EMPLOYEE EXPENSE TRACKING SYSTEM

USER MANUAL

TWIN-CIRCA MARKETING

ESPOSADO VILLAGE, CANNERY SITE

POLOMOLOK, SOUTH COTABATO 9504

**USER MANUAL VERSION: 1.0**

**MARCH 2021**

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# Introduction

## General Information

This user manual has been created to outline the setup and system functionalities. This includes the system requirements, proper setup and configuration, tutorials for application modules, and other system considerations and specifications. This document also provides an overview of the system to depict different aspects of the system and functions as a reference for system users.

## System Overview

The Employee Expense Tracking System is a web-based application that manages travel-related expenses of employees. It allows users to record, submit, track, process, and reimburse employee expenses. The system used to improve and streamline current process, data management and increase response time.

## Common Features

*Record Keeping*

The application is used in storing data to keep accurate records. Usual data that comprise overall transaction include employee information, vendors, expenses, and payment records.

*Status Monitoring*

The application is used for monitoring status of records mainly on expense reports submission and approval to avoid delays on employee reimbursement.

*Reporting*

The Employee Expense Tracking System provides an accurate data visualization for reporting and analysis. The system can generate summary of expense reports as well as overall expenses of the company.

## System Requirements

The minimum requirements for running the application required to operate the Employee Expense Tracking System are listed below:

### Hardware Requirements

* 1 x LCD/LED Monitor
* 1 x Computer Mouse
* 1 x Keyboard
* 1 x System Unit
  + 1 x VGA port
  + 2 x USB port
  + 1 x Ethernet port
  + RAM: 1 GB (32-bit) or 2 GB (64-bit systems); Recommended 4 GB or above
  + CPU: 1 GHz or higher
  + Hard disk space: 16 GB (32-bit) or 20 GB (64-bit systems); Recommended 64 GB or above
* 1 x Inkjet Printer (300\*300 DPI)
* Ethernet connection (LAN) or a wireless adapter (Wi-Fi)

### Software Requirements

* Operating System (Recommended: Latest version)

Supported operating systems include:

* + Microsoft Windows 7 / 8 / 10
  + MAC OS X 10.4 or later
  + Linux v.20 or later
* Web Browser (Recommended: Latest version)

Supported web browsers include:

* + Google Chrome v.58 +
  + Mozilla Firefox v.54 +
  + Microsoft Edge v.14 +
  + Safari v.10 +

# Getting Started

## Starting the Web Application

To access the application, open a web browser in your computer and then type in the link *http://192.168.1.99:82/* in the browser’s address bar. In the application, the login page will be loaded first, enter the username and password and click the Login button. The username and password are verified and cached on the Web application server for the remainder of the session. After a successful login, you will be redirected to the dashboard of the application.

## Navigating the Web Application

### Application Bar

The application bar is the primary source of site navigation found on topmost section of every page. This consists of a navigation drawer menu, the home menu (labeled as the application’s name), notifications menu, and logout menu.



Figure 1 Application Bar

### Page Content

The page content refers to all the information contained in a website. Page content can be displayed as text, links, images, audio, animation or videos among other things.

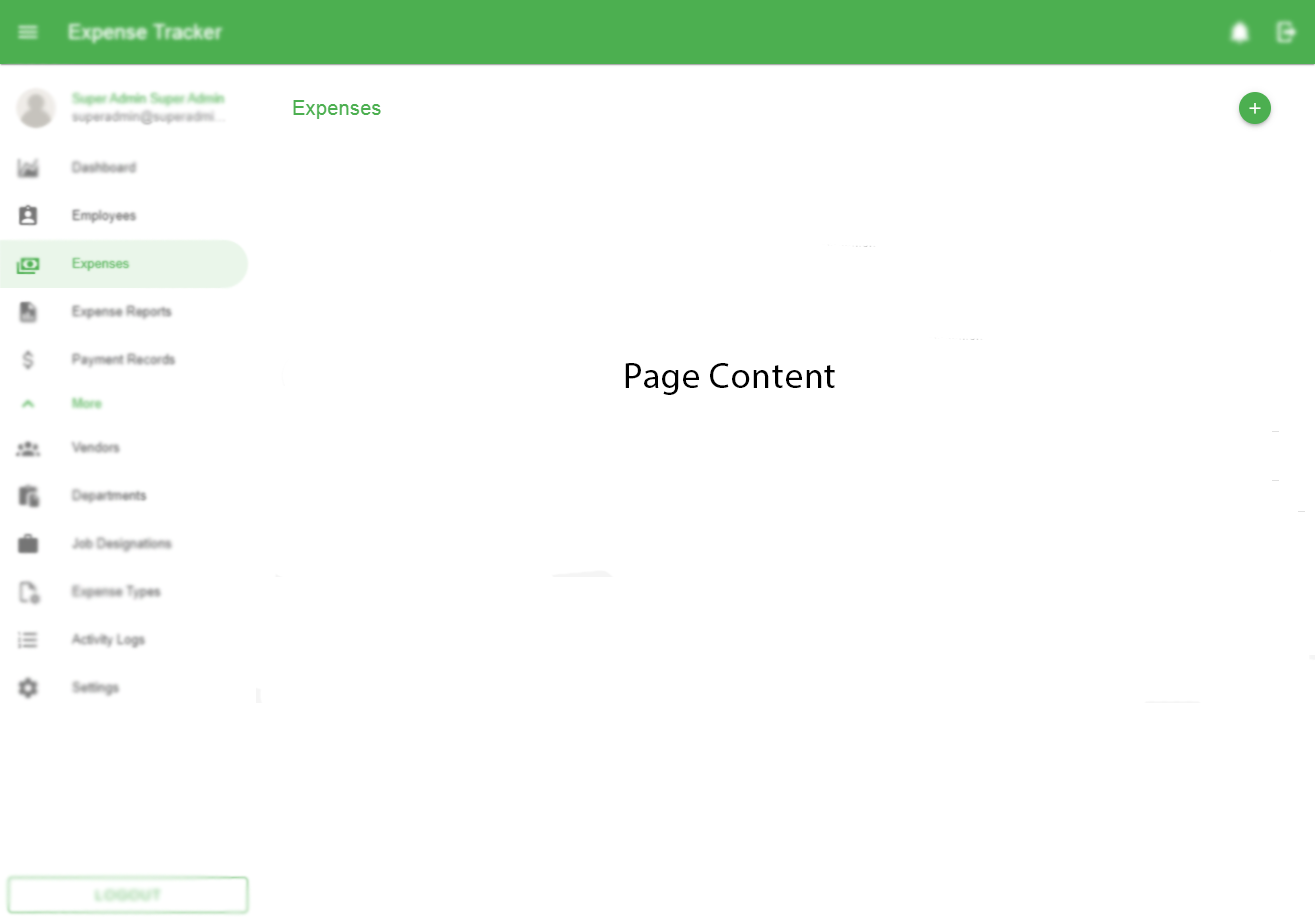


Figure 2 Page content

Common Page Content menus:

* + Page Title – This is used to specify the content of the webpage. Located on the top-left or top-right corner of the page.
  + Action Buttons – This is used to perform specific actions such as links which redirect the user to other pages.
  + Back button – This is a backward pointing arrow that returns the user to a previously shown window or web page.

### Navigation Drawer

The navigation drawer is what the users will utilize to navigate through the application. This is primarily used to house links to the pages and found on the rightmost section of the application.

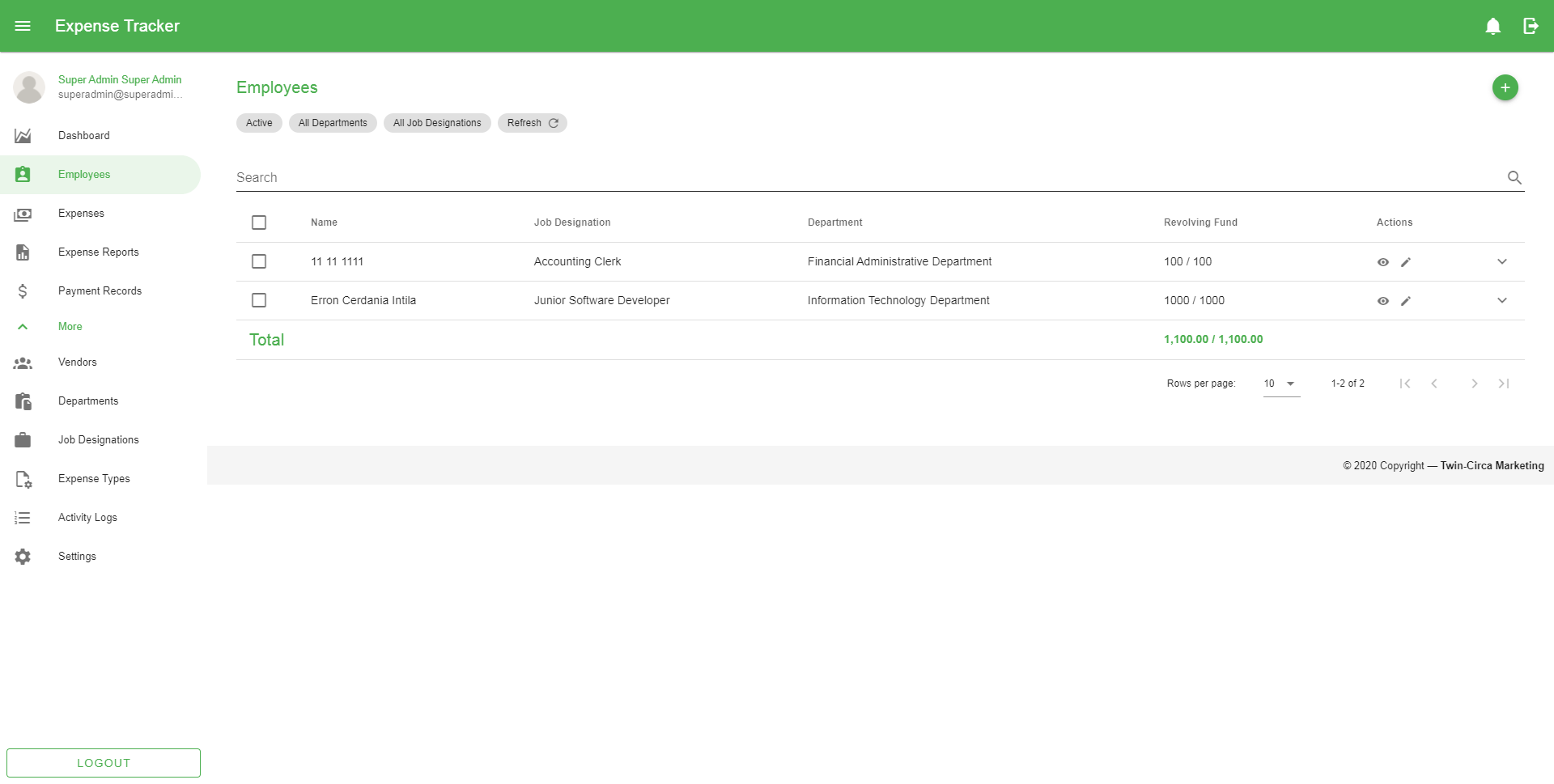


Figure 3 Navigation Drawer

### Footer

The footer is the section of content at the very bottom of the application that provides additional information. It contains a copyright notice and the company name.

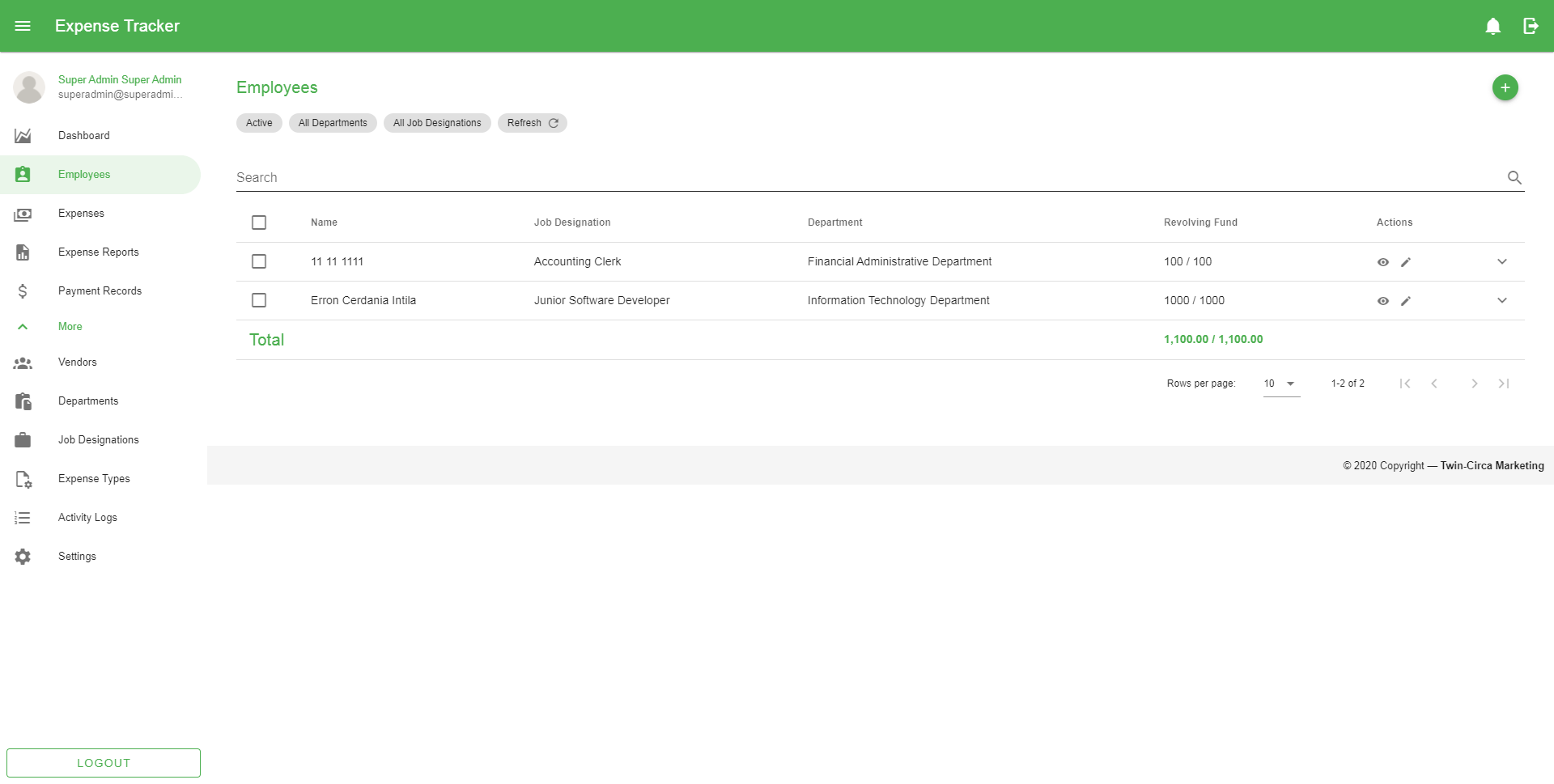


Figure 4 Application footer

## Working with Data Tables

The data tables display a list of information consists of retrieved records from the database depending on the application’s modules.

### Filtering data table

The most basic functionality for filtering results is the search using the search bar found on top of every table list. This returns a list of matched records based on the typed characters in the text field.

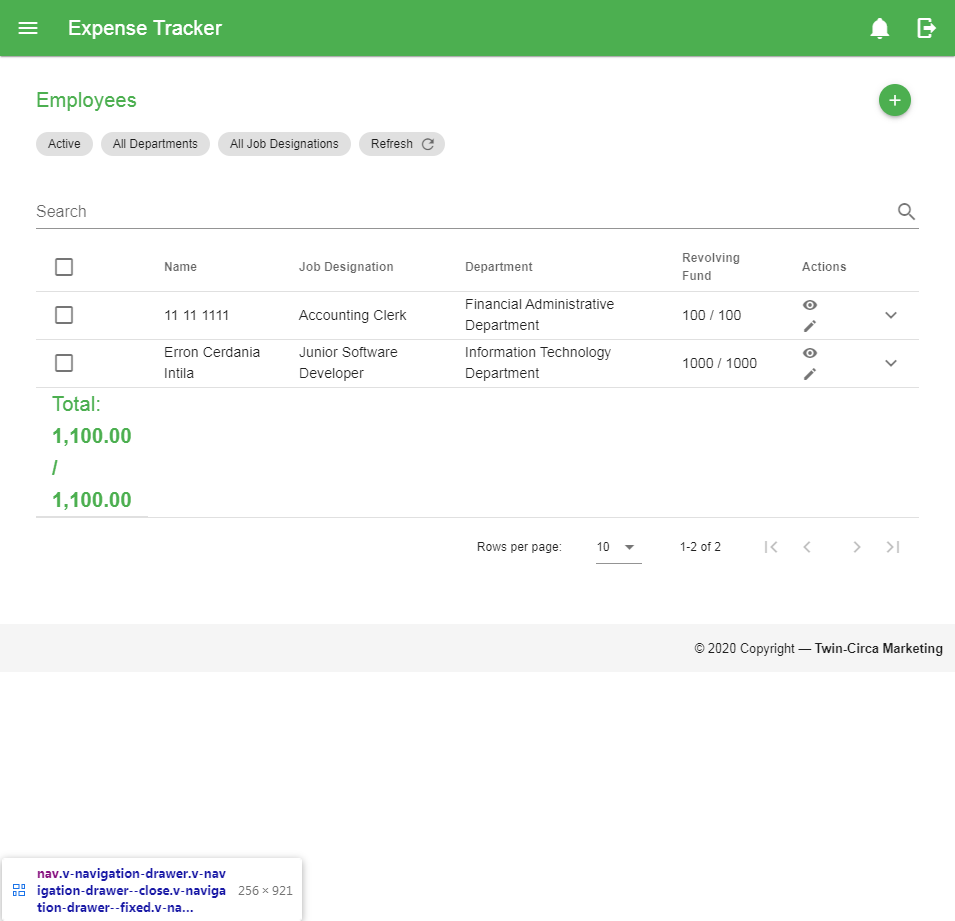


Figure 5 Search bar

Other filter options can be found on top of the search bar of every table list. Some filter options include status (mainly on expenses, reports, and payments including activation status of employees and vendors), selectors for employees, vendors, departments, and job designations.

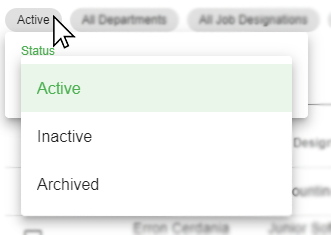


Figure 6 Status filter

### Sorting data table

Sorting table data can be done by clicking the column header in the table.



Figure 7 Sorting data table

### Refreshing data table

To refresh the records, click the refresh button found on top of the search bar.

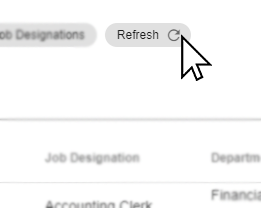


Figure 8 Refresh button

*Note: Clicking the refresh button will refresh/reset selected filters.*

### Showing additional row data

By clicking the dropdown button found on the rightmost part of every row in the table provides more information of a certain row in the table.

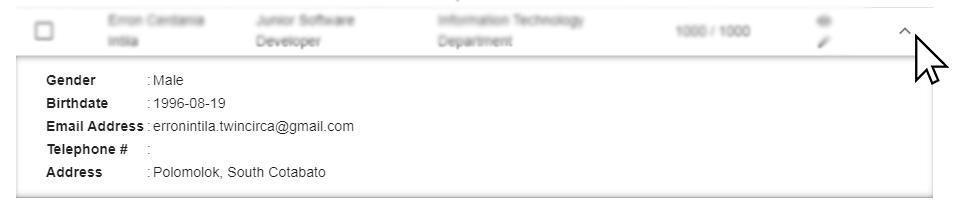


Figure 9 Showing additional row data

### Selecting rows

To select a certain row, click the checkbox found on leftmost part of every row in the table. The table can handle multiple selection and perform specific actions at once. To select all records, click the first column header with the checkbox and vice-versa.

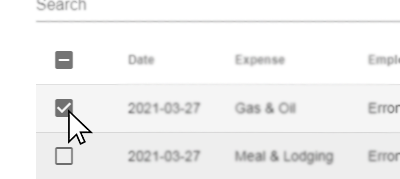


Figure 10 Selecting data table row data

### Perform actions on rows

Common action buttons such as show and edit buttons can be found on the right part of every row in the table.

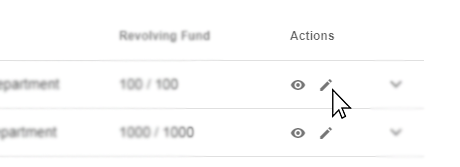


Figure 11 Perform actions on a row data

To perform special actions, additional buttons will be shown on top of the table/search bar after selecting record/s in the table.

### Pagination

Pagination provides a way of separating long sets of data so that it is easier for the user to consume information. This can be found at the bottom of the table. This also consists of a dropdown option for providing how many rows can be displayed on every page.



Figure 12 Pagination

## Access, Authentication, and Authorization

### Signing in to the application

A user account allows you to sign in to the application. By default, the application already has one user account, the *Super Admin* account with the username ‘superadmin’ and ‘password’ as the default password. This account can’t be deleted and used mainly on setting up the entire application on first use, which includes creation of users for expense management and managing application settings.

To sign in, go to the login page of the application (http://192.168.1.99:82/login), type in the username and password and click the Login button. Then you will be redirected to the application’s dashboard after a successful login.

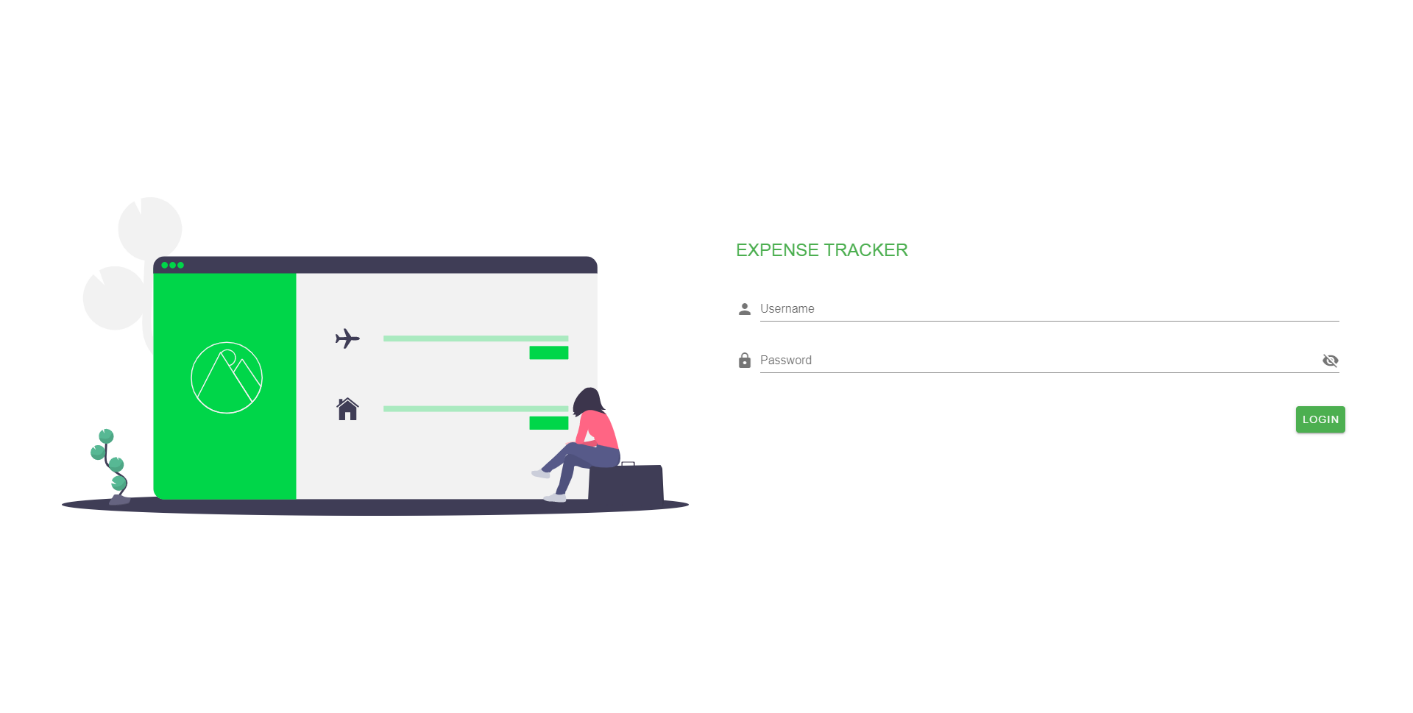


Figure 13 Login page

### Roles and Permissions

In setting up users for the application, each user can be classified into different roles and accompanied by permissions. The application has two main roles namely the Standard User and Administrator.

*Standard User*

This role provides basic access to the application. As a Standard user, you can do just about anything you would need to do, such as creating expense, submitting report, and managing user profile.

*Administrator*

This is a special role used for making changes to system settings, or managing user accounts or other application records. This role has full access to every setting on the application.

Each role has a set of permissions that can be enabled/disabled by the administrator. Here is the list of permissions that can be assigned on different roles:

|  |  |  |
| --- | --- | --- |
| Permission | Standard User | Administrator |
| add users |  | **✓** |
| edit users |  | **✓** |
| delete users |  | **✓** |
| view users |  | **✓** |
| view all users |  | **✓** |
| export users |  | **✓** |
| reset user passwords |  | **✓** |
| edit users fund |  | **✓** |
| restore users |  | **✓** |
| edit permissions |  | **✓** |
| set user activation |  | **✓** |
| add departments |  | **✓** |
| edit departments |  | **✓** |
| delete departments |  | **✓** |
| view departments |  | **✓** |
| view all departments |  | **✓** |
| export departments |  | **✓** |
| add jobs |  | **✓** |
| edit jobs |  | **✓** |
| delete jobs |  | **✓** |
| view jobs |  | **✓** |
| view all jobs |  | **✓** |
| export jobs |  | **✓** |
| add vendors |  | **✓** |
| edit vendors |  | **✓** |
| delete vendors |  | **✓** |
| view vendors |  | **✓** |
| view all vendors |  | **✓** |
| export vendors |  | **✓** |
| restore vendors |  | **✓** |
| set vendor activation |  | **✓** |
| add expense types |  | **✓** |
| edit expense types |  | **✓** |
| delete expense types |  | **✓** |
| view expense types |  | **✓** |
| view all expense types |  | **✓** |
| export expense types |  | **✓** |
| add payments |  | **✓** |
| edit payments |  | **✓** |
| delete payments |  | **✓** |
| view payments | **✓** | **✓** |
| view all payments | **✓** | **✓** |
| export payments |  | **✓** |
| receive payments | **✓** | **✓** |
| add expense reports | **✓** | **✓** |
| edit expense reports | **✓** | **✓** |
| delete expense reports | **✓** | **✓** |
| view expense reports | **✓** | **✓** |
| view all expense reports | **✓** | **✓** |
| export expense reports |  | **✓** |
| submit expense reports | **✓** | **✓** |
| submit expense reports beyond due date | **✓** | **✓** |
| approve expense reports |  | **✓** |
| approve expense reports beyond due date |  | **✓** |
| reject expense reports |  | **✓** |
| duplicate expense reports | **✓** | **✓** |
| add expenses | **✓** | **✓** |
| edit expenses | **✓** | **✓** |
| delete expenses | **✓** | **✓** |
| view expenses | **✓** | **✓** |
| view all expenses | **✓** | **✓** |
| export expenses |  | **✓** |
| add expenses beyond encoding period | **✓** | **✓** |
| add expenses beyond limit | **✓** | **✓** |
| set reimbursable amount | **✓** | **✓** |
| restore expenses | **✓** | **✓** |
| view all activity logs |  | **✓** |
| modify taxes on expense | **✓** | **✓** |
| manage settings |  | **✓** |

# Application Modules

## Dashboard

This module provides graphical representation for data visualization represented by charts and graphs. It consists views of key performance indicators and other information relevant to the company’s employee expense management.



Figure 14 dashboard

The Dashboard is divided into different sections that provides specific information and graphs to visualize the data represented. These sections are:

### Expense Summary

The expense summary provides information about the overall expenses spent by employees along with remaining fund to monitor and reimburse employees on time.



Figure 15 Expense Summary Dashboard Section

### Expense Reports Summary

The expense reports summary provides information on pending expense reports. This indicates the number and amount of expense reports on each status.



Figure 16 Expense Reports Summary Dashboard Section

This section is divided into four parts which corresponds to different status:

1. Unsubmitted – Created reports that are not yet submitted
2. Pending for Approval – Submitted reports waiting for approval
3. Awaiting Reimbursement – Approved reports waiting for payment
4. Payment to Receive – Reimbursed expenses waiting to be received by the user

### Expense by Category

This section shows a graphical representation of expenses based on categories such as expense types, employees, and departments.



Figure 17 Expense By Category Dashboard Section

### Expense by Date

This section shows a graphical representation of expenses based on date classified into different time units, i.e. day, week, month, quarter, and year.



Figure 18 Expense By date Dashboard Section

### Filtering results

To filter results on different sections of the Dashboard, click the  icon located at the top-right of every section to show the list of filters that can be applied. All data represented by default is based on the current year except for the Expense Reports Summary section. To filter the overall Dashboard data by date, click the date picker located below the Page Content title, refer to the image shown below:

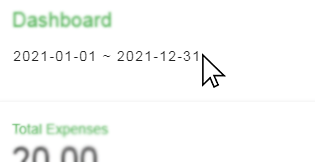


Figure 19 Dashboard Date filter

## Profile

This module is a record of personal, user-specific data associated with the user's identity. This also includes settings for updating personal and account information. This mainly contains the profile card located at the left part, and at the right part of the page, shows a form for updating information.

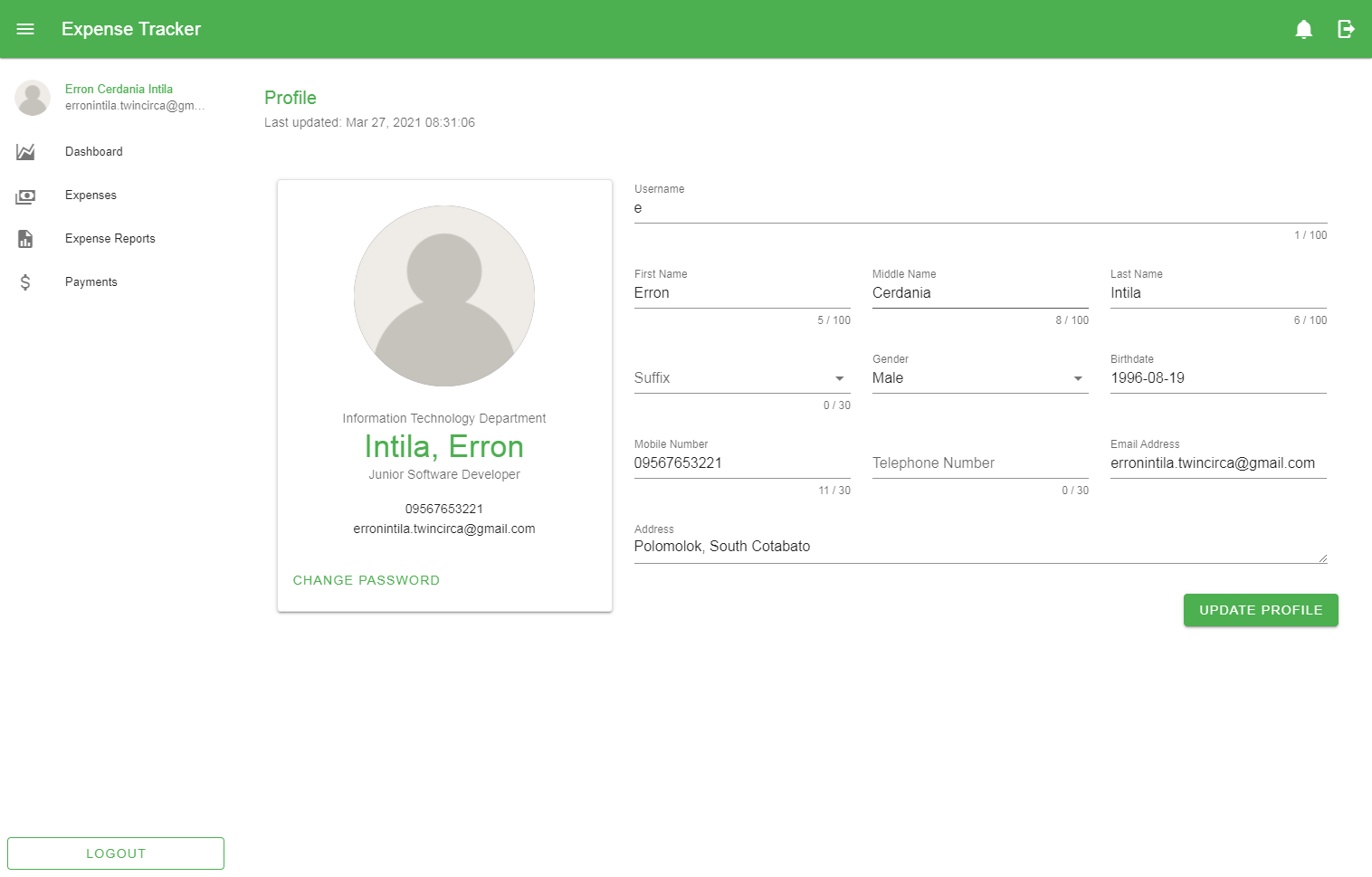


Figure 20 User Profile

### Updating information

To update the information, fill in or change the information in the form fields and click the *‘Update Profile’* button at the bottom.

### Change password

In changing the password, click the ‘*Change Password’* button located at the bottom part of the Profile Card to open the form and fill in the required details.

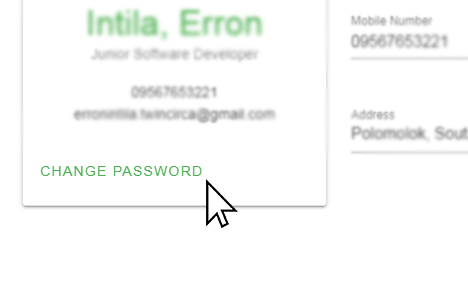


Figure 21 Change Password Button

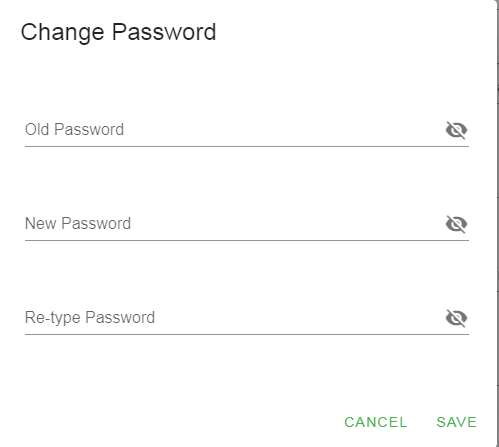


Figure 22 Change Password Form

The form contains the following:

1. Old Password – This is used to check if the user of the account is the actual user changing the password.
2. New Password – This field holds the information to update the old password.
3. Retype Password – This is used for password confirmation if the new password is typed in correctly.

*Note: If the user forgot the password, make a request to the administrator to reset the account password. Please refer to <Page> for more details.*

## Expense

This module involves management of each employee expenses. This allows the user to view, add, edit, and cancel expenses depending on the user role and level of permissions given.

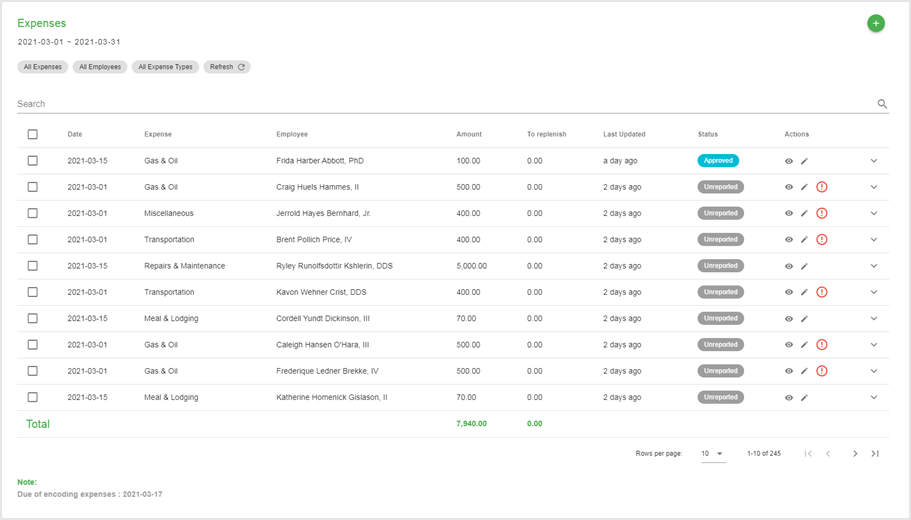


Figure 23 Expense Page

### Creating new expense

These are the following steps in creating a new expense:

1. Go to the expense page by navigating through the navigation drawer and click the Expenses menu.
2. In the expense page, click the Add button located in the top-right corner of the page content.
3. Fill in the following details based on the image shown below.

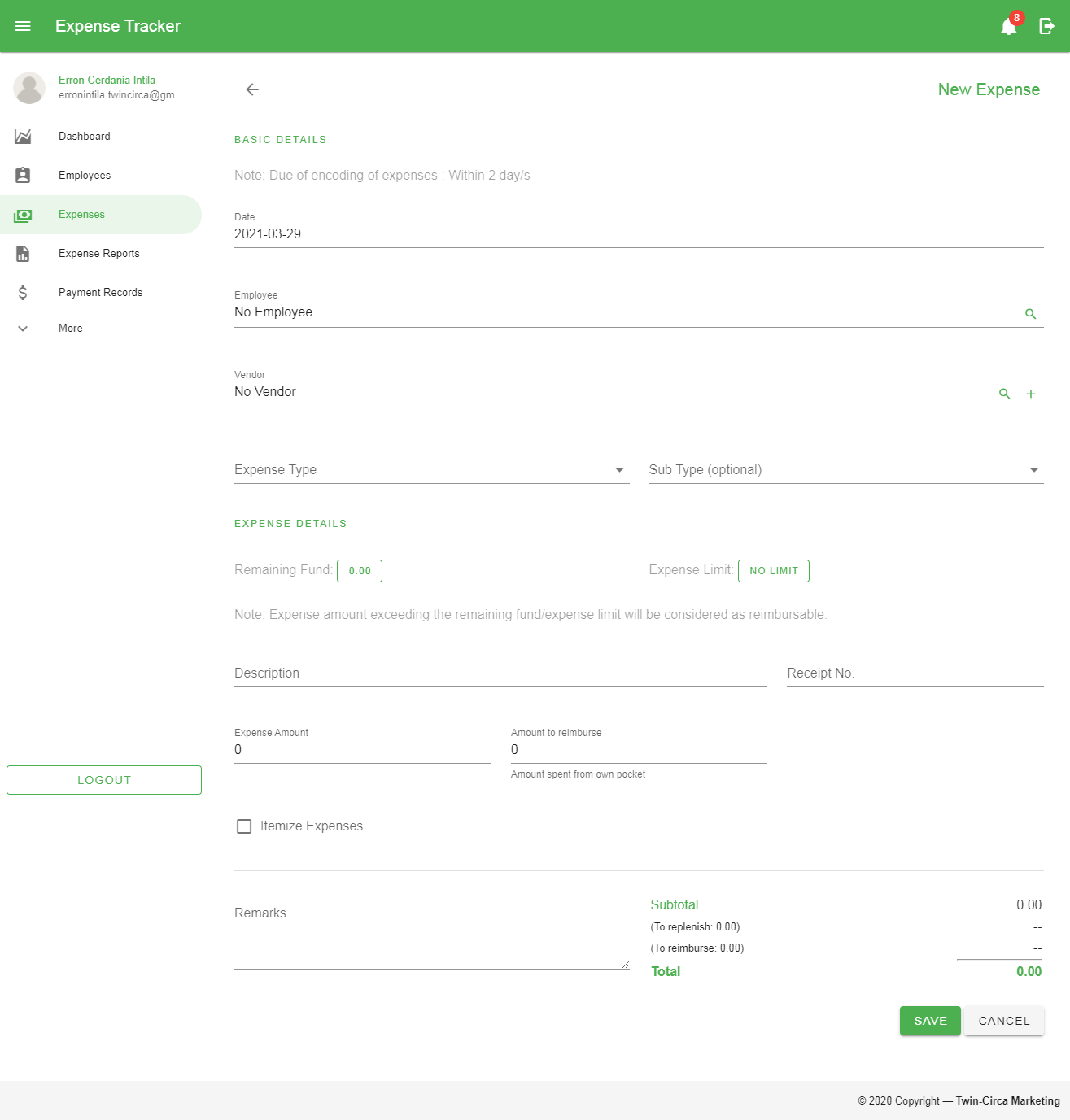


Figure 24 Create Expense Form

These are the following fields in the form:

* 1. *Date* – the date of the expense
  2. *Employee* – the employee who incurred the expenses
  3. *Vendor* – the person or business entity of which expenses have been incurred
  4. *Expense Type* – a classification of the expense
  5. *Sub Type* – a more detailed classification of the expense
  6. *Description* – used to describe what the expense is all about
  7. *Receipt No.* – a unique case number found in receipts
  8. *Expense Amount* – amount that an employee incurs
  9. *Amount to reimburse* – the amount of which the employee used to pay expenses on behalf of the company
  10. *Itemized Expenses* – a more detailed information of an expense

Check the *‘Itemize Expense’* checkbox to display the itemized expense table and action button for adding expenses.

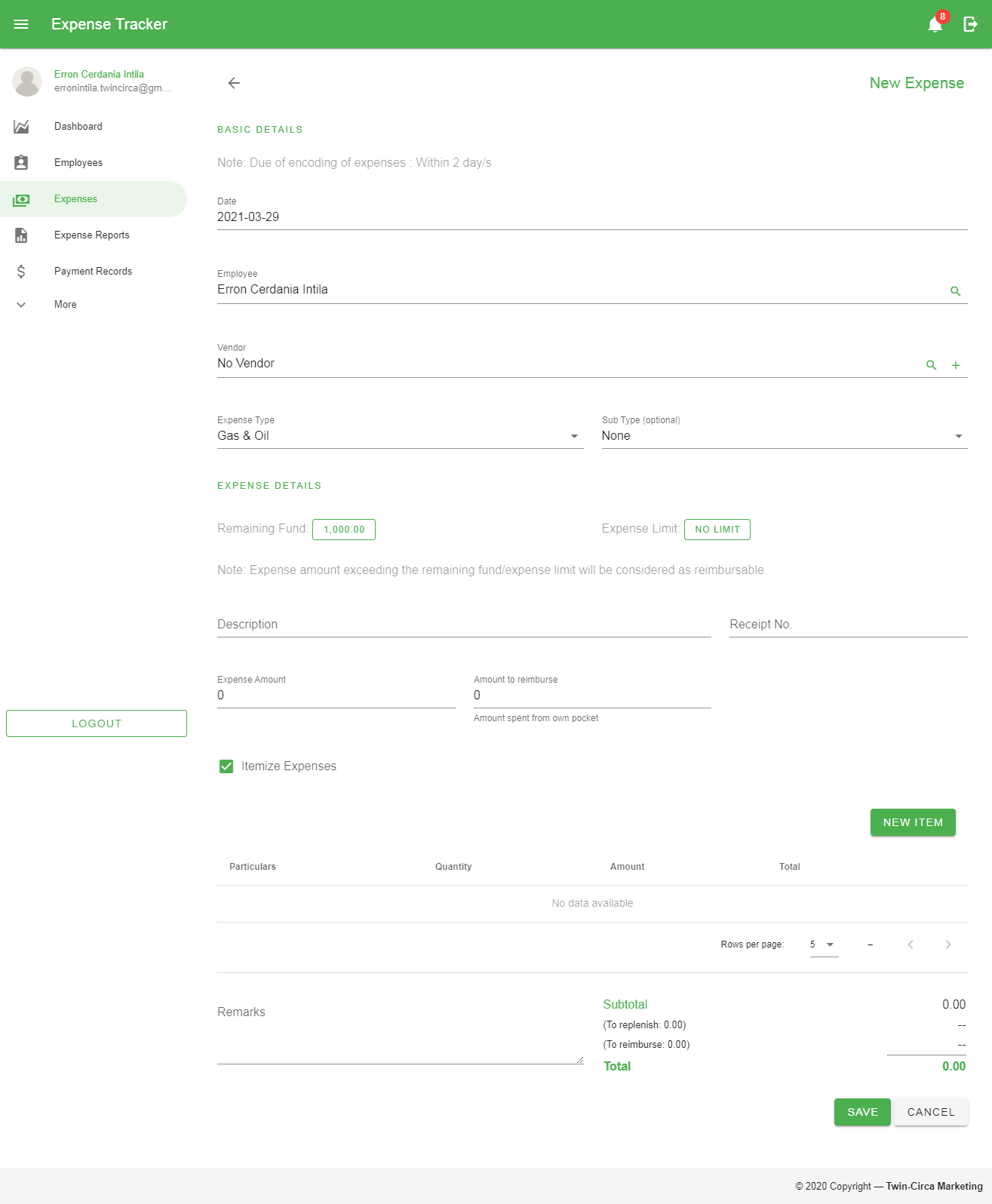


Figure 25 Itemized Expenses Table

When adding new record, click the *‘New Item’* button to open the form. Fill in the details needed to add new expense. Then click the ‘*Add’* button to add it on the table.

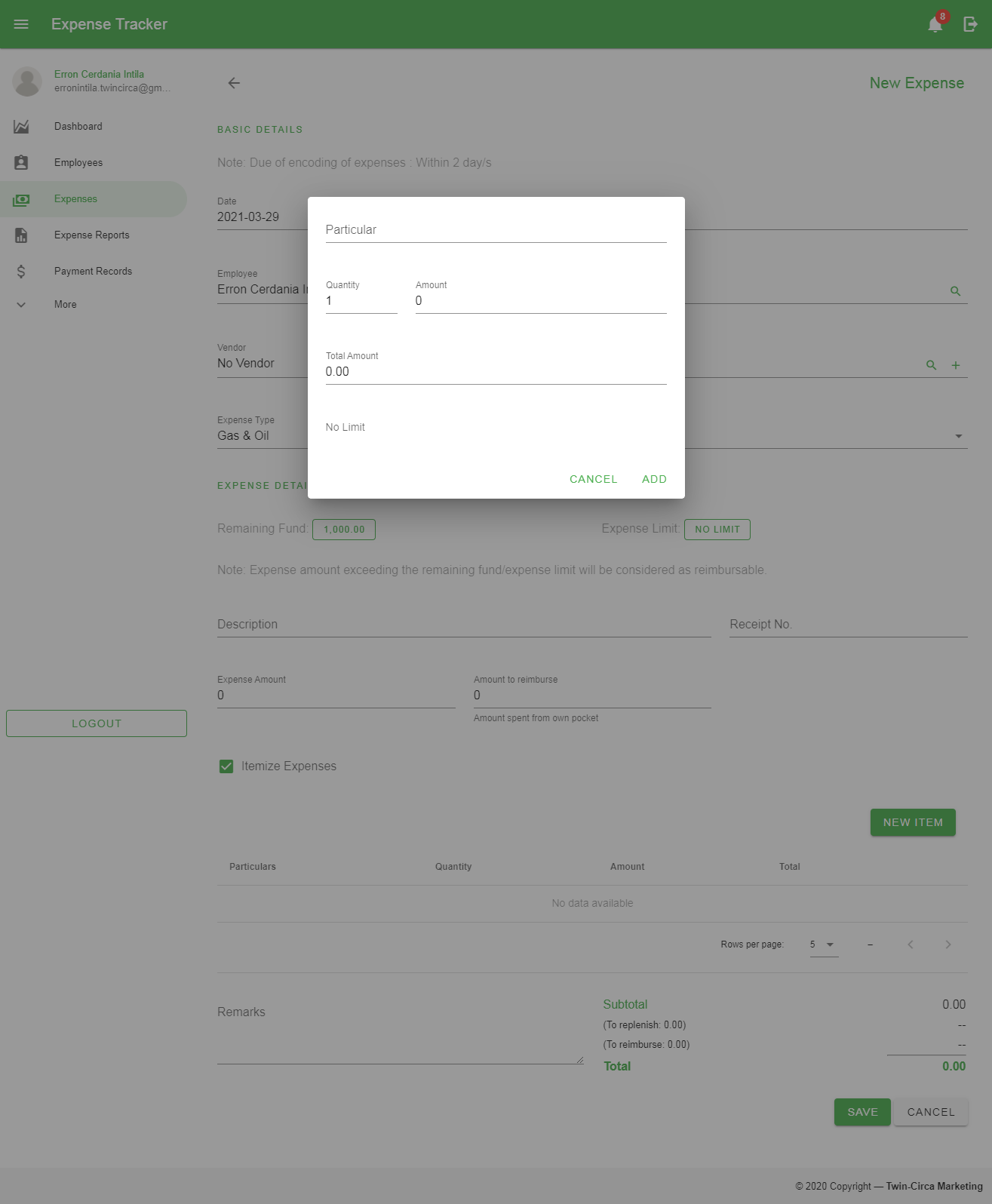


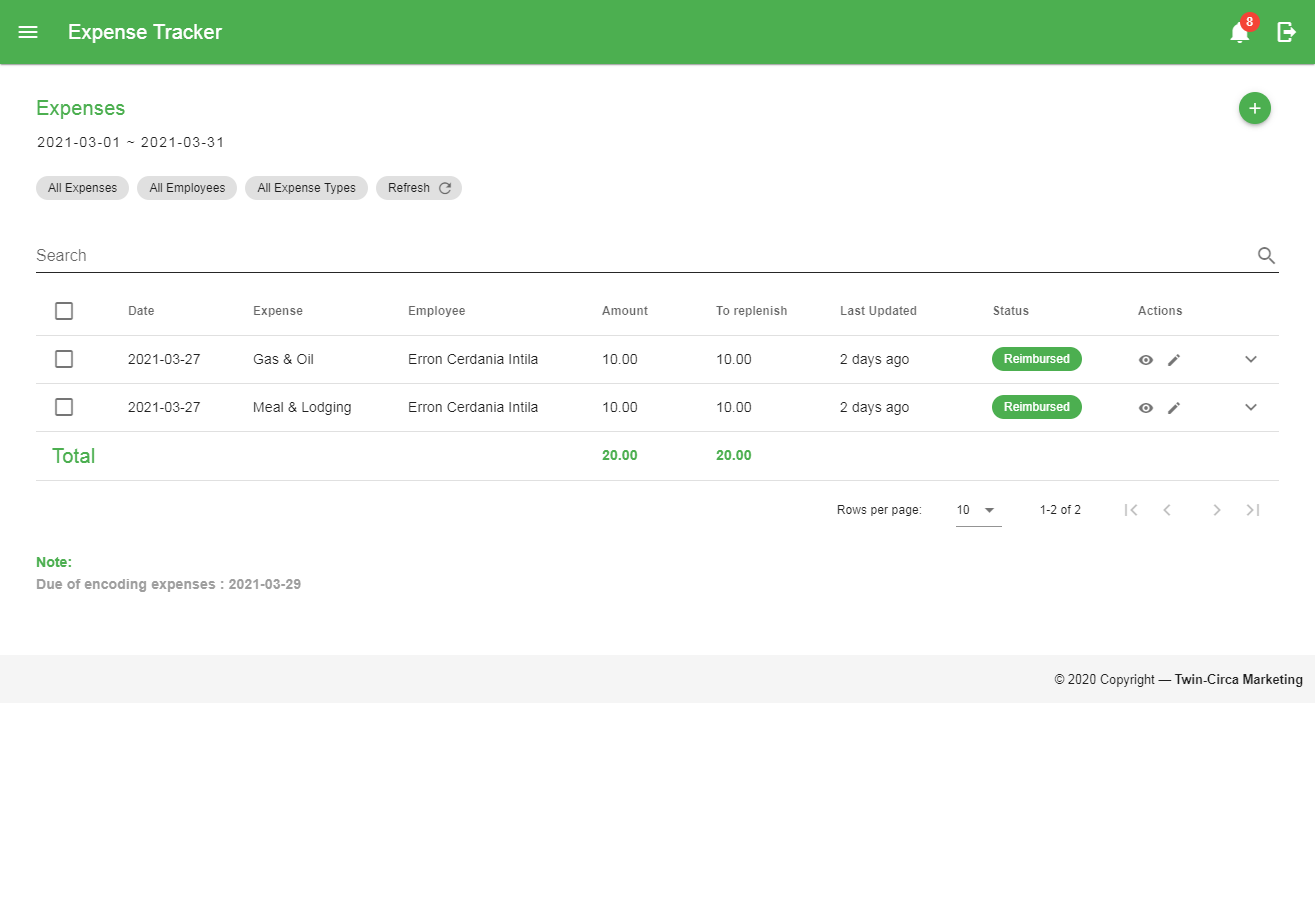
Figure 26 Add Expense Form for Itemized Expenses Record

* 1. *Remarks* – additional information of the expense record that needed to be taken into consideration

1. Click the *‘Save’* button located at the bottom of the page.

### Editing expenses

These are the following steps in creating a new expense:

1. In the Expense Page, click the Edit button  in a particular row in the data table located under the Action column to go to the Edit Page.
2. Fill in the details to be updated.
3. Click the Save button located at the bottom of the page.

*Note: Expenses can only be edited if the record has not been associated with any expense report. All expenses with an unapproved report can also be edited. Expenses with an approved report without any association with a payment record can only be edited by the administrator.*

### Cancelling and Restoring Expenses

#### Cancelling expense/s:

1. Select the expense record by checking the checkbox in the first column of the data table.
2. Click the *‘Cancel Expenses’* button shown above the Search bar along with other filter options.
3. Click the *‘Yes’* button to confirm the action.

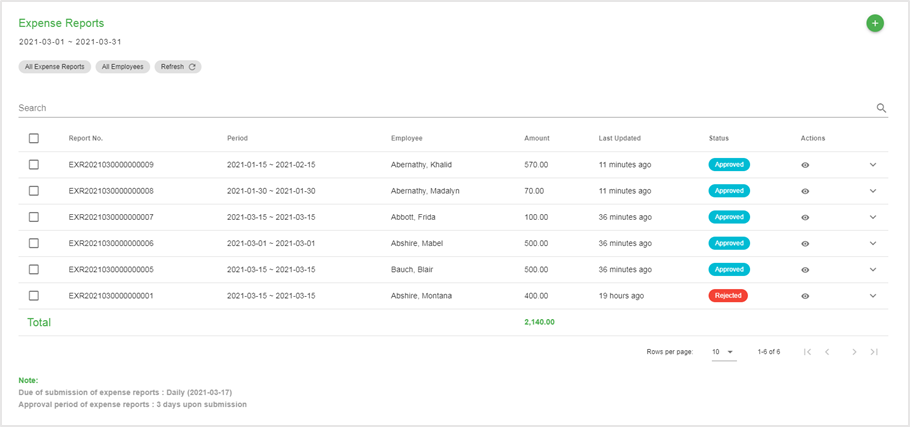
#### Restoring expenses:

1. Filter the records through the Status filter located at the top of the search bar and select *‘Cancelled Expenses’*.
2. Select the expense record by checking the checkbox in the first column of the data table.
3. Click the ‘Restore Expenses’ button shown above the Search bar along with other filter options.
4. Click the *‘Yes’* button to confirm the action.

*Note: Cancelling and restoring expenses can only be done if the existing record has not been associated with any expense report.*

## Expense Report

This module allows the user to manage created expenses grouped into reports. This involves creation, submission, approval, rejection and cancellation of records. Each record has specific status used mainly for monitoring with regards to employee reimbursement.



### Creating new expense report

### Editing expense report

### Submitting expense report

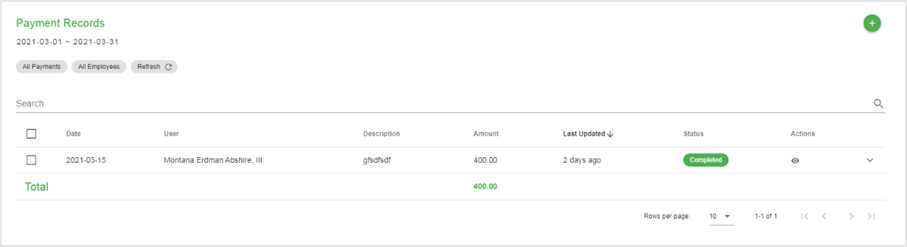
### Printing expense report

### Approval and rejection of expense reports

### Cancelling expense reports

## Payment

This module provides record of payments for approved expense reports. This also shows status of transaction whether a certain payment has been created or received by the employee.



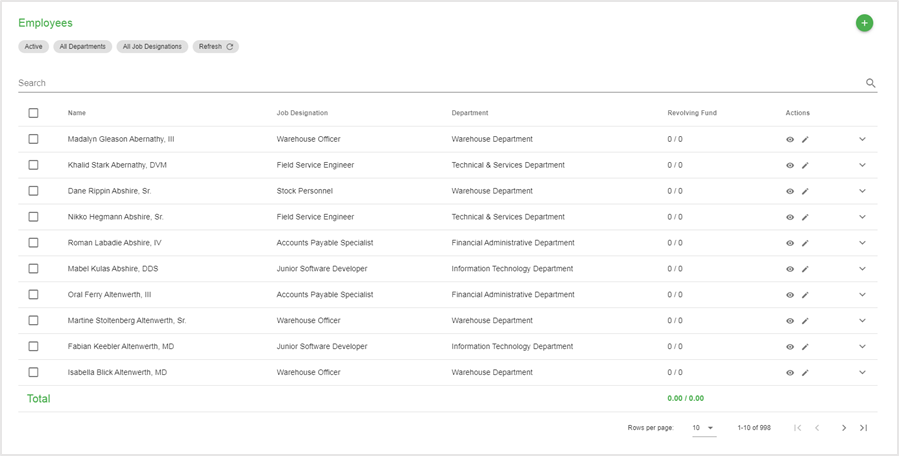
### Creating new payment record

### Confirming payment

### Cancelling payment record

## Employee

This module allows the user to manage employee records. Each employee record is considered a system user accompanied with specific roles and permissions.



### Creating new employee

### Editing employee information

### Resetting employee password

### Editing Revolving Fund

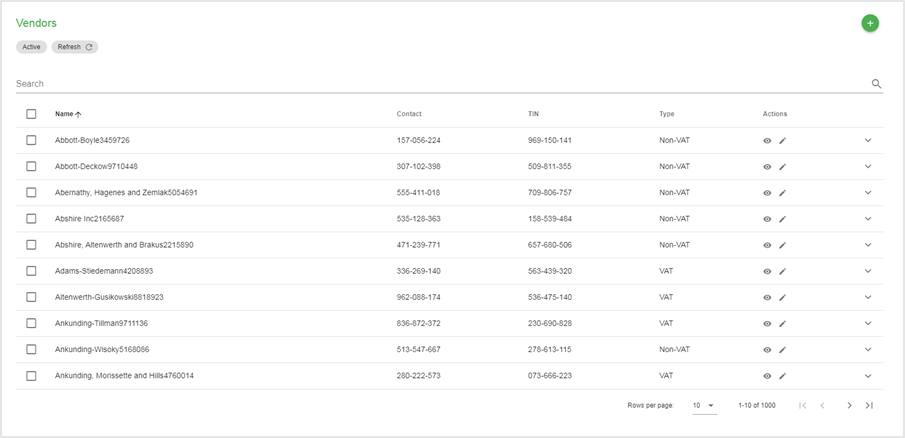
### Editing Permissions

### Deactivating and activating employee

### Deleting employee

## Vendor

This module provides management of vendor records. This includes creating, updating, and setting activation for each record.



### Creating new vendor

### Editing vendor information

### Deactivating and activating vendor

### Deleting vendor

## Department

This module allows the user to create, edit, and delete department records used to classify each employee/system user.



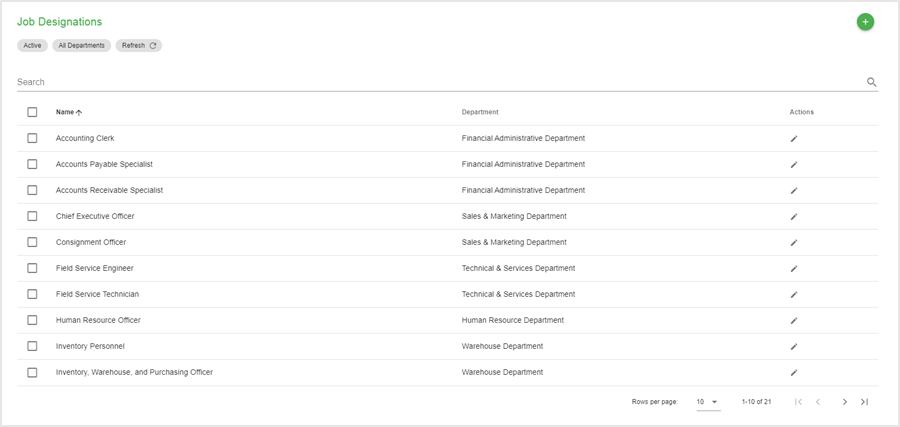
### Creating new department

### Editing department

### Deleting department

## Job Designation

This module provides information about job designation records that can be used upon creating of new employees. This module also allows the user to create, edit, and delete job designation records.



### Creating new job designation

### Editing job designation

### Deleting job designation

## Expense Type

This module allows the user to create, edit, and delete expense type records used mainly on creating of expenses to provide classification when generating reports.



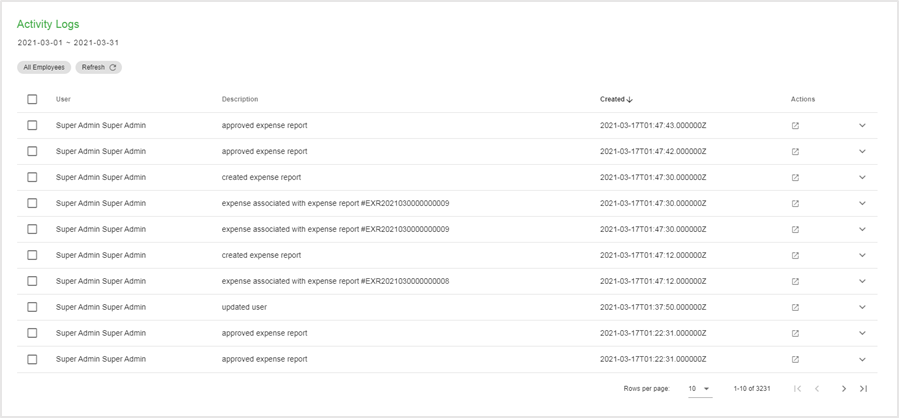
### Creating new expense type

### Editing expense type

### Deleting expense type

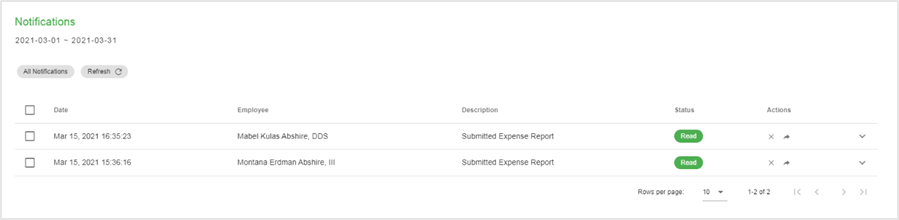
## Activity Logs

This module displays user activities within the application.



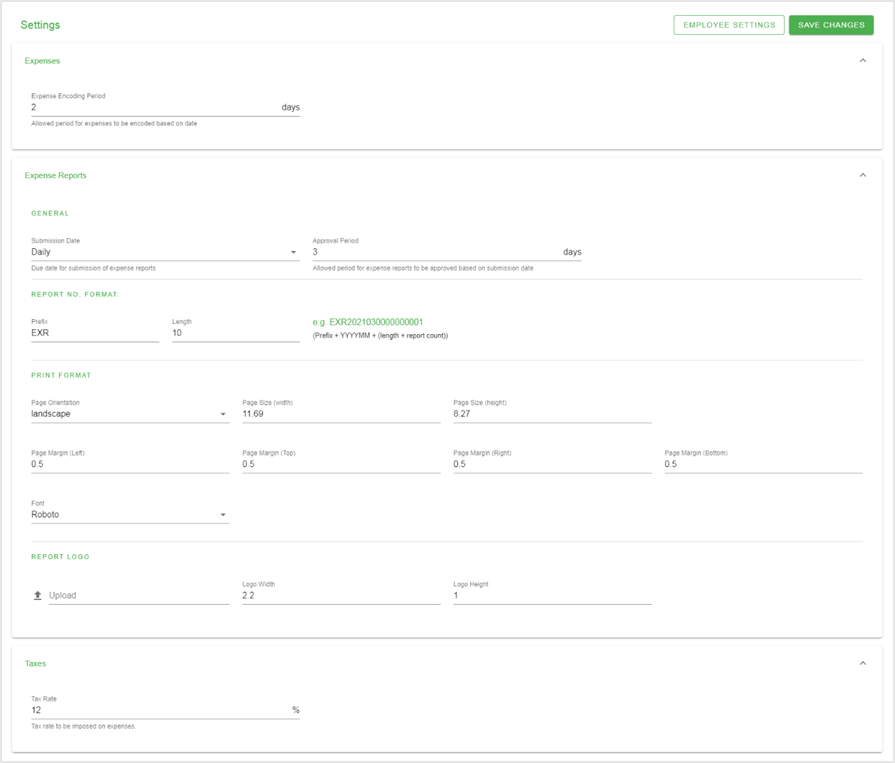
## Notifications

This module provides a message that appears on the right side of the application. This is a way to let the user know that something new has happened within the application (e.g. submitting expense report) to avoid missing transactions that might be worth the attention of the user and appears whether the user is using the application or not.



## Settings

This module provides access to the user to set up and maintain the application. This involves configuration on different modules when creating and updating records.



The settings are divided into following sections:

1. Expense Settings
   1. General
      1. Expense encoding period
2. Expense Report Settings
   1. General
      1. Submission date
      2. Approval period
   2. Report No. format
      1. Prefix
      2. Length
   3. Print format
      1. Page Orientation
      2. Page Sizes (height and width)
      3. Page Margins
      4. Font
   4. Report Logo
      1. Image
      2. Logo Sizes (height and width)
3. Tax Settings
   1. General
      1. Tax rate

# Appendices

## Definition of Terms

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## Troubleshooting

### Software Troubleshooting

### Network Troubleshooting

### Important Notes