

# UI Specification: Accountant Profile (Role ID: 4)

Role: Accountant (Auxiliar Contable / Operator)

Scope: Restricted to entities where assigned\_accountant\_id matches the user.

Target Device: Desktop (Primary - High Density Data Grids).

Frontend Framework Context: React/Angular, extensive use of Split-Panes and Data Grids.

## 1. Global Shell & Navigation

**Database Context:** entities (Assigned Clients), tasks.

**Canvas Regions:**

- **Left Sidebar (Navigation):**
  1. 🏠 **Home** (My Workload & Deadlines).
  2. 📁 **Clientes** (The Workspace: SAT, Banks, Conciliation).
  3. 💬 **Comunicacion** (Chat with Chief/Clients).
- **Top Bar:**
  - **Context:** "My Workspace".
  - **Global Search:** Search for Invoice UUID, Client Name, or Amount.
  - **Notifications:** Alerts for "New Documents Downloaded" or "Chief Rejected Reconciliation".

## 2. Section: Home (Workload Dashboard)

*Focus: What do I need to do today?*

**Canvas Region: Status Counters**

- **Pending Reconciliations:** Count of Bank Transactions without a match.
- **Missing Statements:** Count of clients who haven't uploaded this month's PDF.
- **Rejected Items:** Count of items sent back by the Chief for correction.

**Canvas Region: The Task List (Kanban or List)**

- **Source:** tasks table + System generated alerts.
- **Columns:**
  - **Priority:** High/Med/Low.
  - **Client:** Entity Name.
  - **Task:** "Reconcile Oct Statement", "Download Missing Invoices".
  - **Due Date:** due\_date.
  - **Action:** "Start" (Links to specific Client Workspace).

### 3. Section: Clientes (The Workspace)

*Logic: The Accountant selects a Client from a list, then enters a "Tabbed Workspace" for that specific entity.*

#### Level 1: Client Selection (Master List)

- **Table Columns:**
  - **Entity:** Legal Name + RFC.
  - **Group:** (e.g., Medical).
  - **Status:** (Up to Date / Behind).
  - **Last Action:** Timestamp.
- **Action:** Clicking a row opens the **Client Detail View** (Level 2).

#### Level 2: Client Detail View (The Tabs)

*Top Context Bar shows: Client Name, RFC, Current Balance.*

##### Tab A: SAT - Cuentas por Cobrar (Receivables / Ingresos)

*Focus: Income Invoices issued by the Client.*

##### A. Invoices List (Data Grid)

- **Filter:** Date Range, Payment Status (Paid/Pending), Cancelled.
- **Columns:**
  - **Date:** issue\_date.
  - **Folio/UUID:** Short ID.
  - **Customer:** receiver\_name.
  - **Amount:** total\_amount.
  - **Status:** status (Paid/Pending).
  - **PPD/PUE:** Payment Method.
- **Interaction:** Click row -> Opens **Side Panel Detail**.

##### B. Facture Detail (Side Panel)

- **Header:** UUID + Total.
- **Line Items:** List from cfdi\_items (Qty, Desc, Unit Price).
- **Related Docs:** List from cfdi\_related\_documents.
  - *Display:* "Linked to Payment [UUID] on [Date]".
- **Actions Menu:**
  - **"Relate Facture":** Opens a search modal to manually link this invoice to another (e.g., link a 'PPD' invoice to a 'Pago' complement that wasn't automatically linked by UUID).
  - **"Attach Bank Proof":** Upload/Select a file (Image/PDF) from client\_payment\_proofs to visually confirm this invoice is paid, even if the SAT status is pending.
  - **"Download XML/PDF"**

## Tab B: SAT - Cuentas por Pagar (Payables / Gastos)

*Focus: Expense Invoices received by the Client.*

### A. Expenses List (Data Grid)

- **Filter:** Deductible/Non-Deductible, Date, Supplier.
- **Columns:**
  - **Date:** issue\_date.
  - **Supplier:** emitter\_name.
  - **Concept:** Main item description.
  - **Amount:** total\_amount.
  - **Tax Breakdown:** IVA/ISR columns.
- **Interaction:** Click row -> Opens Detail Panel.

### B. Expense Detail (Side Panel)

- **Actions Menu:**
  - **"Relate Facture":** Link to Credit Notes or other adjustments.
  - **"Attach Spending Proof":** Upload receipt/ticket image to store in entity\_documents linked to this expense.

## Tab C: Bancos (Bank Statements)

*Focus: Managing raw bank data.*

### A. Upload Center (Top Card)

- **Dropdown:** Select Bank Account (bank\_accounts).
- **Dropzone:** "Upload PDF Statement".
- **Process:** Triggers OCR Parsing.
- **Feedback:** "Processing... 150 transactions extracted."

### B. Transaction Editor (Editable Table)

- **Source:** bank\_transactions.
- **Goal:** Fix OCR errors before conciliation.
- **Columns (Editable):**
  - **Date:** Date Picker.
  - **Description:** Text Input (Fix typos).
  - **Ref Number:** Text Input.
  - **Deposit/Withdrawal:** Currency Input.
  - **Balance:** Calculated.
- **Bulk Actions:** "Delete Selected", "Merge Rows" (for multi-line descriptions).

## Tab D: Conciliacion (The Workbench) 💡 **Core Feature**

*Focus: Matching Bank Lines (Reality) to SAT Invoices (Justification).*

## Layout: Split Screen

- **Left Pane: Unreconciled Bank Lines**
  - List of bank\_transactions NOT IN reconciliation\_log.
  - *Visual:* Card style with Amount prominent.
- **Right Pane: Candidate Invoices (cfdi)**
  - List of cfdi within date/amount range.
  - **AI Suggestions:** Highlight rows with "90% Match" badge.

## Interaction Flow:

1. **Select** a Bank Line on the left.
2. **System Filters** the Right Pane (e.g., Amount  $\pm$  \$1.00).
3. **User Action:**
  - **Confirm Match:** Click "Link" button next to invoice.
  - **Manual Search:** Type RFC or Amount to find specific invoice.
  - **Relate Multiple:** Select multiple invoices to cover one bank deposit.
  - **Attach Proof:** If no invoice exists yet, click "**Attach Manual Proof**" to upload a slip/ticket directly to the Bank Transaction line (Saved to client\_payment\_proofs and linked to transaction).
  - **Create Missing:** "Invoice not found? Create Placeholder".

## Feedback:

- On Link: Item moves to "Reconciled" tab (History).
- Updates reconciliation\_log with match\_type='MANUAL' or 'AI\_PREDICTED'.

## Tab E: Reportes (File Generation)

*Focus: Outputs for the Client or Chief.*

### A. Generator Form

- **Report Type:** Dropdown.
  - *Estado de Cuenta (Financial Statement)*
  - *Relación de Facturas (Invoice List)*
  - *Conciliation Summary (What is missing)*
- **Date Range:** Date Picker.
- **Format:** PDF / Excel.
- **Action:** "Generate & Download".

## 4. Section: Comunicacion

*Same structure as other profiles, but scoped.*

### Tab A: Mensajes

- **Inbox:** Chat with Chief Accountant (Support) or assigned Clients.

- **Notifications:** "Chief Maria rejected your reconciliation for Client X."

## **Tab B: Calendario**

- **View:** Tax Deadlines for assigned clients.
- **Event:** Clicking a deadline links to that Client's Workspace.