**Thames Materials Limited Accounts/Invoicing portal documentation**

This portal will have the ability to perform online invoicing of the tickets raised on a particular date

**User Roles involved on this portal:** Admin, TML Accounts Manager, Customer

**Admin Role**

|  |  |
| --- | --- |
| **Screen** | **Particulars** |
| 1. Login Screen | * Users will be able to login using the email address and password. In case the users forget the credentials, they will contact TML via email and the admin will provide them with new creds to login |
| 1. Home Screen | * This screen will show the counters of raised invoices, Pending Invoices, Invoices on Hold, etc. * Below the counters it will show the list of 10-12 invoices that have been created at the last for quick access. |
| 1. Delivery Invoices | * This navigation will have two different sub-categories  1. Loads 2. Tonnage  * This category will show a list of tickets matched with tip ticket and without tip ticket * Matched with tip tickets will show a list of invoiced in which there are tip ticket numbers. * Without tip tickets will show a list of tickets that have tip ticket involved. * The list will basically have the Tip ticket number, Invoice Number, Invoice Date, Company Name, Site address, and a button to view the detail invoice in tabular format. * On the top it will have a search option to search the details in the table * Loads and Tonnage both will have similar list view just separated by Loads and Tonnage. |
| 1. Collection invoices | * This navigation will have two different sub-categories  1. Loads 2. Tonnage  * This category will show a list of tickets matched with tip ticket and without tip ticket * Matched with tip tickets will show a list of invoiced in which there are tip ticket numbers. * Without tip tickets will show a list of tickets that have tip ticket involved. * This category will show a list of all the collection invoices * The list will basically have the Tip ticket number, Invoice Number, Invoice Date, Company Name, Site address, and a button to view the detail invoice in tabular format. * There will be a view details button or sign to view the details of the invoices. |
| 1. Daywork Invoices | * This navigation category will again be similar to the collection invoices. But instead of collection it will have daywork invoices details * The list will basically have the Tip ticket number, Invoice Number, Invoice Date, Company Name, Site address, and a button to view the detail invoice in tabular format. * There will be a view details button or sign to view the details of the invoices. |
| 1. Haulage Invoices | * This navigation category will again be similar to the collection invoices. But instead of collection it will have daywork invoices details * The list will basically have the Tip ticket number, Invoice Number, Invoice Date, Company Name, Site address, and a button to view the detail invoice in tabular format. * There will be a view details button or sign to view the details of the invoices. |
| 1. Waiting time Invoices | * This tab will showcase a list of all the invoices that have bypassed the wating time allowed to them which is 15 mins(default/whatever is mentioned at the time of booking). Above whatever the mins the customer who have been charged with the amount of waiting time will be shown in this list * The list will basically have the Tip ticket number, Invoice Number, Invoice Date, Company Name, Site address, and a button to view the detail invoice in tabular format. In addition to the table will showcase the label of wating time and how much was the waiting time. * There will be a view details button or sign to view the details of the invoices. * The invoices will also showcase the waiting time in the list |
| 1. Manage access   Customer Details to be taken from sage | * The admin will be able to manage the users involved in the system. Like credentials details of all the stake holders involved. * All the access of creating a new user, updating details and deleting user roles. The admin role will be having all the access to do so. |
| 1. System Logs | * This will showcase the system logs with all the possible data available |

**TML Accounts Manager Role**

|  |  |
| --- | --- |
| 1. Login Screen | * Users will be able to login using the email address and password. In case the users forget the credentials, they will contact TML via email and the admin will provide them with new creds to login |
| 1. Home Screen | * This screen will show the counters of raised invoices, Pending Invoices, Invoices on Hold, etc. (This will be mainly counter’s only) * Below the counters it will show the list of 10-12 invoices that have been created at the last for quick access. |
| 1. Delivery Invoices | * This navigation will have two different sub-categories  1. Loads 2. Tonnage  * This category will show a list of tickets matched with tip ticket and without tip ticket * Matched with tip tickets will show a list of invoiced in which there are tip ticket numbers. * Without tip tickets will show a list of tickets that have tip ticket involved. * The list will basically have the Tip ticket number, Invoice Number, Invoice Date, Company Name, Site address, and a button to view the detail invoice in tabular format. * On the top it will have a search option to search the details in the table * Loads and Tonnage both will have similar list view just separated by Loads and Tonnage. * *User will be able to check the price and confirm the price and edit the price if required before making the publish of the invoice to the customer. Will work as cross-checking team in case the users need to insert update or delete any value in the invoice before sending the invoice to the customer* * *Users will be able to check the logs of any price has been update by any of the users/stakeholders involved in the system to keep a transparency* * *The users will be able to check the PDF of the tickets created during the process involved from the starting to the end* |
| 1. Collection invoices | * This navigation menu will have just one category * This category will show a list of all the collection invoices * The list will basically have the Tip ticket number, Invoice Number, Invoice Date, Company Name, Site address, and a button to view the detail invoice in tabular format. * There will be a view details button or sign to view the details of the invoices. * *User will be able to check the price and confirm the price and edit the price if required before making the publish of the invoice to the customer. Will work as cross-checking team in case the users need to insert update or delete any value in the invoice before sending the invoice to the customer* * *Users will be able to check the logs of any price has been update by any of the users/stakeholders involved in the system to keep a transparency* * *The users will be able to check the PDF of the tickets created during the process involved from the starting to the end* |
| 1. Daywork Invoices | * This navigation category will again be similar to the collection invoices. But instead of collection it will have daywork invoices details * The list will basically have the Tip ticket number, Invoice Number, Invoice Date, Company Name, Site address, and a button to view the detail invoice in tabular format. * There will be a view details button or sign to view the details of the invoices. * *User will be able to check the price and confirm the price and edit the price if required before making the publish of the invoice to the customer. Will work as cross-checking team in case the users need to insert update or delete any value in the invoice before sending the invoice to the customer* * *Users will be able to check the logs of any price has been update by any of the users/stakeholders involved in the system to keep a transparency* * *The users will be able to check the PDF of the tickets created during the process involved from the starting to the end* |
| 1. Haulage Invoices | * This navigation category will again be similar to the collection invoices. But instead of collection it will have daywork invoices details * The list will basically have the Tip ticket number, Invoice Number, Invoice Date, Company Name, Site address, and a button to view the detail invoice in tabular format. * There will be a view details button or sign to view the details of the invoices. * *User will be able to check the price and confirm the price and edit the price if required before making the publish of the invoice to the customer. Will work as cross-checking team in case the users need to insert update or delete any value in the invoice before sending the invoice to the customer* * *Users will be able to check the logs of any price has been update by any of the users/stakeholders involved in the system to keep a transparency* * *The users will be able to check the PDF of the tickets created during the process involved from the starting to the end* |
| 1. Waiting time Invoices | * This tab will showcase a list of all the invoices that have bypassed the wating time allowed to them which is 20 mins. Above 20 mins the customer who have been charged with the amount of waiting time will be shown in this list * The list will basically have the Tip ticket number, Invoice Number, Invoice Date, Company Name, Site address, and a button to view the detail invoice in tabular format. In addition to the table will showcase the label of wating time and how much was the waiting time. * There will be a view details button or sign to view the details of the invoices. * The invoices will also showcase the waiting time in the list * *User will be able to check the price and confirm the price and edit the price if required before making the publish of the invoice to the customer. Will work as cross-checking team in case the users need to insert update or delete any value in the invoice before sending the invoice to the customer* * *Users will be able to check the logs of any price has been update by any of the users/stakeholders involved in the system to keep a transparency* * *The users will be able to check the PDF of the tickets created during the process involved from the starting to the end* |

**Customer Role**

The costumers will be able to access the data from the old portal and new portal as well. From the old poral they will be able to click the link on the top right corner to get access to the newer version of the portal. The customer login creds remains the same which they have been using on the old/current portal.

|  |  |
| --- | --- |
| **Screen** | **Particulars** |
| 1. Login Screen | * Users will be able to login using the email address and password. In case the users forget the credentials, they will contact TML via email and the admin will provide them with new creds to login * User roles selection option will be added if required |
| 1. Contact TML functionality | * This functionality will have the access to contact tml via email stating in case the customer faces any issue |
| 1. Dashboard | * This dashboard will basically have the counter of number of times the services were booked by the customer. (For Example : ABC Test Ltd has taken services from TML 43 Times in past month) This numeric counter will be displayed * Number counter of invoices will be displayed * Number counter of Delivery, collection, daywork and haulage services will be displayed (For Example: 12 Delivery jobs, 5 Collection jobs, 10 Daywork Jobs, 12 Haulage jobs) * Below the counter it will showcase the last months invoices in tabular format |
| 1. Collection | * List tab will be divided by the view pages (segments) separated by loads and tonnage. * But the view page separations will have displayed the data in table format * From the list the user will be able to access the details of the invoice which will showcase the tickets in pdf format the users will be able to download the same. individually * Additionally, it will also have a option to download the same in excel format |
| 1. Delivery | * From the list the user will be able to access the details of the invoice which will showcase the tickets in pdf format the users will be able to download the same. individually * The able will generally consist of details associated with the invoicing like invoice number, invoice date, customer name, job site address TML Reference number, Ticket list (will have an excel download option) and a PDF viewing option for the tickets * Additionally, it will also have a option to download the same in excel format |
| 1. Daywork | * From the list the user will be able to access the details of the invoice which will showcase the tickets in pdf format the users will be able to download the same. individually * The able will generally consist of details associated with the invoicing like invoice number, invoice date, customer name, job site address TML Reference number, Ticket list (will have an excel download option) and a PDF viewing option for the tickets * Additionally, it will also have a option to download the same in excel format |
| 1. Haulage | * From the list the user will be able to access the details of the invoice which will showcase the tickets in pdf format the users will be able to download the same. individually * The able will generally consist of details associated with the invoicing like invoice number, invoice date, customer name, job site address TML Reference number, Ticket list (will have an excel download option) and a PDF viewing option for the tickets * Additionally, it will also have a option to download the same in excel format |
| 1. Archive | * Present year invoice list will be shown to the customer. Rest all invoices will be stored in archives * In case if the customer wants to check the invoices of the previous years. |

**Data Flow for the Accounts/Invoicing portal**

* Currently we have an invoicing portal running. The same data from the portal will be shared with this new platform.
* Users will be able to login and perform actions using the same data. That they have been using on the TML portable and Accounts portal.
* Lets