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1. Admin Actions

a. Sub Account Management

i. Creating a new committee

Click on 'committees' in navigation bar

Click on 'New Committee'

Fill form and click on 'Create Committee'

2348.9 ms

SEC-BRS Home Financial Forms Budget Management Sub Accounts Vendors Committees Profile Hi, admin Logout

New Committee

Committee name

Budget

Create Committee

Back

ii. Assigning Members to a committee

Click on 'Sub Accounts' to view all users

SEC-BRS Home Financial Forms Budget Management Sub Accounts Vendors Committees Profile Hi, admin Logout

Student Engineers' Council
Budget Request and Reimbursement

Welcome!

This website serves as a budget reimbursement system for the Student Engineers' Council SEC.

Texas A&M University
SEC
Student Engineers' Council

Click on 'Edit' beside user you wish to assign a committee

726.8 ms

SEC-BRS Home Financial Forms Budget Management Sub Accounts Vendors Committees Profile Hi, admin Logout

Users

First name	Last name	Street address	City	State	Zip code	Uin	Email	Phone number	Committee	Permission type	
user	brs	123 street	College Station	Texas	77845	123	secbrsuser@gmail.com	123-456-7890	test committee	user	Edit Destroy
admin	brs	123 street	College Station	Texas	77845	123	secbrs23@gmail.com	123-456-7890	default	admin	Edit Destroy
Tian	Le						letian0102@tamu.edu		test committee	user	Edit Destroy

Assign committee from drop down list and click on 'update user'

Editing User

First name user
Last name brs
Street address 123 street
City College Station
State Texas
Zip code 77845
Ulin 123
Email secbrsuser@gmail.com
Phone number 123-456-7890
Committee test committee
Permission type User
Update User

[Back](#)

Note: all users who have created an account are initially assigned to a default committee and cannot access the website until assigned a committee by admin.

iii. Editing a committee

After navigating to 'committees' tab following the steps above, click on 'Edit' beside committee you wish to edit
Make changes and click on 'Update committee'

Editing Committee

Committee name default
Budget
Update Committee

Member(s)	UIN	Phone Number
admin brs	123	123-456-7890

[Show](#) [Back](#)

iv. Deleting a committee

Click on 'destroy' beside committee you wish to delete
You will see a 'committee successfully destroyed message' at the top of the page

v. Editing User Permission Types

After navigating to 'Sub Accounts' following the steps above, click on 'Edit' beside the user you wish to edit their permission type

First name	Last name	Street address	City	State	Zip code	Uin	Email	Phone number	Committee	Permission type		
user	brs	123 street	College Station	Texas	77845	123	secbrsuser@gmail.com	123-456-7890	test committee	user	Edit	Destroy
admin	brs	123 street	College Station	Texas	77845	123	secbrs23@gmail.com	123-456-7890	default	admin	Edit	Destroy
Tian	Le						letian0102@tamu.edu		test committee	user	Edit	Destroy

Change user permission type, 2 options available: 'admin' and 'user'
And then click on 'update user' as shown below

Editing User

First name user
Last name brs
Street address 123 street
City College Station
State Texas
Zip code 77845
Uin 123
Email secbrsuser@gmail.com
Phone number 123-456-7890
Committee test committee
Permission type User
Update User
Back

vi. Deleting User Accounts

Click on 'Destroy' beside user you wish to delete their account
You will see a 'user was successfully destroyed' message at the top of the page

SEC-BRS Home Financial Forms Budget Management Sub Accounts Vendors Committees Profile Hi, admin Logout

Users

User was successfully destroyed.

First name	Last name	Street address	City	State	Zip code	Uin	Email	Phone number	Committee	Permission type		
user	brs	123 street	College Station	Texas	77845	123	secbrsuser@gmail.com	123-456-7890	test committee	user	Edit	Destroy
admin	brs	123 street	College Station	Texas	77845	123	secbrs23@gmail.com	123-456-7890	default	admin	Edit	Destroy

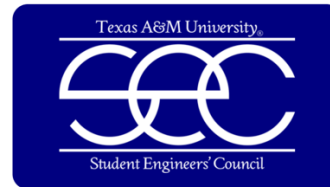
b. Budget Management

i. Creating a New Budget

Click on 'Budget' in the navigation bar

Welcome!

This website serves as a budget reimbursement system for the Student Engineers' Council SEC.



You will see the page below, click on 'New Budget'

Budgets

Name	Fiscal Year	Budgeted	Spent	Pending	Balance	Active	Locked	Default	Show	Destroy
Career Fair- Fall 2022	Fall 2022	0.0	0.0	0.0	0.0	true	false	false		

New Budget

Fill out the form and click on 'Create Budget'

New Budget

Name
 Fiscal year
 Active ☐
 Locked ☐
 Default ☐

Back

ii. Creating Budget Category

Click on 'Add Budget Category'

Fill out the form and select a budget for the category and click 'Create Budget Category'

Note: Categories must be created under an existing budget

New Budget Category

Name

Budget

iii. Creating Budget Subcategory

Click on 'Add Budget Subcategory'

Fill out the form and select a budget for the category and click 'Create Budget Subcategory'

Note: Subcategories must be created under an existing category

New Budget Subcategory

Name

Budgeted

Budget category

iv. Editing a Budget

After navigating to the budgets page in the nav bar, click on 'Edit' next to the budget you wish to edit

Make changes and click on 'Update Budget'

955.3 (1) (1)

SEC-BRS Home Financial Forms Budget Management Sub Accounts Vendors Committees Profile Hi, admin Logout

Editing Budget

Name

Fiscal year

Active ☒

Locked ☐

Default ☐

v. Viewing Committee Budgets

Click on 'View' next to the budget you wish to view

c. Vendor Management

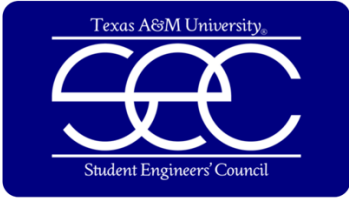
i. Adding a Vendor to the Vendor list

Click on 'Vendors' in the navigation bar

1202.8-10
SEC-BRS Home Financial Forms Budget Management Sub Accounts Vendors Committees Profile Hi, admin Logout

Student Engineers' Council
Budget Request and Reimbursement

Welcome!
This website serves as a budget reimbursement system for the Student Engineers' Council SEC.



Click on 'New Vendor'

Vendors

Vendor name | Street address | City | State | Zip code | Email | Phone number

New Vendor Vendor Invoices

Fill out the form and click on 'Create Vendor'

New Vendor

Vendor name
Street address
City
State
Zip code
Email
Phone number

ii. Creating a Vendor Pay Invoice

Navigate to the vendors page with the steps above, click on 'Vendor invoices'

Vendors

Vendor name | Street address | City | State | Zip code | Email | Phone number

New Vendor Vendor Invoices

Click on 'New Invoice'

Invoices

Vendor	Vendor title	Tax id number	Address	City	State	Zip	Payment method	Notes
--------	--------------	---------------	---------	------	-------	-----	----------------	-------

[New Invoice](#)[Back](#)

Fill out the form and click 'Create Invoice'

New Invoice

Vendor	<input type="text"/>	Total cost of items	<input type="text"/>
Vendor title	<input type="text"/>	Notes	<input type="text"/>
Tax id number	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text"/>		
Zip	<input type="text"/>		
Payment method	<input type="text"/>		
File upload	<input type="button" value="Choose File"/> No file chosen		

Items:

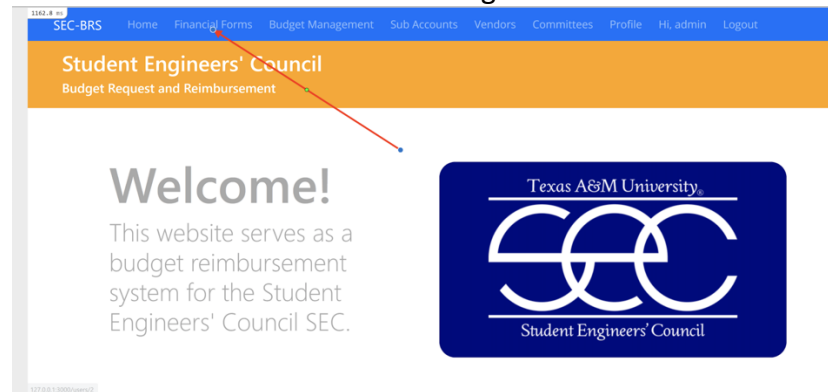
	Budget	Category	Subcategory	Taxcategory	Gift	Cost
• Items purchased	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
• Items purchased	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
• Items purchased	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
• Items purchased	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
• Items purchased	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
• Items purchased	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

[Create Invoice](#)[Back](#)

d. Financial Forms

i. Submitting Requests

Click on 'Financial Forms' in the navigation bar



Select from one of the forms as shown below and fill out and create new

SEC-BRS Home Financial Forms Budget Management Sub Accounts Vendors Committees Profile Hi, admin Logout

Financial Forms

Reimbursement Request

Credit Card Request

Approval To Charge

Vendors

Forward Receipts

View Forwarded Receipts

ii. Updating Status of Requests & Adding Notes

Click on a specific type of financial form, click on 'Edit' next to the request you wish to edit

SEC-BRS Home Financial Forms Budget Management Sub Accounts Vendors Committees Profile Hi, admin Logout

Requests

Completed Reimbursement Requests Pending Reimbursement Requests

User	Budget	Category	Subcategory	Tax category	Gift	Cost	Items purchased	Vendor	Status	
Tian	Executive	Assistant	Professional Photos	Food	false	15.0	Marshmallow	no vendor	pending	Show Edit View Download file file Destroy

New Request Back

Change the status and add notes in the notes section if you wish and click 'update request'

User

Budget

Category

Subcategory

Recipient name

Tax category

Gift ☐

Cost

Items purchased

Vendor

Status

File No file chosen

Notes

iii. Deleting Requests

Click on 'Destroy' next to the request you wish to destroy

You will see a message, 'Request successfully destroyed' at the top of the page

The screenshot shows the SEC-BRS interface. At the top is a navigation bar with links: SEC-BRS, Home, Financial Forms, Budget Management, Sub Accounts, Vendors, Committees, Profile, Hi, admin, and Logout. Below this is an orange header with the word "Requests". Underneath the header are two buttons: "Completed Reimbursement Requests" and "Pending Reimbursement Requests". The main content area displays a table with the following columns: User, Budget, Category, Subcategory, Tax category, Gift, Cost, Items purchased, Vendor, and Status. A single row of data is visible: Tian, Executive, Assistant, Professional Photos, Food, false, 15.0, Marshmallow, no vendor, pending. To the right of the status cell are four buttons: Show, Edit, View file, and Download file. A red box highlights the "Destroy" button located to the right of the "Download file" button. Below the table are two buttons: "New Request" and "Back".

e. Pending Documents

To view pending documents, click on a specific type of request and you will see a 'pending request' button at the top as shown below

This screenshot is similar to the previous one, showing the SEC-BRS interface. The navigation bar and orange "Requests" header are identical. However, the "Pending Reimbursement Requests" button is now highlighted with a red box. The table below it is also identical, showing the same row of data and buttons. The "Destroy" button is still present but not highlighted. The "New Request" and "Back" buttons remain at the bottom.

f. Profile

i. View profile information

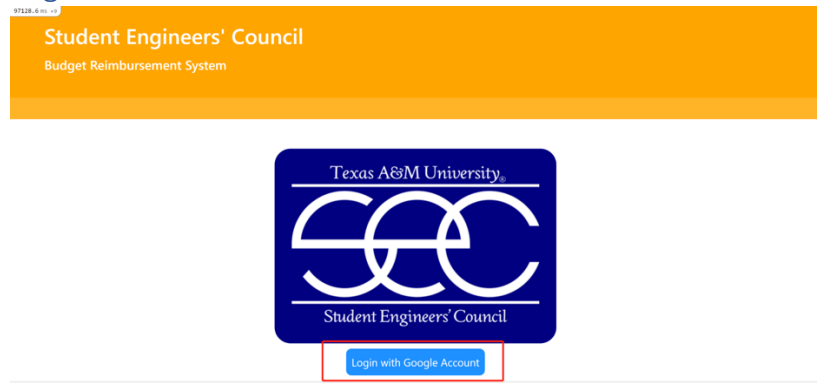
Navigate to the 'Profile' tab in the navigation bar
Click on 'View' to see your information

ii. Edit profile information

Click on 'Edit' to update your information

2. User Actions

a. Login

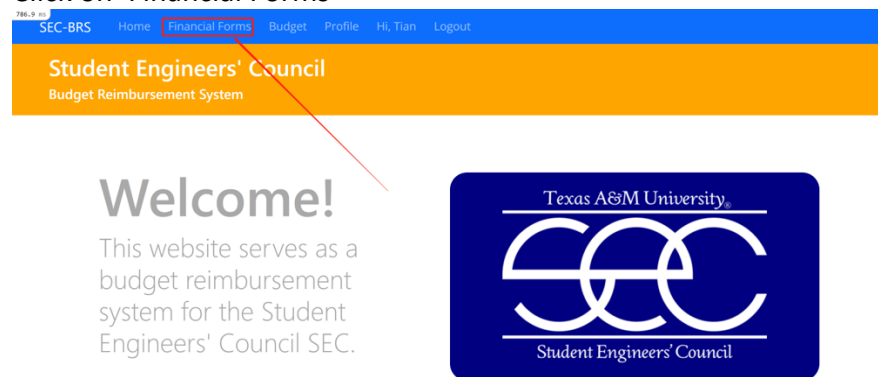


Note: You need to be assigned to a committee to use all functionalities.

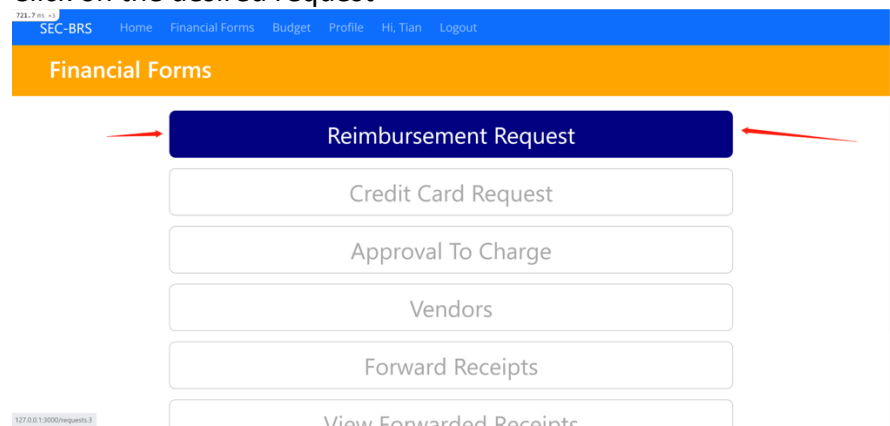
b. Financial Forms

i. Requests

Click on 'Financial Forms'



Click on the desired request



Click on 'New Request'

User	Budget	Category	Subcategory	Tax category	Gift	Cost	Items purchased	Vendor	Status
------	--------	----------	-------------	--------------	------	------	-----------------	--------	--------



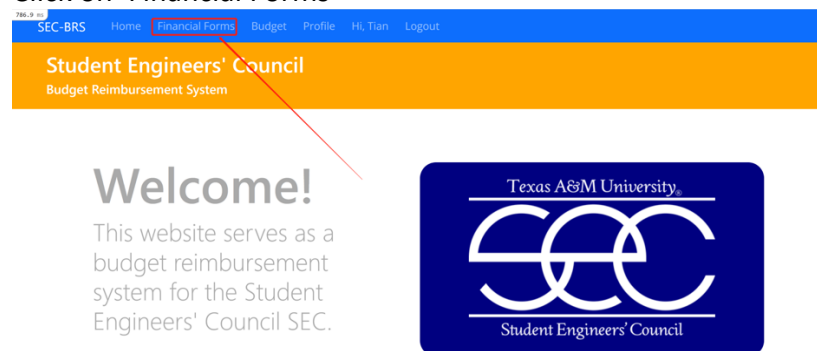
Fill out the form and click 'Create Request'

Note: All submitted requests will have a 'pending' status by default that can only be changed by the admin

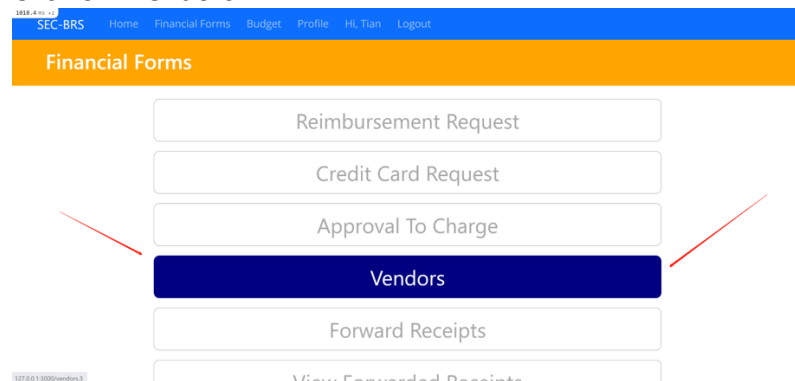
Note: You will not be able to change the "Status" and "User ID" while creating a new request.

ii. Vendors

Click on 'Financial Forms'



Click on 'Vendors'



c. Pending Documents (Existing Request)

Click on a specific request type in financial forms and click on 'Show'

In the 'show' view, you can click on 'Edit' as shown below to make changes to pending documents

User	Budget	Category	Subcategory	Tax category	Gift	Cost	Items purchased	Vendor	Status	
Tian	Executive	Assistant	Professional Photos	Food	false	15.0	Marshmallow	no vendor	pending	Show View Download Destroy

User: Tian Le

Budget: Executive

Budget Category: Assistant

Budget Subcategory: Professional Photos

Tax category: Food

Gift: false

Cost: 15.0

Items purchased: Marshmallow

Vendor: no vendor

Status: pending

Notes:

[View file](#)
[Download file](#)
[Edit](#)
[Back](#)

d. Budget View

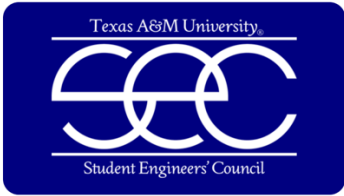
Click on 'Budget' in the navigation bar

SEC-BRS Home Financial Forms **Budget** Profile Hi, Tian Logout

Student Engineers' Council
Budget Reimbursement System

Welcome!

This website serves as a budget reimbursement system for the Student Engineers' Council SEC.



SEC-BRS Home Financial Forms Budget Profile Hi, Tian Logout

Executive Budget

Fiscal year: 2022-2023	
Active: true	
Locked: false	
Default: false	

Categories/Subcategories	Budgeted	Spent	Pending	Balance
Assistant	50.0	0.0	15.0	50.0
Professional Photos	50.0	0.0	15.0	50.0
Facilities	90.0	0.0	0.0	90.0
Facility Rental	50.0	0.0	0.0	50.0
Parking	40.0	0.0	0.0	40.0
Total	140.0	0.0	15.0	140.0

Note: users can only see their committee's budget

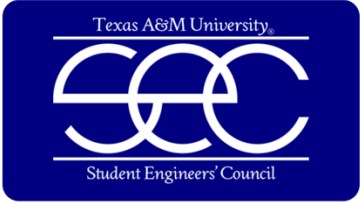
e. Profile

Click on 'Profile' in the navigation bar

782.4.01.02
SEC-BRS Home Financial Forms Budget Profile Hi, Tian Logout

Student Engineers' Council
Budget Reimbursement System

Welcome!
This website serves as a budget reimbursement system for the Student Engineers' Council SEC.



First name: Tian
Last name: Le
Street address:
City:
State:
Zip code:
Uin:
Email: letian0102@tamu.edu
Phone number:
Committee: test committee
Permission type: user

Edit Back

Note: users can only view their own profile information

3. System

View in the link below, all the information about the software used in the making of this app and how to build and run our app on your own device as well as test it.

https://github.com/ntrujillo/sec_brs#readme