Luca Ledger User Guide

The purpose of this user guide is to provide Luca Ledger users with step-by-step instructions for navigating and utilizing the application.

Additional information about the application and its development can be found in the README.md file.

Table of Contents

Section A. Revision History

Version	Description of Changes	Author	Effective Date
1.0	New user guide for Luca Ledger users	@kendrajohng	11/27/2023

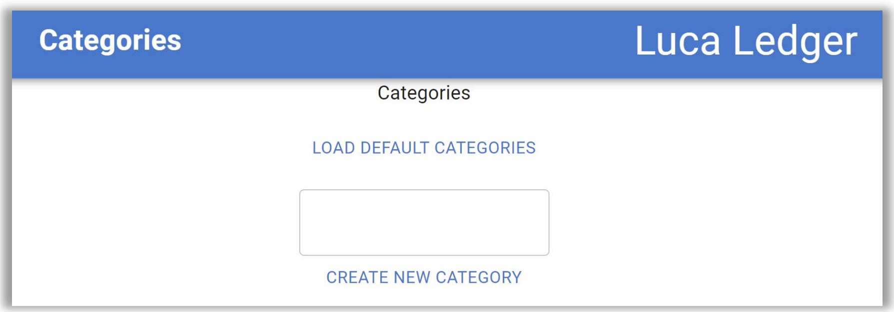
Section B. Application Purpose

- Luca Ledger provides users with a simple interface for tracking financial transactions through a basic ledger. Users can add accounts, create transactions, and manage multiple account types. Tracking financial transactions through Luca Ledger will help users with their financial planning and budgeting.
- There are four (4) main pages of this application:
    - Home
    - Dashboard
    - Accounts
    - Categories

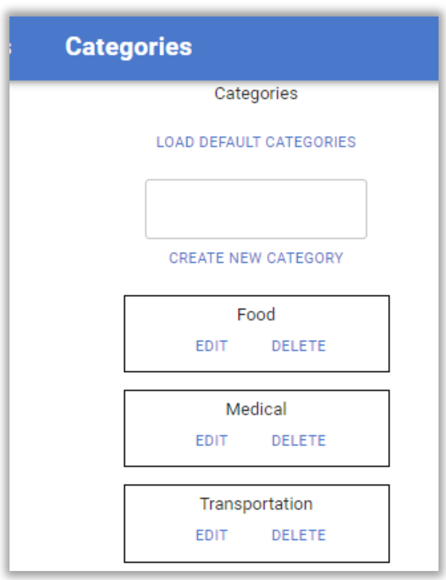
Section C. Load Transaction Categories

If the user wants to categorize their transactions, this part of the process must be completed before Section D. Create an Account and Add Transactions.

Step 1: Navigate to the Categories page.

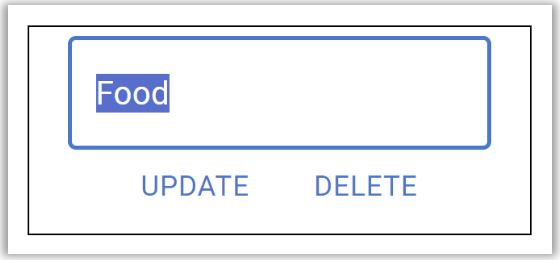


Step 2: Click **Load Default Categories**. The default categories will be displayed.

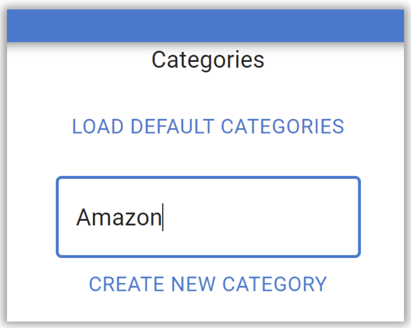


Step 3: Each category has an option to **Edit** or **Delete.**

- Click the **Edit** button to update the name of the category, then click **Update**.
- Click the **Delete** button to remove the category from list.



Step 4: Create a new category by typing into the field, then click **Create New Category**. The new category will be displayed below.



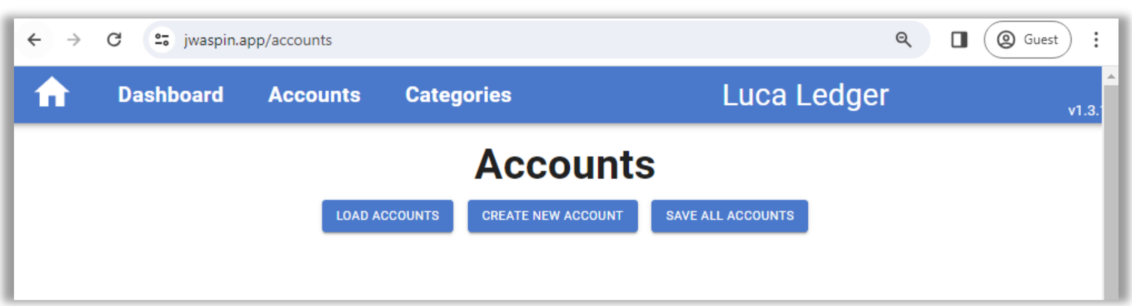
Section D. Create an Account and Add Transactions

Part 1. Load Accounts

KNOWN ISSUE: The account uploaded by the user does not display data contained in the file. It will only create a new account with default dollar amounts of $0.00. The user will need to manually add new transactions. Refer to Part 3. Add New Transaction.

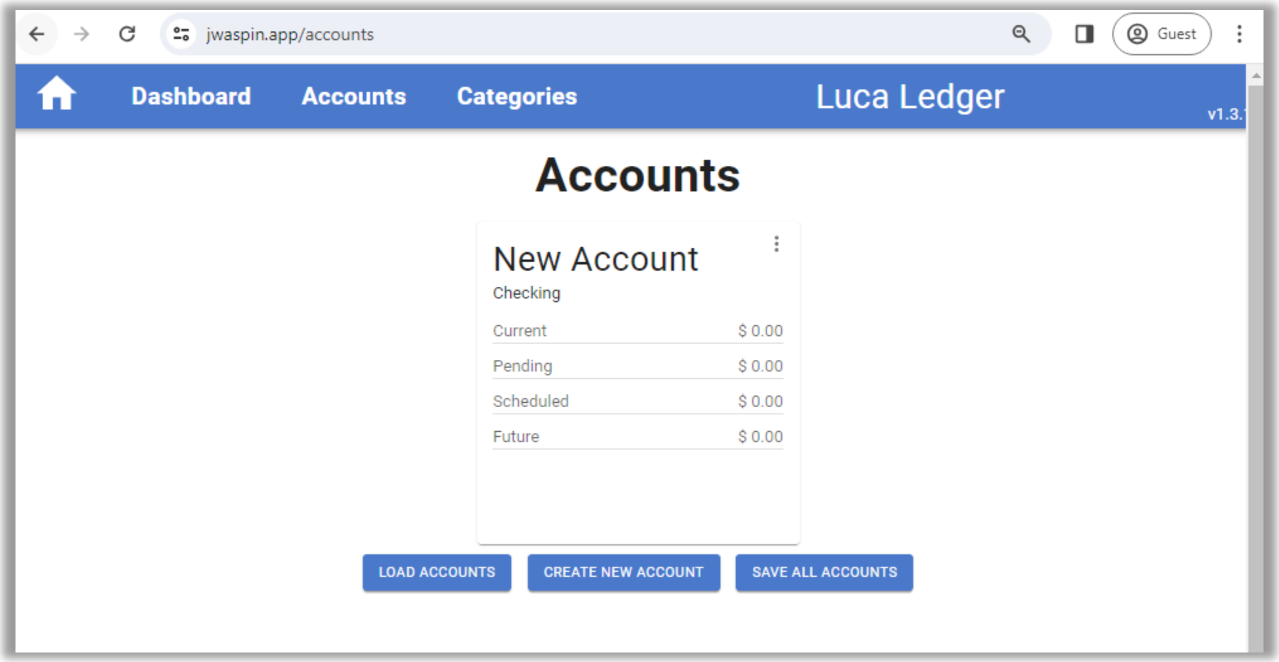
This application allows users to upload their own JSON file containing transactions.

Step 1: Click the **Load Accounts** button. This will open File Explorer for the user to select a file to upload.

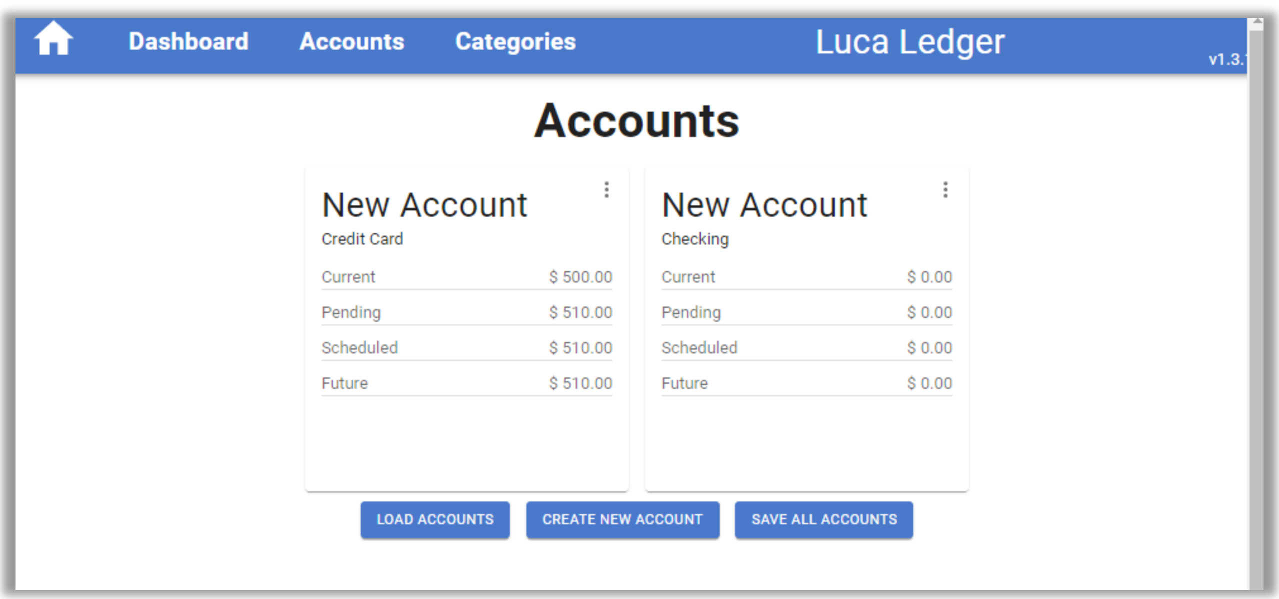


Part 2. Create New Account

Step 1: Click the **Create New Account** button. This will create a **New Account** card, which has default dollar amounts of $0.00.

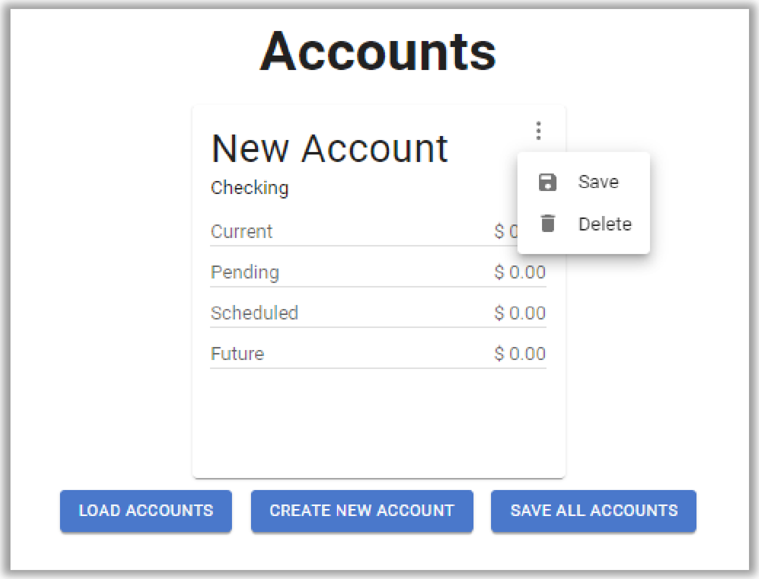


NOTE: If the user already has an existing account, they can create another account.

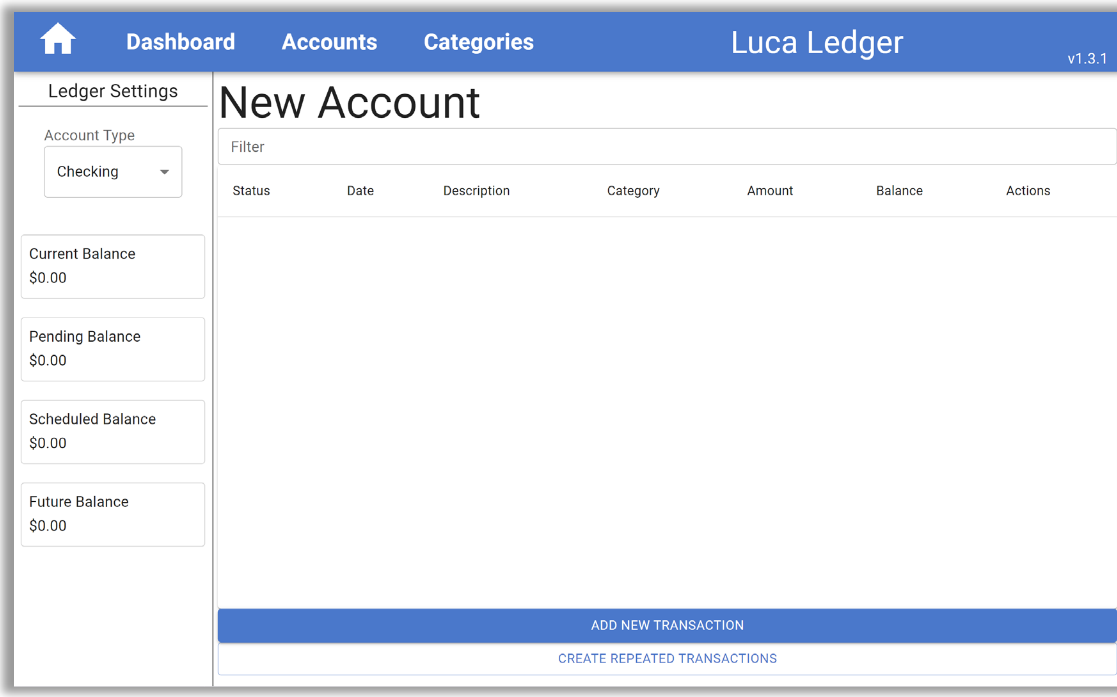


Step 2: Click the **New Account** card to begin adding transactions. Proceed to Part 3. Add New Transaction.

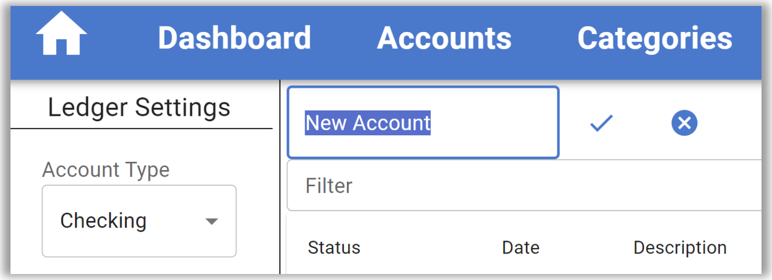
NOTE: The options icon in the top right corner of the **New Account** card will display two options: 1) Save 2) Delete.

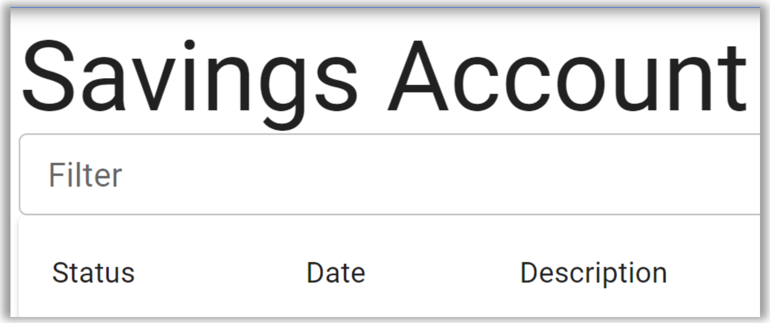


Step 2: After clicking the **New Account** card, the user will be navigated to a new page, **New Account**.



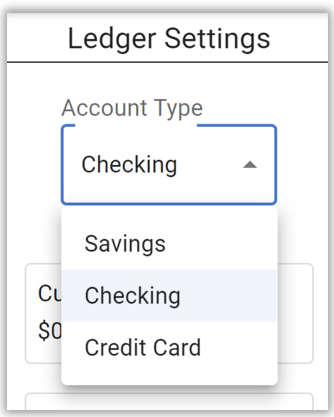
Step 3: Double click on the **NEW ACCOUNT** heading to change the name of the account, then click the checkmark to save.



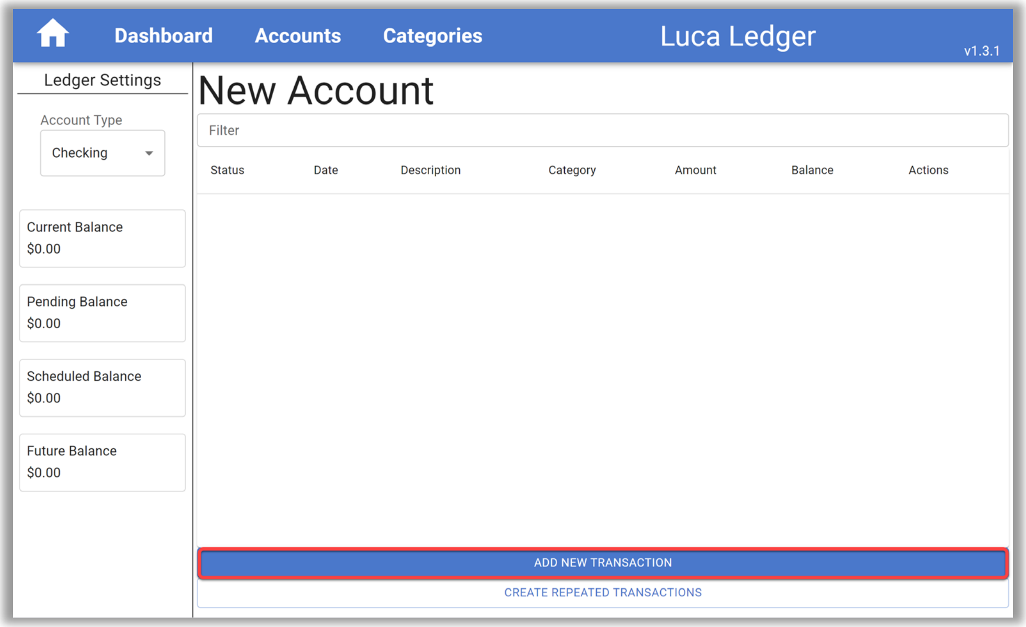


Part 3. Add New Transaction

Step 1: Click the dropdown button and select the appropriate **Account Type** from three options: 1) Savings, 2) Checking (Default), 3) Credit Card.

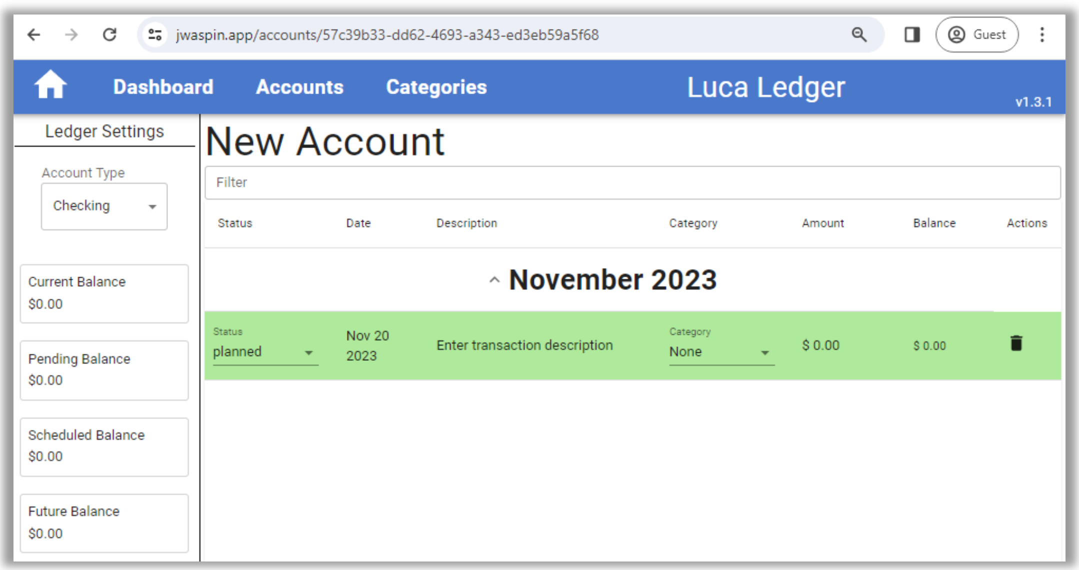


Step 2: Click the **Add New Transaction** button at the bottom of the page.



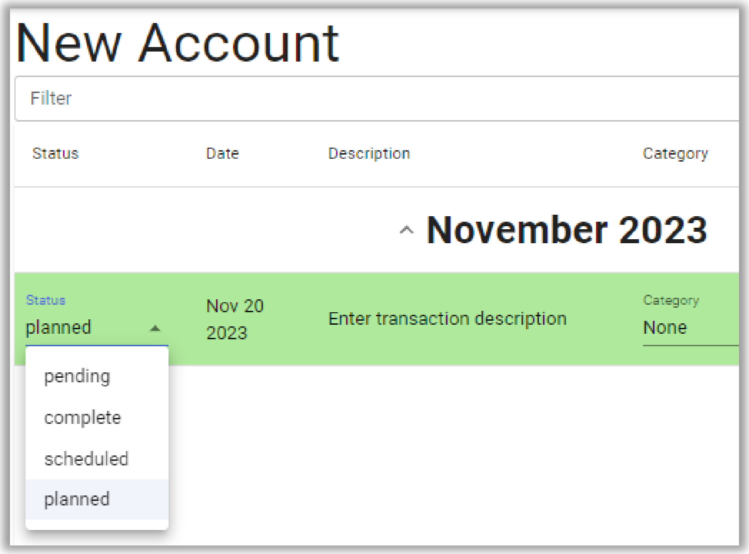
Step 4: A new transaction section with the current month and year will be displayed. The caret symbol (^) to the left of the month and year allows the user to hide the new transaction line.

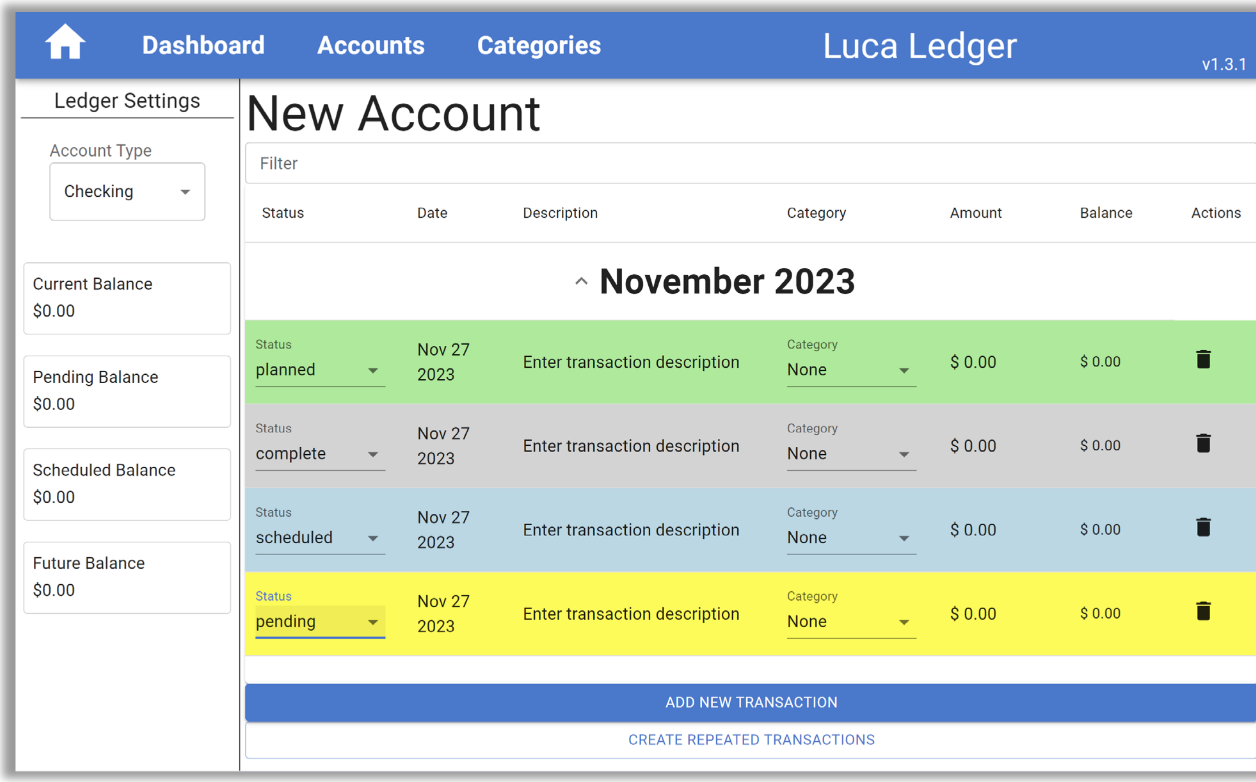
KNOWN ISSUE: There is a delete (trash can) icon to the far right of the new transaction line. There is NO WARNING or verification before deleting. This will delete all data entered onto the line and the user will need to add a new transaction again.



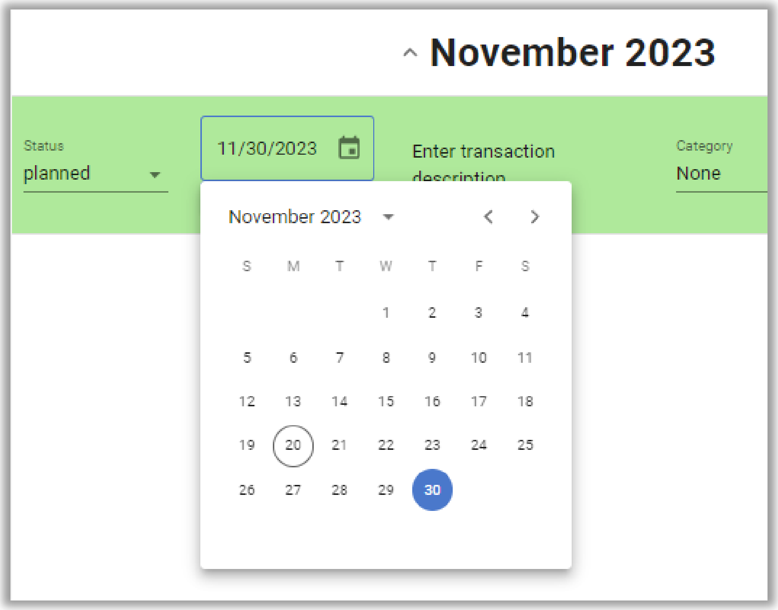
Step 5: Select a status from the dropdown menu. Choose one of four options: 1) Pending, 2) Complete, 3) Scheduled, 4) Planned. Each status will have a different background color.

KNOWN ISSUE: There is a discrepancy with the **Complete** status. The term **Current** is used interchangeably with **Complete**.



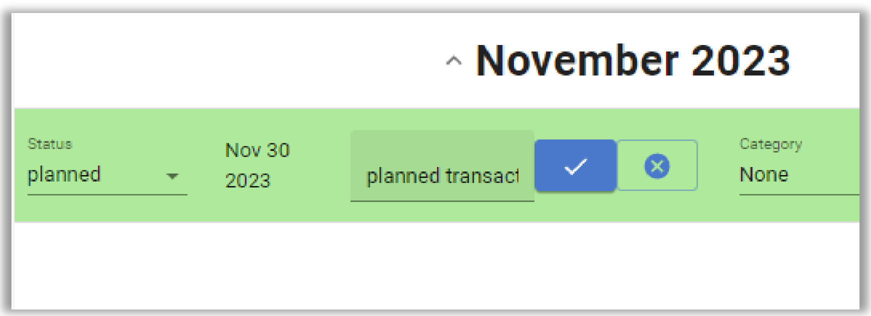


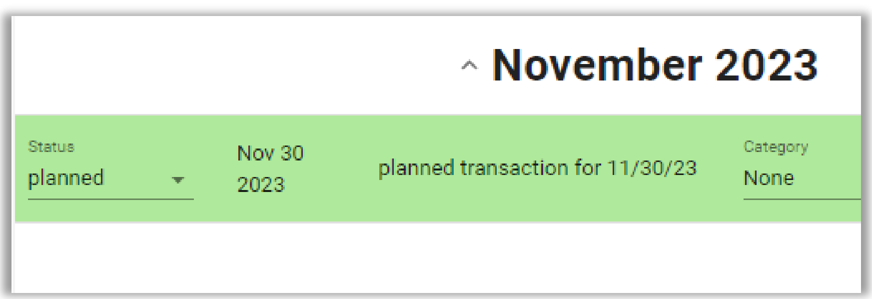
Step 6: Click the date to select the date that pertains to the selected transaction status. Currently, there are no validation errors entering a date in the past.



Step 7: Enter the transaction description, then click the **checkmark** button to save the field entry. ***Example:*** “planned transaction for 11/30/23”.

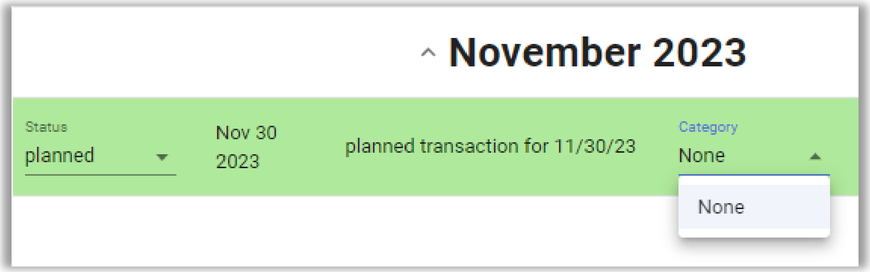
NOTE: This field has a character limit.





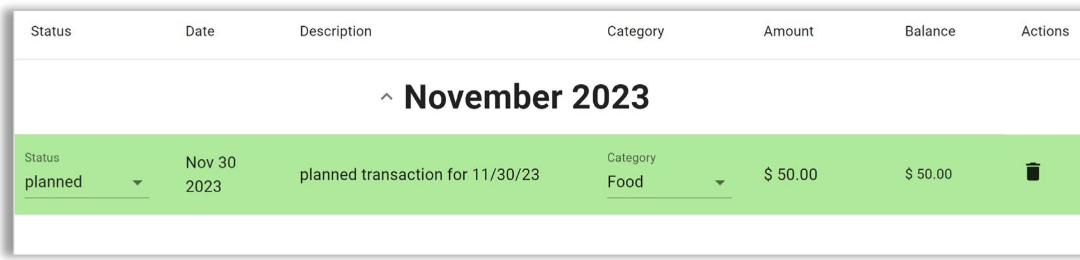
Step 8: Categories need to be established in the **Categories** page prior to adding transactions. Refer to Section C. Load Transaction Categories.

- If categories are not established, the only option in this dropdown menu will be **None**. This will not affect the application's ability to save the new transaction data.

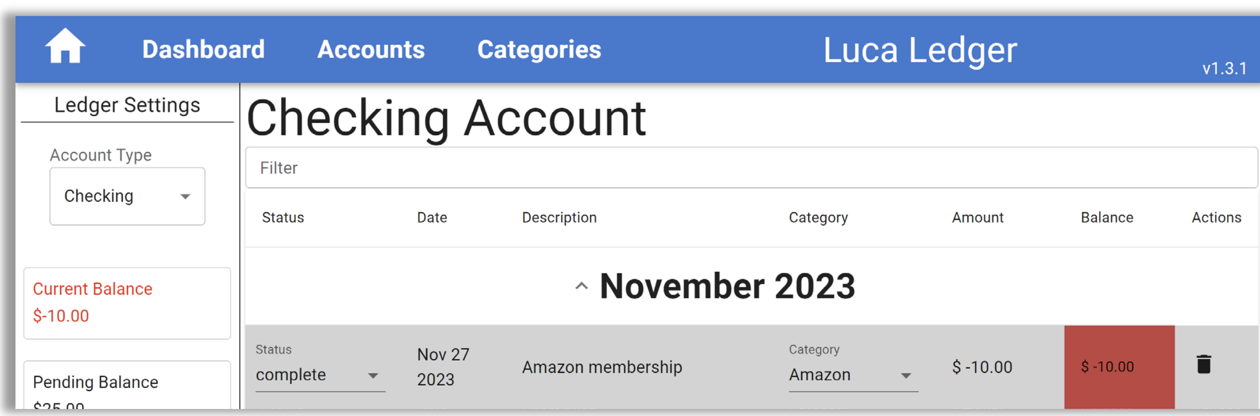


Step 9: Enter a dollar amount, then click the **checkmark** button. The next column, **Balance**, will automatically populate the number entered into the **Amount** column.

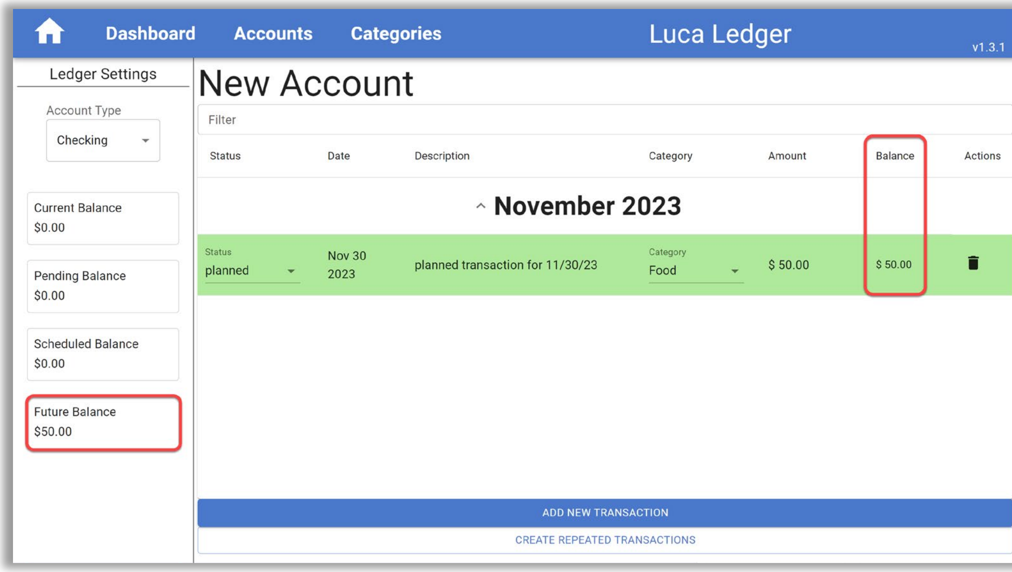
- All dollar amounts will be automatically formatted to $0.00



KNOWN ISSUE: The **Amount** column accepts negative numbers, and a negative balance will display in the **Balance** column. The negative dollar amount will also be reflected in the **Ledger Settings** column under **Current Balance**.



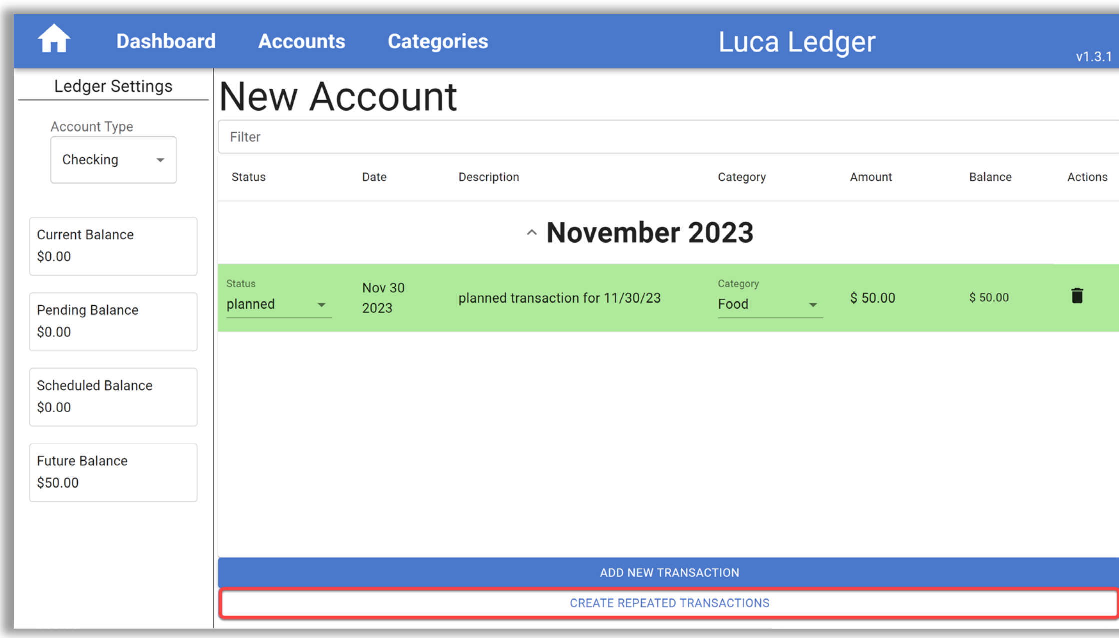
Step 10: The **Future Balance** section in the left sidebar will now display the dollar amount based on the new **Balance** column.



Part 4. Create Repeated Transactions

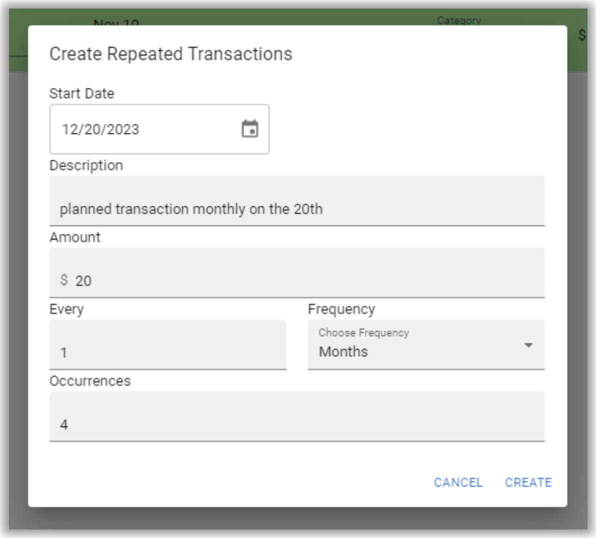
Repeated transactions allow users to easily forecast their future financial status and budget. Follow the steps below for creating repeated transactions.

Step 1: Click the **Create Repeated Transactions** button.

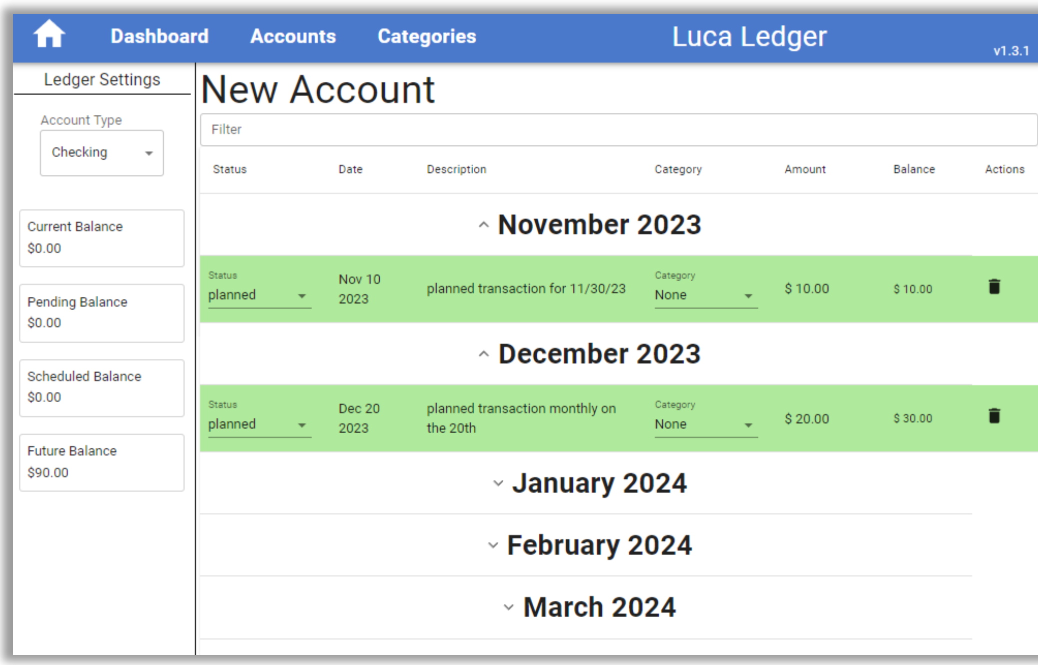


Step 2: Complete all fields in the modal (pop-up window), then click **Create**. Click **Cancel** to exit the modal.

NOTE: Clicking out of the modal deletes all progress with creating repeated transactions, and the user will need to click the **Create Repeated Transaction** button again.



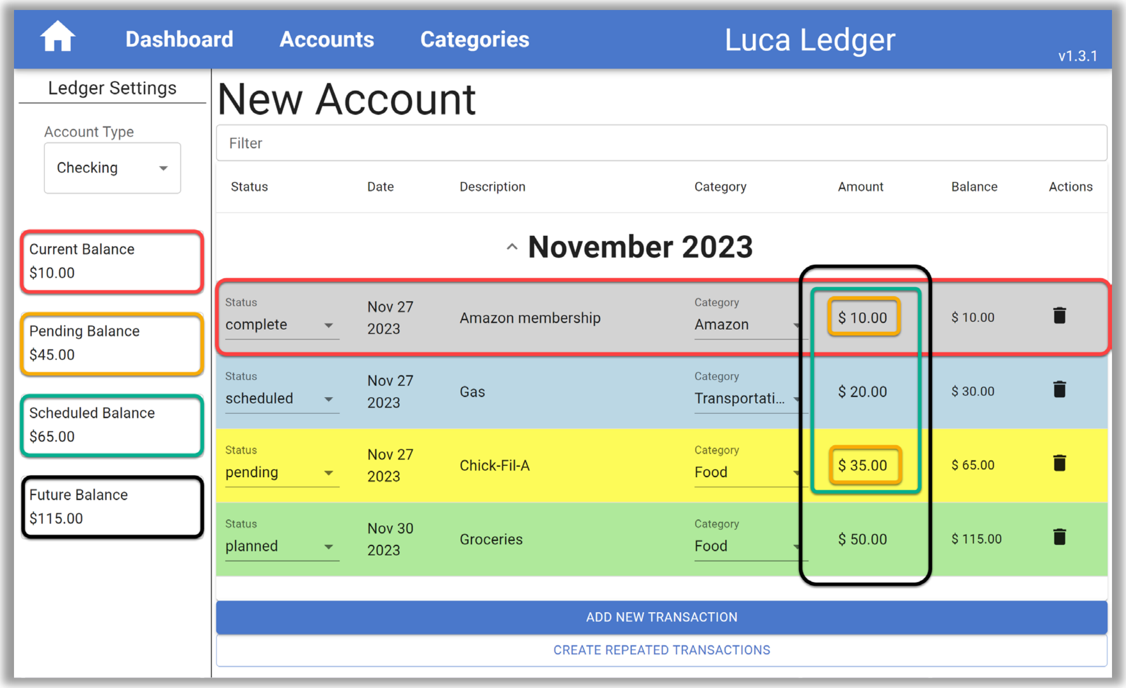
Step 3: All future transactions will display, and the **Future Balance** section in the left sidebar will now display an updated dollar amount based on the **Balance** column.



Part 5. Review Added Transactions

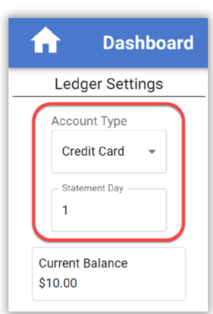
Step 1: Review the added transactions. Note the different transaction statuses and how they relate to the statuses in the Ledger Settings column.

Ledger Settings Status	Details
Current Balance	Totals all "complete" status transactions
Pending Balance	Totals all "complete" and "pending" status transactions
Scheduled Balance	Totals all "complete", "scheduled", and "pending" status transactions
Future Balance	Totals all "complete", "scheduled", "pending", and "planned" status transactions



Step 2: If the user needs to change the **Account Type**, there is no difference in data displayed between **Savings** and **Checking**.

If the user changes the **Account Type** to **Credit Card**, a new item will display in the **Ledger Settings** column. **Statement Day** can be edited and increased by increments of "1".

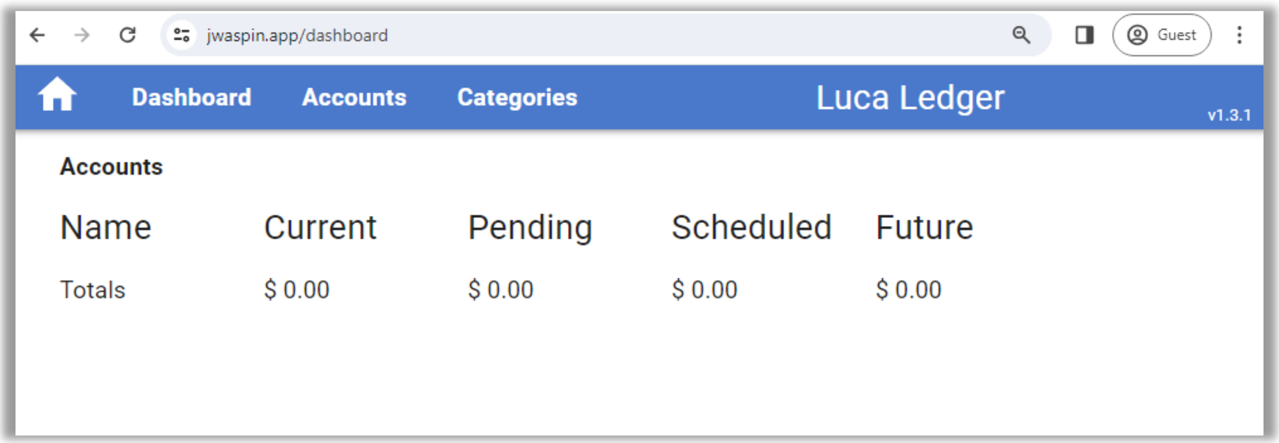


Section E. Dashboard Page Functionality

The **Dashboard** page displays transaction data from the users account(s).

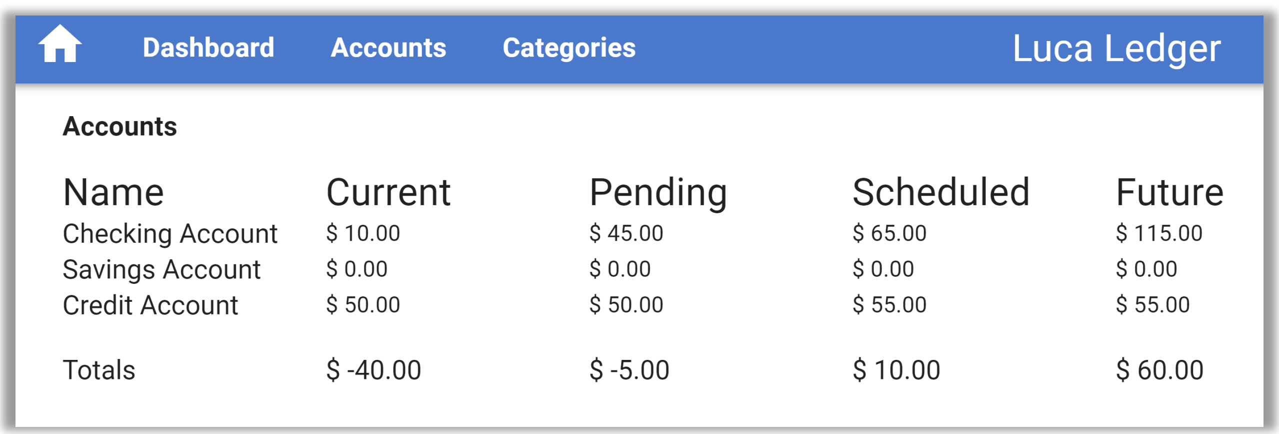
Notes about the Dashboard Page:

- No clickable links on this page
- Simply displays account information
    - Totals in dollar amounts
    - Categorized by one of four transaction states



NOTE: Checking and Savings account types display as positive dollar amounts. Credit Card account types act as negative dollar amounts on the **Dashboard**.

- The example screenshot below shows the $10.00 Current Checking Account minus the $50.00 Current Credit Account totaling $-40.00.



Section F. Application Known Issues

Issue ID	Known Issue Description
1	Refreshing any page of the Luca Ledger app results in a 404, file not found, error.
2	The Amount column accepts negative numbers, and a negative balance will display in the Balance column. The negative dollar amount will also be reflected in the Ledger Settings column under Current Balance.
3	There is a discrepancy with the Complete status. The term Current is used interchangeably with Complete.
4	There is a delete (trash can) icon to the far right of the new transaction line. There is NO WARNING or verification before deleting. This will delete all data entered onto the line and the user will need to add a new transaction again.
5	The account uploaded by the user does not display data contained in the file. It will only create a new account with default dollar amounts of $0.00. The user will need to manually add new transactions.