**Terminology:**

Employee Management: The Admin(Manager/Owner) has access within the database to alter/edit the users(employees) that work under he/she; Alter/editing includes monitoring the employees pay stubs, and clock in/out times.

Dashboard: A dashboard within the Payday program is an altered external view of what two different types of users would see. One type of user would be the Employee. The other type is the Admin(Manager/Owner). Upon login, if it is an Employee log in, he/she is lead to a new screen that displays options for Clock In/Out time, View Net Pay, View Employee History, and User Settings(Settings for Users to manage the layout within their personal dashboard). Upon Admin login, the dashboard displays Various other setting that allow complete access to everything in the database. The functions for the Admin entail: Input Daily Revenue, Balance Sheet, Input Weekly Expenses, Cash Flow Statements, Add an Employee, Income Statement, View Eomployee History, View Taxes, Prepare Paycheck, View Hourly Pay, Daily Hours to Date, and User Settings.

Input Daily Revenue: This function is strictly for the Admin access and is a way for the Admin to enter in various revenue/profit earned in normal business hours in one day.

\*(Change to income statement)Balance Sheet: This function is to gather all the financial income/losses from the difference between the revenue earned and the expenses accumulated quarterly onto a sheet for archiving.

Input Weekly Expenses: This function is used by Admin to archive to total amount of monetary expenses accumlulated in a week. The expenses would include input costs for products, taxes, and employee pay.

Cash Flow Statements: This function allows the Admin to see the amount of cash that has been accumulated quarterly through the business(Excludes Credit/Debit Charges). This relies heavily on the Balance Sheet.

Add an Employee: This function is basically a easy way of adding a new employee and there information to the system.

Income Statement: This function is used to get the company’s total income over a quarterly period using the revenues and expenses accumulated during that time.

View employee history – Function that allows the manager to view employees clock in and clock out activity. It also allows the manager view the payment history o the employees.

Prepare paycheck – Function that allows managers to view information that allows and calculates the correct amount of payment to give to the employee.

View hourly pay – Function that allows the manager to view the hourly pay of every employee under him.

Daily hours to date – Function that allows the manager to view and keep track of the daily hours of the employees.

Employee View- Function that allows the manager to view different aspect and attributes of the employees such as employee history, preparing paycheck, view hourly pay, and view employees’ daily hours to date.

New transaction – Function that allows manager to conduct new deals with the client that has the client give the payment and the manager uses the payment to payoff his expenses.

User Settings – Functions that allow the managers to view and edit their settings to fit their preference.

Logout – Allows the manager to exit and disconnect from Payday

Financial/Accounting – Function that allows managers to keep track of all the accounting and financial services that their company deals with. This function will allow managers to view current financial/ Accounting contracts and view their transaction overview.

Transaction Overview – This function allows the managers to view current our old transaction deals that they have already paid.

View taxes - This function allows the manager to view the taxes that will affect the paychecks of each employee. This function will also show the managers what amount needs to be set aside for taxes.