**        **Material**
→ **Payment**
→ **Status**

| Delivery | | Site name | Particular | Supplier name | Qty actual | Order amount | | |
|---|---|---|---|---|---|---|---|---|
| D | T | | | | | | Viewdetail | Click |

**Total amount**

**connect:**

**Con 1 : show payment outstanding(Site outstanding status)**

(show)
→ **Outstanding**
→ **New outstanding**
→ **Payment outstanding (View detail)**
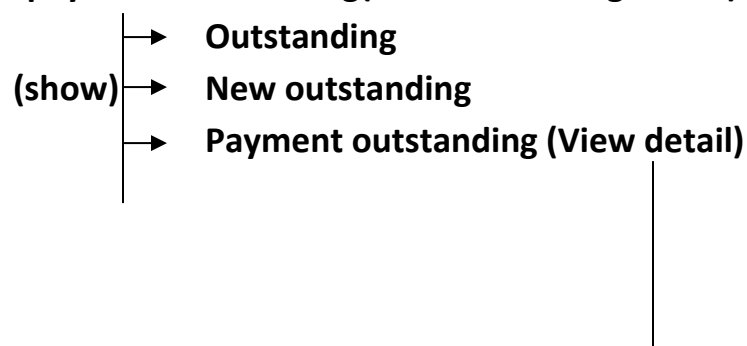
**Connect to pay**

**Con 2 : show**

**Site A/C expenses**

**Outstanding status**

**Payment outstanding**

<u>**Note:**</u>

New outstanding creat for material only / not labour outstand. Because Labour outstand creat while site creating then labour contract.

- Payment outstanding payment amount pay by the site Account → site name→ outstanding → Material outstanding payment.

- Direct outstanding requirement - entry we have to make entry MD. (without requirement if we give direct order to site material. This / There material get by credit.

## 4 . CASH IN HAND

**Cash** [                    ]    **Auto display**

**Bank** [                    ]    **Auto display**

**Total CIH** [                    ]    **Auto display**

**Cash in Hand → Daily Activities**

**→ Bank to cash** [          ]  [ Submit ]  **→ Click**

**→ Cash to Bank** [          ]  [ Submit ]  **→ Click**

[ Same display ]

| Date | Transaction | Amount |
|------|-------------|--------|
|      |             |        |
|      |             |        |
|      |             |        |

**Note:**

- **Bank to cash → Bank (-) to cash (+)**
- **Cash to Bank → Cash (-) to Bank (+)**

**These enter (+) or (-) it show to all User MD/ Accountant/ Site engineer/ other.**

## 5 . Requirement (New) Process / Display

1. New requirement

2. MD Permission

3. Order staff

**Requirement**
- New
- MD Permission
- Pending Requirement

Scroll Down

4. Checked delivery status → Balance continue

**Done:**

→ Unloaded completed

→ Half unloaded (In completed)

Outstanding sheet
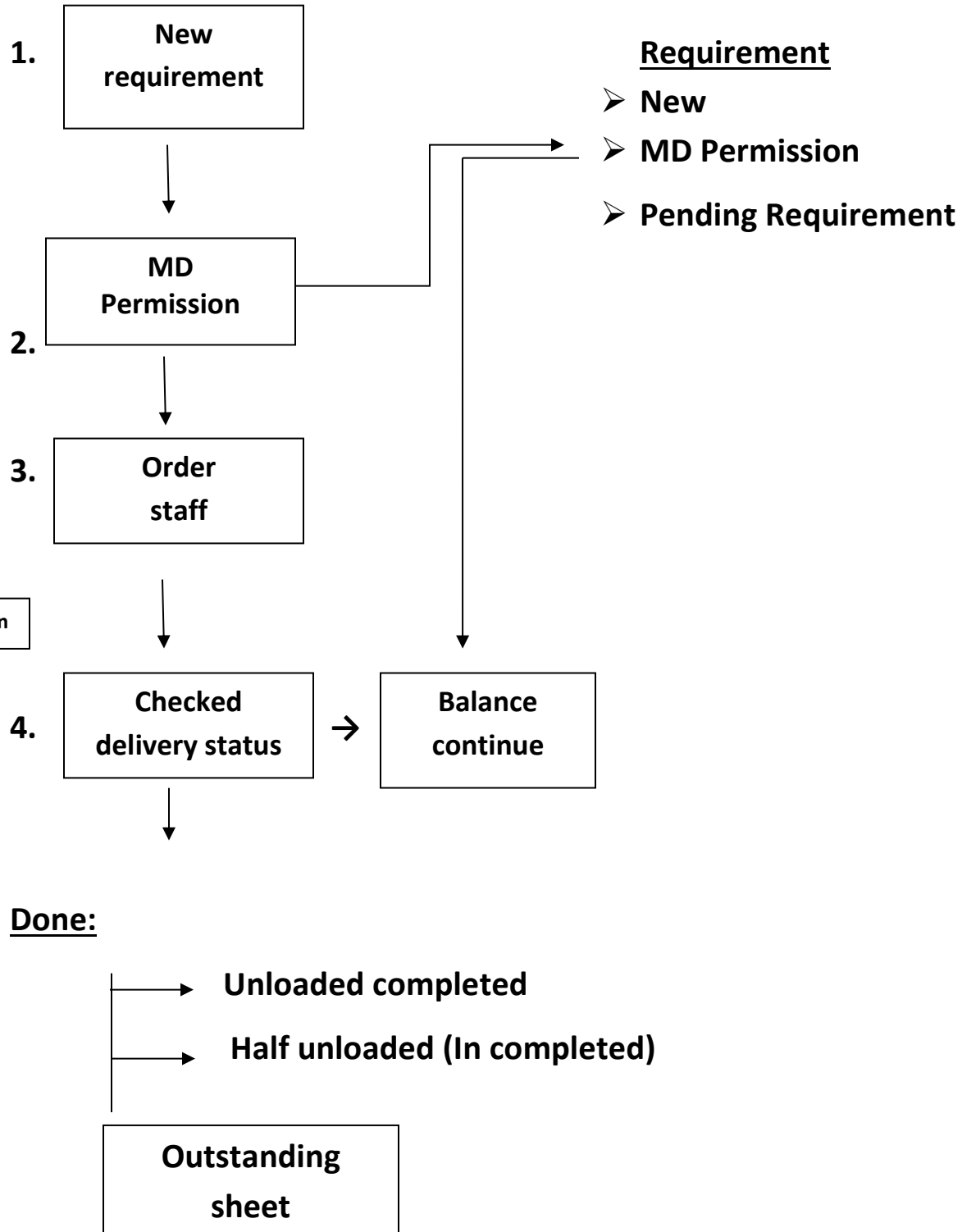
| Requirement | - **Click**
|---|

↓

| New Requirement |
|---|

| MD Permission |
|---|

| Pending Requirement |
|---|

## New Requirement:

| Office | - **Process - office**
|---|

- **Process - site name**   ▽   **drop box.**

| Site |
|---|

## Requirement Process (1):

→ **Requirement by** [ Siva /sir ] **(Staff name)**

→ **Date** [ Auto ] **Time** [ Auto ] **(while submit the request Auto process data & time)**

→ **Site Name** [ ▼ ] **If click in site request then display this text box site name** [ ]

        → Srinivasan

        → Kumar

→**Particular** [ ]

→ **Quantity** [ ]

→ **Estimation amount** [ ]

→ **Expectation date** [ ] **Time** [ ]

[ **Submit** ] **Click**

## Note:

          Auto

**Requested by** [ ] **→ Staff name**

➢ **Site name text box show if click site requirement only. And not show this site name text box office requirement enter.**

⇓

**MD Approval**

## MD Approval 2:

→ Date : | Auto |    Time | Auto |

→Supplier Name : | ▼ |    **Note: any other has to mention in drop box**

→ Status | ▼ | **Yes / No / pending (Drop box)**

**(Staff name)**

→**Order by =** | ▼ | → **Siva**

→ **Sritharan**    **(Drop box)**

| Outstanding |    | Cash |

↓

| **Order status (sheet) 3** |

## Order status 3:

**Staff Name:** [_____]

→**Date :** Auto [_____]   **Time** Auto [_____] **(Processed)**

→ **Supplier Name** [_____] - DEFAULT - **(Edit)**

(MD given supplier name-order staff can edit supplier NAME)

→**Status** [_____ ▼]   **Yes / No / Pending**

→**Expectation**

   **Delivery date** [_____]   [_____] **Time**

→**Quantity** [_____]

→**Order Amount** [_____]

[Submit]   **Click**

[ **Processed Auto Date Time** ]

## Checked Delivery status: (4)

→ **Date :** `Auto`     **Time:** `Auto`

→ **Site name:** `_____`  **Auto**

→ **Particular** `Auto`

→ **Order quantity** `Auto`   **(10)**

→ **Actual quantity** `6`

→ **Balance quantity** `4`  **Auto**

→ **Date** `_____`   **Time** `_____`
   **Delivery**

→ **Checked by** `_____ ▼`

   `Balance` **Continue**

   `Cancel`

## Note:

   Balance click – 4  quantity continous

      (Or)

      Cancel

`Submit out standing`

↓

**Actual quantity.Delivery
go to Outstanding
report sheet**

## Permission MD:

| S.No | Date | Particular | Quality | Required by | |
|------|------|------------|---------|-------------|---|
| | | | | | View details |
| | | | | | |
| | | | | | |

↓

**① ②** Scroll down
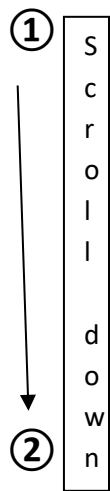
**View details**

| 1 | - New requirement

| 2 | - MD Permission

**New requirement & MD Permission has to show.**

# Pending requirement:                                    **MD Delete option**

| Date | Status | Site/office | Particular | Quantity | |
|------|--------|-------------|------------|----------|---|
| Auto | Yes/ No/ pending | Auto | Auto | Auto | View details |
| | | | | | |
| | | | | | |

## Click view details:-

## 1. Requirement New:                                    Edit MD

| Date & time | Staff name | Site name | Particular | Quantity | Estimation Amount | Expectation Date & Time |
|-------------|------------|-----------|------------|----------|-------------------|-------------------------|
| | | | | | | |
| | | | | | | |

## MD Approval:                                    (Edit MD)

| Date & time | | Supplier Name | Status | Order by |
|-------------|------|---------------|--------|----------|
| Auto | Auto | Auto / edit | Auto | |
| | | | | |

## View details: - List of requirement
## Order status:                    MD  | Edit |

| Date & time | Order status | Expectation Date & time | | Quantity | Amount |
|---|---|---|---|---|---|
| Auto | Auto | Auto | Auto | Auto | Auto |
| | | | | | |
| | | | | | |

## Checked delivery                    MD  | Edit |

| Date & time | Site name | Particular | Order quality |
|---|---|---|---|
| Auto | Auto | Auto | |
| | | | |

| Actual qty | Balance | Delivery | | Checked by |
|---|---|---|---|---|
| | | Date | Time | |
| Auto | Auto | Auto | Auto | Auto staff Name |
| | | | | |

**Date  :**  [____]  **(Auto )**   **Time:**  [____]   **(Auto)**

**Name :**  [____ ▽]  **Drop box**

→ **Sritharan**

→ **Vinod**

→ **Siva**

**Send :**  [____]   **Amount**

| Sender |
| --- |

**Mode :**  [__ ▽]  **Drop box**

→ **Bank**

→ **Cash**

→ **UPI**

**Like as notification:**

- **Receiver** [ **Accept** ] **the payment notification.**
- **Then amount add A/ c balance Receiver A /C (Dash board)**
- **Staff / Accountant - if (zero) they cant send any amount (According to their dashboard send cash. not extra cash create.**

| Receiver |
| --- |

## <mark>7 .Supplier (Name) Outstanding:</mark>     (All Name supplier of all site)

| s.no | Supplier | NAME | Total outstanding | Paid | Outstanding |
|---|---|---|---|---|---|
| | Civil | Ponmozhi | 50,000 | View details | **Viewdetail** |
| | Electric | VNR | 25,000 | View details | **View detail** |

                                                ----------------

                      Total           -----------------

                      Total outstanding of all site.

## If click View details: (Outstanding details)

## Supplier Name : Siva          Total

| Delivery | | Site Name ▽ | Particular | Quantity | Outstanding Amount |
|---|---|---|---|---|---|
| Date | Time | | | | |
| A | A | A Filter by site Name | | | |
| | | | | Total | A |

**Note : Site wise filter need Because it will be easy to understand what we have pay site amount to supplier .**

| |
|---|
| Outstanding Payment given by site wise Daily activities (Not Supplier outstanding) |

**Outstanding detail.**

**If click view details: (Paid) History**

**Supplier Name : Siva**

| Delivery | | Site Name | Particular | Quantity | Paid amount | Paid | | Payment status |
|---|---|---|---|---|---|---|---|---|
| Date | Time | | | | | date | Time | |
| A | A | A | A | A | A | A | A | F / P |
| | | | | | | | | F / P |

**Note:**

      **Creation → Supplier detail - Mention**

**That civil / Electrical / Plumbing/ Tiles/ect..,Because then we can filter in**

**supplier outstanding - daily Activities.**

**Example:**

      **Civil - Brick, Rod, Cement, etc..**

      **Electrical - Pipe, wire , etc..**