

NANSBOOK

JOOMLA BOOKKEEPING COMPONENT REQUIREMENT

DOCUMENT

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3 PURPOSE

To define the requirements of **JOOMLA BOOKKEEPING COMPONENT**.

4 OVERVIEW

This Joomla Bookkeeping Component will provide backend and frontend access for:

1. Backend (Admin only): Edit (Add/Remove/Modify)
 - a. Number of Staff Limitation
 - b. Services (service items and prices)
 - c. Expense categories
 - d. Account (payment) types
 - e. Products (product title, description, and price)
 - f. Deduction categories
 - g. Commission rate categories
 - h. Technician commission options
 - i. Store Information (Business Name, Address, Phone, Fax, Email, Salon License Number, TIN Number)
2. Frontend (Manager): Edit (Add, Remove, & Modify) the following items:
 - a. Technicians
 - b. Services
 - c. Expense categories
 - d. Payment Methods
 - e. Products
 - f. Deduction categories
 - g. Commission rate categories
 - h. Technician commission options
 - i. Sales Entry
 - j. Expense Entry
 - k. Generate reports (No Edit)
3. Frontend (Technicians) Edit (Add, Remove, Modify)

- a. Individual Expense Entry
- b. Service Sales Entry
- c. Product Sales Entry
- d. Individual Daily Details
 - i. Include all sales entries and each entry can be modified from this summary table
 - ii. “Submit” to send sales summary to manager. Once submitted, data cannot be changed.
 - iii. The report will be ready for review and approve by manager
- e. Individual Summary Reports (selectable date range) (No Edit)

The name of this application is NANSBook.

5 FRONT END

5.1 Login for manager/technician

There are two levels of login:

- Level 1: Manager Login (from the main NANS website to access the store website and NANSBook)
- Level 2: NANSBook Login – Manager and Technicians Login (with ID password only – no user id is required)

5.2 MANAGER SECTION

5.2.1 Payment Methods

Payment methods (was previously called accounts or account types).

Default Categories include: 1) Cash, 2) Check, 3) Credit Card, 4) Bank Card, 5) Online Banking

The Payment Methods category can be Add, Delete, and Edit

(We will provide a sample screen shot of a similar application)

5.2.2 Expense Category

Default Categories include:

- Advertising
- Bank Fee
 - Credit Card Processing Fee
 - Checking Account Fee
 - Saving Account Fee
- Car & Truck Expenses
- Commission & Fees
- Contract Labor
- Depletion
- Depreciation
- Donation
- Employee Benefit Program
- Insurance
- InterestsLegal & Professional Fee
- Office Expense
- Personal Expense
- Rent or Lease
- Repair & Maintenance
- Supplies

- Taxes & Licenses
- Travel, Meals & Entertainment
 - Travel Expense
 - Meal Expense
 - Entertainment Expense
- Utilities
 - Telephone
 - Internet
 - Electricity
 - Gas
 - Water
- Other expenses

The manager can Add, Delete, Edit the The Expense Category and subcategory

5.2.3 Service Category

Default Service Category includes the following default categories:

- Manicure
- Pedicure
- Nails
- Facial
- Waxing
- Massage

The manager can Add, Delete, and Edit the Service Categories and also sub-categories

5.2.4 Discount Category

Discount categories can include the followings:

- Internet
- Mails
- Coupons
- Store Specials
- The manager can Add, Delete, Edit the Service Categories and also sub-categories

5.2.5 Initial Setup

5.2.5.1 Deduction Categories

5.2.5.1.1 Deduction Options

- There should be 4 options and they are
 - Fix Amount Per Service Sales
 - % Per Applicable Service Sales

- % of Total / All Service Sales
- Daily Amount(Enable/Disable Option)

5.2.5.1.2 Daily Cleaning Expense Deduction (per Technician per Working Day)

- There should be 2 options: Yes/No.
- If “Yes” is selected,
 - Entering daily amount.
 - Select applicable day of week
- If “no” is selected the function should be disabled.

5.2.5.1.3 Tip Processing Deduction

- This should be applicable to tip from credit card only
- It should be the % of the tip amount for the credit card fee.
- There should be 2 options Yes/No
- If “Yes” is selected a text box should be loaded to enter percentage amount.
- If “No” is selected the function should be disabled.

5.2.5.2 Commission Rate Categories

5.2.5.2.1 Commission Rate Per Service Sales

Is commission rate the same for all technicians?

If Yes, proceed to the following section (Store Commission Percentage)

If No, then skip the Commission Rate Categories setup. The commission rate then will be set up during adding new technician process.

5.2.5.2.1.1 Store Commission Percentage

-
- Enter Store Commission Percentage

5.2.5.2.1.2 Technician Commission Percentage

By default, technician commission percentage = 100% - Store Commission Percentage)

5.2.5.2.2 Commission Percentage for Cash

Enter percentage for cash. This is the cash percentage of the Technician Commission Percentage (see Example 1 for clarification)

5.2.5.2.3 Commission Percentage for check

By default, commission percentage for check = 100% (of Technician Commission Percentage) - Commission Percentage for Cash

5.2.5.2.4 Example 1:

- Assumption 1: service sales = \$100
- Assumption 2: Store Commission Percentage = 40%
- Assumption 3: Commission Percentage for Cash = 40%
- Output:
- Store Commission Amount = $\$100 \times 40\% = \40
- Technician Commission Percentage = $100\% - 40\%$ (Store Commission Percentage) = 60%
- Technician Commission Amount = $\$100 \times 60\% = \60
- Technician cash amount = Commission Percentage for Cash x Technician Commission Amount = $40\% \times \$60 = \24
- Commission Percentage for Check = $100\% - \text{Commission Percentage for Cash} = 100\% - 40\% = 60\%$
- Commission Check Amount = Commission Percentage for Check x Technician Commission Amount = $60\% \times \$60 = \36

5.2.5.2.5 Tip (from credit card) Payout Options

- It should be applicable to credit card only.

5.2.5.2.5.1 Payout in Cash (Technician's Cash Commission)

- If store return Payout to the Technician in Cash, should add that amount to Technician's Commission Cash Amount.

5.2.5.2.5.2 Payout in Check (Technician's Check Commission)

- If store return Payout to the Technician in Check, should add that amount to Technician's Commission Check Amount.

5.2.6 Add New Technician

- Here the manager should be able to add the technician's information.

5.2.6.1 Contact Information

- Photo Upload (optional)
- First Name
- Last Name
- Nick Name
- Address
- Home Phone Number
- Mobile Phone Number

5.2.6.2 Legal Information

- Social Security Number
- Professional License Information

- License 1
 - Type of License: (Drop-down List)
 - Facial
 - Manicurist
 - Esthetician
 - Operator
 - Hair Stylist
 - License Number: (Optional)
 - Issue Date:
 - Expiration Date:
 - Issue State: (Drop Down List of States)
- Add Additional License

5.2.6.3 *Salary Gurantee Option*

- Is this technician guaranteed with daily amount?
 - If Yes
 - Is this a time limited salary guarantee?
 - If Yes,
 - Select End Date
 - Enter Daily Amount
 - If No,
 - Enter Daily Amount
 - If No, go to next section

5.2.6.4 *Commission Rate Options*

This section is applicable when commission rate is not the same for all technicians (selected during initial setup)

5.2.6.4.1.1 **Store Commission Percentage**

-
- Enter Store Commission Percentage

5.2.6.4.1.2 **Technician Commission Percentage**

By default, technician commission percentage = 100% of Technician Commission Percentage - Store Commission Percentage)

5.2.6.4.2 *Commission Percentage for Cash*

Enter percentage for cash. This is the cash percentage of the Technician Commission Percentage (see Example 1 for clarification)

5.2.6.4.3 Commission Percentage for check

By default, commission percentage for check = 100% - Commission Percentage for Cash

5.2.6.4.4 Example 1:

- Assumption 1: service sales = \$100
- Assumption 2: Store Commission Percentage = 40%
- Assumption 3: Commission Percentage for Cash = 40%
- Output:
- Store Commission Amount = $\$100 \times 40\% = \40
- Technician Commission Percentage = $100\% - 40\%$ (Store Commission Percentage) = 60%
- Technician Commission Amount = $\$100 \times 60\% = \60
- Technician cash amount = Commission Percentage for Cash x Technician Commission Amount = $40\% \times \$60 = \24
- Commission Percentage for Check = $100\% - \text{Commission Percentage for Cash} = 100\% - 40\% = 60\%$
- Commission Check Amount = Commission Percentage for Check x Technician Commission Amount = $60\% \times \$60 = \36

5.2.6.4.5 Tip (from credit card) Payout Options

- It should be applicable to credit card only.

5.2.6.4.5.1 Payout in Cash (Technician's Cash Commission)

- If store return Payout to the Technician in Cash, should add that amount to Technician's Commission Cash Amount.

5.2.6.4.5.2 Payout in Check (Technician's Check Commission)

- If store return Payout to the Technician in Check, should add that amount to Technician's Commission Check Amount.

5.2.7 Sales entry

Here the manager can do the service sales entry as well as product sales entry. The following are required items for sales entry:

- Select technician
- Enter service sales amount
- Enter tip amount
- Enter deduction amount (if applicable)
- Enter discount amount & category (default = 0)
- Add record/entry (button) and start a new sales entry
- Date & Time stamp (automatic default to current date & time)
-

5.2.8 Expense entry

Here the manager can do the expense entry and also the daily batch entry. The followings are required items for expense entry:

- Expense amount
- Select expense category
- Expense description (manually enter optional)
- Vendor (manually enter optional)
- Select payment method
- Add expense record/entry (button) and start a new sales entry

5.2.9 Product sale entry

Here the manager can add the product sale.

- Select product, If product not available from the list, select Add New Product
- Enter amount
- Add product sale record/entry (button) and start a new product sale entry

5.2.10 New Product entry

Here the manager can add the new product.

- Enter product name
- Enter list price
- Add new product record / entry (button) and start a new product entry

5.2.11 Daily Batch Entry

- Enter Total Credit Card Processed (Info from credit card terminal)
- Total Cash Received (from cash register)
- Total Check Received (from cash register)
- Refund to Customers

5.2.12 Reports

All reports are date range selectable (From Date to Date). There are five different types of reports:

- Commission Reports
- Expense Reports
- Tax Reports
- Store Reports
- Gift Card Reports

5.2.12.1 Commission Reports

5.2.12.1.1 Example Technician Commission Summary Report

Day	Date	Commission Amount	Service Sales Amount	Tip Amount	Tip Deduction Amount	Supply Deduction	Cleaning Deduction
Mon							
Tues							
Wed							
Thur							
Fri							
Sat							
Sun							
Mon							
TOTAL:		\$450	\$950	\$50	\$5	\$2	\$2

Total Number of Working Days: (Only include days that have data)	8
Guarantee Salary Per Day:	\$100
Total Guaranteed Salary Per This Paid Perior: (\$100 /day x 8 days = \$800)	\$800
Salon Add-in Amount: (Total Guarantee Amount (\$800) – Commission Amount (\$450))	\$350
Salary Amount: (Total Guaranteed Salary (\$800) + tip (\$50))	\$850

5.2.12.2 Expense Reports

All expense reports will include:

- Transaction date

- Payment method
- Expense category
- Expense description
- Amount

There are types of expense reports:

1. Report by month
 - Will include total monthly amount
 - Total amount for the selected periods
2. Report by category
 - Category amount
 - Percentage of the total expense for each category

5.2.12.3 Tax Reports

Store manager can generate and print the following tax forms that can be obtained from the IRS:

- 1099-Misc Form
- 1096 Form

In addition, NANSBook can generate and print the:

- W2 Form

5.2.12.4 Store Reports

5.2.12.4.1 Batch Report

Batch reports are generated by manager to obtain store performance and transaction summary.

- Date range selectable
- Credit card process amount
- Check amount
- Cash amount
- Gift card sales amount
- Gift card redeem amount
- Service sales amount
- Product sales amount
- Discount amount
- Refund amount
- Sub-total
- Total cash to be received (= [Service sales amount + product sales amount]-[credit card process amount + check amount + gift card sale amount– gift card redeem amount – discount amount – refund amount])

5.2.12.4.2 Technician Commission Report

The report generation window includes a Command Box and a report table with headers.

The Command Box includes the following settings:

1. Date:
 - From: [Select Date (Default: Today)]
 - To: [Select Date (Default: Today)]
2. Technician Names
 - All (Default: list all technicians)
 - Individual Technician: [Select Technician]
3. Generate Report Button
 - Default: Daily Summary of Daily Sales Entry
 - Options: [Expand (+ Show) / Collapse (- Hide) All Daily Sales Entries]

Report can be sorted by Nick Name and then by Date

- Assuming: Technician Commission Percentage = 60% of service sales
- Assuming: Commission in Cash = 40% of Technician Commission Percentage amount

Date	Nick Name	First Name	Last Name	Service Sales	Tip	Tip Deduction	Commission	Commission in Cash	Commission in Check	Daily Check + Tip Amount	Deduction (Supplies)	Cleaning Deduction	Daily Total Payout
8/25/2012	Nick	Nam	Nguyen	187.00	33.00	0.50	112.20	44.88	67.32	100.32	5.00	3.00	136.70

- Tip Deduction (Assume = 1.5%) = Tip Amount x 1.5% = .50
- Cleaning Deduction (Assume = \$3 per day)
- Commission = Technician percentage (Assume = 60%) x service sales
- Commission in Cash = 40% x Commission
- Commission in Check = Commission – Commission in Cash
- Daily Total Payout = Commission + Tip – Tip Deduction – Deduction (Supplies) – Cleaning Deduction
- Rounding =

5.2.12.4.3 Expand / Collapse Details

This report is generated when the Expand option is selected. The report will display each service sales record entered.

Date	Nick Name	First Name	Last Name	Service Sales	Tip	Tip Deduction	Commission (60% split)	Commission in Cash	Commission in Check	Check + Tip Amount	Deduction (Supplies)
8/25/2012				(Sales Entry 1)							
				(Sales Entry 2)							

- Commission = Technician percentage x service sales
- Commission in Cash = 40% x Commission
- Commission in Check = Commission – Commission in Cash

5.2.12.4.4 Report Approval (by Manager)

Daily reports submitted by technicians will be reviewed and approved by manager before the records would become permanent.

Manager has the right to modify, reject, & approve.

If it is rejected, the report will be sent back to the technician for corrections. Technician will be forced to make corrections to the report when login the NANSBook.

5.2.12.4.5 Combine Report- P&L Summary for manager

Total Sales (Service Sales + Product Sales) – (Contract Labor + Expenses + Discount + Refunds)

5.2.12.4.6 Check Printing Record Report

Check printing record can be sorted by Payable to or expense category.

Check Printing Record Report will include Payable to, Amount, Expense Category, Check Number, and Sub-Total for each category.

5.2.12.5 Gift Card Reports

- Outstanding Balance Gift Card Report (for all cards)
 - Card number

- Issue date
- Issue amount
- Last used date
- Last used amount
- Card balance
- Total Outstanding Balance (for all cards)
- Cards Issued History Report (for all cards)
 - Date range (selectable)
 - Card number
 - Issue date
 - Issue amount
- Card Redeem Report (for all cards)
 - Date range (Selectable)
 - Card number
 - Redeem date
 - Redeem Amount
 - Card balance
 - Total redeem amount
- Card Transaction Report (for all cards)
 - Date Range (Selectable)
 - Card number
 - Transaction date
 - Activate Amount
 - Redeem Amount
 - Reload Amount
 - Transaction Amount
 - Remaining Balance
 - TOTAL (for each of the categories)
- Gift Card History Report (Per Gift Card)
 - Enter Card Number or Swipe the Card
 - Transaction date
 - Activate Amount
 - Redeem Amount
 - Reload Amount
 - Transaction Amount
 - Remaining Balance
 - TOTAL (for each of the categories)

5.3 TECHNICIAN SECTION

5.3.1 Sales Entry

After login, the technician can do the sales entry.

- Select service sales (If Miscellaneous is selected, technician is required to enter the service description)
- Service sales amount
- Tip amount
- Deduction amount (if applicable)
- Discount amount & category (default = 0)
- Add record/entry (button), and start a new sales entry

5.3.2 Reports

- Date range selectable
- Individual Commission Report
- Daily Report to be sent to manager for approval (before become permanent record)
 - Sales amount
 - Tip amount
 - Deduction amount
 - Sub-total [sales amount, tip amount, deduction amount]

5.4 GIFT CARD MANAGEMENT

5.4.1 Card Activation

- Date (default to today, no edit allowed)
- Enter Card Number or Swipe the Card
- Enter Activation Amount
- Activate (Button)

5.4.2 Card Redeem

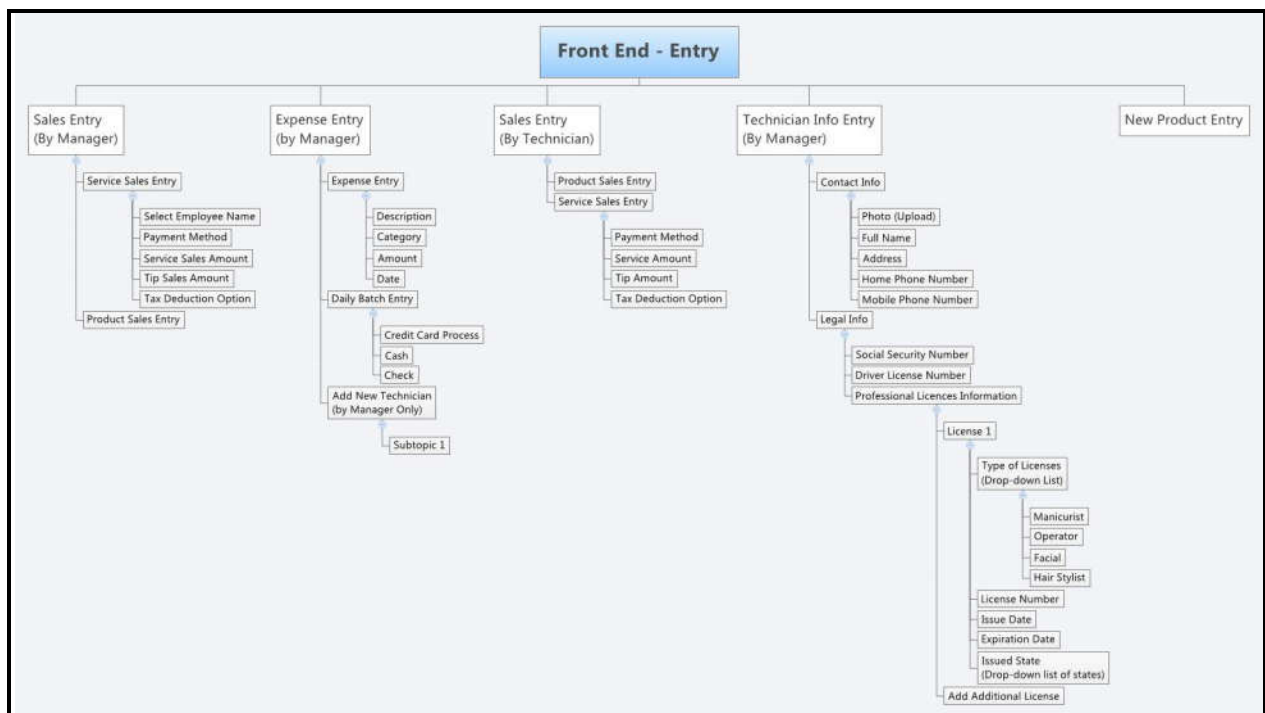
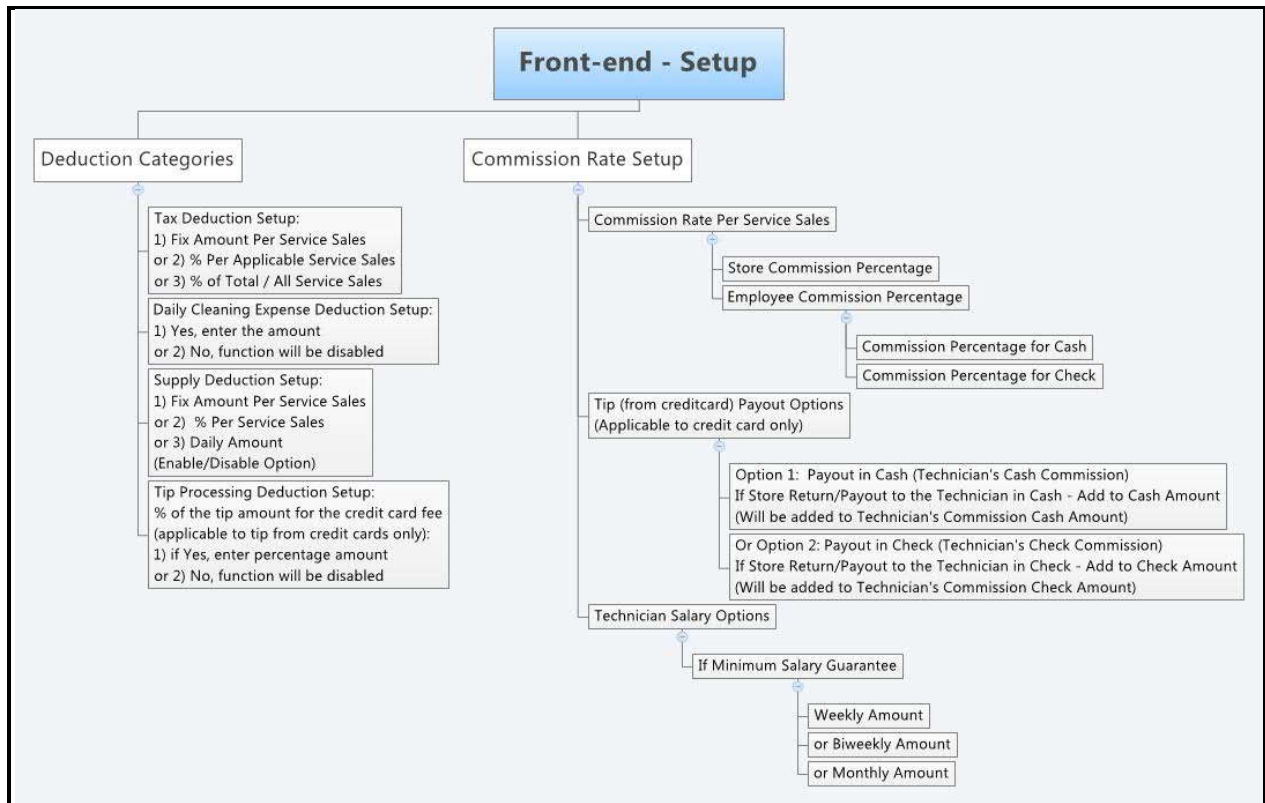
- Date (default to today, no edit allowed)
- Enter Card Number or Swipe the Card
- Enter Card Amount
- Redeem (Amount to be debit) (Button)

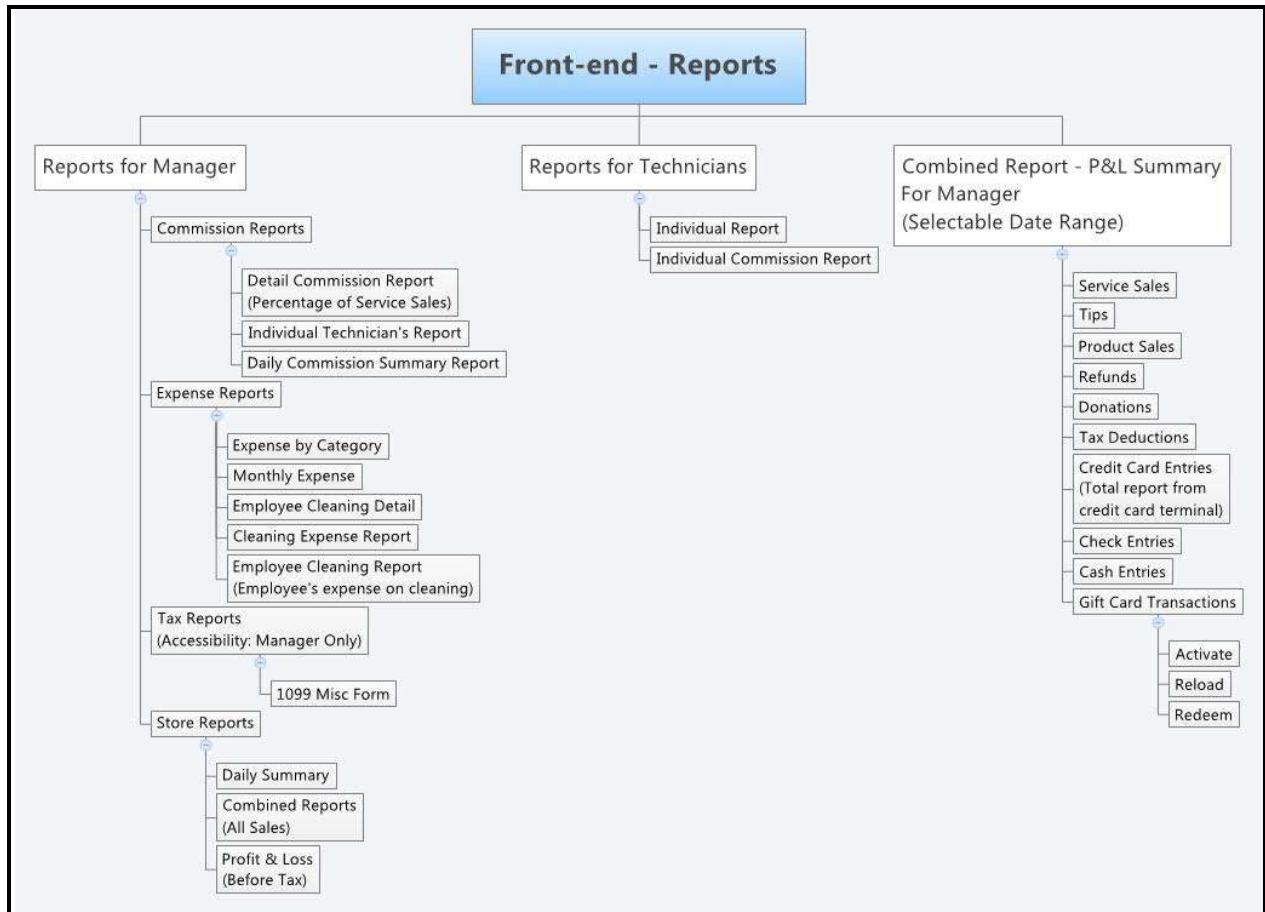
5.4.3 Card Reload

- Date (default to today, no edit allowed)
- Enter Card Number or Swipe the Card
- Enter Reload Amount
- Reload (Amount to be credit) (Button)

5.4.4 Card Balance Inquiry

- Date (default to today, no edit allowed)
- Enter Card Number or Swipe the Card
- Check the Card
- Outstanding balance (available amount)
- Last used date
- Last used amount





5.5 Check Printing

Manager can print standard voucher check for payroll and all other expense categories. Payroll check amount are generated from the total amount of “Commission in Check” and “Tip Amount”

Here is a sample image of a voucher check:

Date of Collection	Amount	Payment Method	Payment Status
01/01/2020	100.00	Credit Card	PAID
02/01/2020	100.00	Credit Card	PAID

5.6 User Interface

This section describes how manager and technicians operate the NANSBook.

I How Technicians enter data

6 BACK END [ADMIN SECTION]

6.1 Admin login

- The admin can login here.

6.2 User management

6.2.1 Manager

6.2.2 Add manager

- The admin can add the managers here.

6.2.2.1 View manager

- The admin can view the added managers here.

6.2.2.2 Delete manager

- The admin should be able to delete the added manager here.

6.2.2.3 Staff/Technician

6.2.2.3.1 View staff

- Here should list the added staffs by the manager at the front end.

6.2.2.3.2 Approve/Disapprove the staff

- Here the admin can approve/disapprove the staff.

6.3 Payment categories

6.3.1 Payment Categories

Default categories include: 1) Cash, 2) Check, 3) Credit Card, 4) Bank Card, 5) Online Banking, 6) Gift Card

6.3.2 View/Edit Payment categories

- The admin can view/edit/add/delete the payment categories here.

6.4 Expense categories

6.4.1 Add expense categories

- In addition to the default categories listed below, the admin and manager can add new expense categories from the front end Advertising
- Car & Truck Expenses
- Commission & Fees
- Contract Labor
- Depletion

- Depreciation
- Donation
- Employee Benefit Program
- Insurance
- Interests
- Legal & Professional Services
- Office Expense
- Personal Expense
- Rent or Lease
- Repair & Maintenance
- Supplies
- Taxes & Licenses
- Travel, Meals & Entertainment
 - Travel Expense
 - Meal Expense
 - Entertainment Expense
- Utilities
 - Telephone
 - Internet
 - Electricity
 - Gas
 - Water
 -
- Other expenses

The manager can Add, Delete, Edit the The Expense Category category and subcategory

▪

6.4.2 View/Edit expense categories

- The admin can view/edit the expense categories here.

6.4.3 Delete expense categories

- Here can delete the expense categories.

6.5 Sales categories

6.5.1 Add sales categories

- The admin can add the sales categories here and the sales categories are listed below
 - Product
 - Services
 - Tips

6.5.2 View/Edit sales categories

- The admin can view/edit the sales categories here.

6.5.3 Delete sales categories

- Here can delete the sales categories.

6.6 Deduction Categories

6.6.1 Tax Deduction Options

- There should be 3 options and they are
 - Fix Amount Per Service Sales
 - % Per Applicable Service Sales
 - % of Total / All Service Sales

6.6.2 Daily Cleaning Expense Deduction

- There should be 2 options Yes/No.
- If “Yes” is selected a text box should load to enter the amount.
- If “no” is selected the function should be disabled.

6.6.3 Supply Deduction Options

- There should be 3 options and they are
 - Fix Amount Per Service Sales
 - % Per Service Sales
 - Daily Amount(Enable/Disable Option)

6.6.4 Tip Processing Deduction

- This should be applicable to tip from credit card only
- It should be the % of the tip amount for the credit card fee.
- There should be 2 options Yes/No
- If “Yes” is selected a text box should be loaded to enter percentage amount.
- If “No” is selected the function should be disabled.

6.7 Commission Rate Categories

6.7.1 Commission Rate Per Service Sales

6.7.2 Store Commission Percentage

- Here should set store commission percentage.

6.7.3 Employee Commission Percentage

6.7.3.1 Commission Percentage for Cash

6.7.3.2 Commission Percentage for check

6.7.4 Tip (from credit card) Payout Options

- It should be applicable to credit card only.

6.7.4.1 Payout in Cash (Technician's Cash Commission)

- If store return Payout to the Technician in Cash, should add that amount to Technician's Commission Cash Amount.

6.7.4.2 Payout in Check (Technician's Check Commission)

- If store return Payout to the Technician in Check, should add that amount to Technician's Commission Check Amount.

6.8 Technician Salary Options

- If there is the minimum salary guarantee

6.8.1 Daily Amount

