1. Refer step #23 in Auto send end cycle reminder, do the updates below:

INVOICE

tutorkami
Better Tutors, Better Results

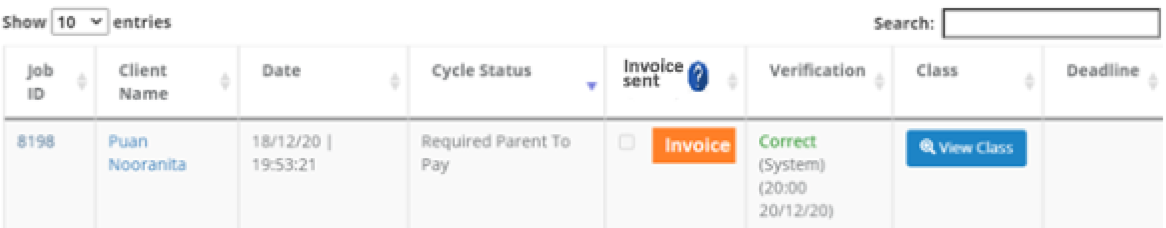
FROM	INVOICED TO	INVOICE NO	i888101
TK Edu Sdn Bhd (1161349-W) Contact No : 019-3613956	Puan Baya (0126693445)	INVOICE DATE	16/04/2021

PAID

DESCRIPTION	AMOUNT
Cikgu Fazliyana 6 hours of classes	240.00
Registration fees	50.00
TOTAL	RM 290.00

a. We will start to use the Invoice system to replace the Receipt system. An invoice will look like image above:
   i. Invoice number will be i888101 (8881 is job ID, 01 is cycle number)
   ii. Invoice which has not paid will have no ‘PAID’ stamp
   iii. Invoice which has been paid will have ‘PAID’ stamp
   iv. Values at invoice:
      - Invoiced to = <Salutation><Client first name client>
      - Invoice No= i<job id><cycle no>
      - Date= <today’s date>

      - Description= <Tutor’s Resit/PV Name> <Cycle> hours of classes
      - Registration fees= if at job detail got value in R.F field, then in Invoice there will be the row ‘Registration Fees’

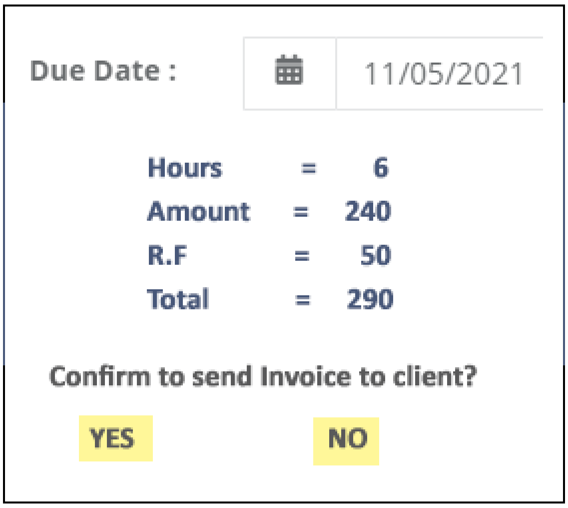


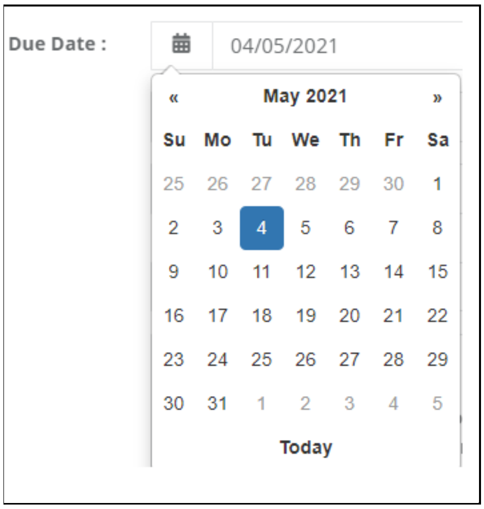
Show 10 entries Search:

Job ID	Client Name	Date	Cycle Status	Invoice sent	Verification	Class	Deadline
8198	Puan Nooranita	18/12/20 | 19:53:21	Required Parent To Pay	Invoice	Correct (System) (20:00 20/12/20)	View Class	

b. At https://www.tutorkami.com/admin/bill-parents submenu :
   i. Rename Billed Client column to Invoice sent
   ii. (on hold) Insert a ? icon next to ‘Invoice sent’ when mouse over it will show ‘Click icon ‘i’ above to understand this column ‘
   iii. In this column, next to the checkbox, insert a button name ‘Invoice’ (image above)

c. When Admin clicked the Invoice button, a pop up like below will show up where admin will set the due date, see a preview & confirm to send invoice:





i. By default the value inside the due date will be today's date + 6 days
ii. When Admin click the calendar icon, it will show the calendar above
iii. Admin then click Yes or No to confirm send invoice

d. If Admin click Yes:
   i. At job detail, the due date field will auto change to the value set by Admin at 1(b)
   ii. System will auto send the Invoice (pdf file as an attachment) to client's email. The email will be like below:

Salam/Hi <Salutation><Client First Name>,

Thank you for using our service.
Attached is the invoice for cycle number #<cycle number> for Class ID <job ID>.
Amount is RM <grand total amount in the invoice>.

Please make the payment to our Maybank account 569954063020 (TK Edu Sdn Bhd) or you can also pay via DuitNow. Just login to your bank or e-wallet mobile app, scan the QR code below, enter the amount and pay:

You can also view the invoice online at your TutorKami profile here
www.tutorkami.com/client_login

Thank you,
Admin TutorKami

iii. In the submenu ‘Bill Parents’ ,the checkbox next to Invoice for that particular row will be auto ticked. This means the Invoice has been sent

Date	Time Start	Time End	Duration	Tutor's Remarks	Cycle Status	Verification	Client's Remarks	Action
18/12/20 (19:53 18/12/20)	03:30 PM	05:00 PM	1 hour & 30 min		Required Parent To Pay Invoice sent	Correct (System) (20:00 20/12/20)		Edit Delete

iv. In Class, there will be a checkbox ‘Invoice sent’ in column ‘Cycle Status’ under each ‘Required Parent to Pay’ text (like image above). When an invoice is sent, this checkbox will be auto ticked as well for that particular record/row

v. The invoice will be uploaded to Invoice tab at Client’s profile below

Customer Info	Receipt	Customer Roles	Proof1 (for 1-1 tuition)	Proof2 (for group tuition)	R.For

Date	Job ID	Amount	Payment Receipt	Action
24/11/2020	8198	350.00	R819801	Delete

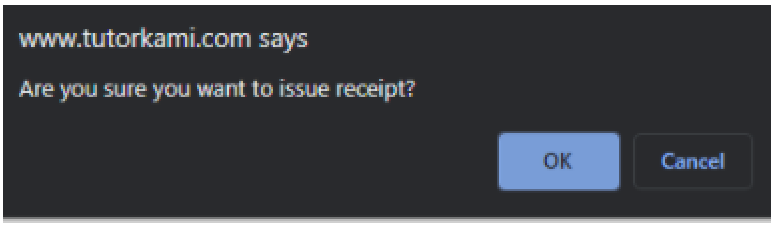
e. At client's profile, rename column Payment Receipt to Invoice
   i. Invoice which has not been paid, under that column will show the invoice number eg i819801
   ii. Invoice which has been paid, under that column will show the invoice number eg i819801 (paid)

Parent's Rate :	50	per hour X	6	+	50	= RM 350.00	Invoice
	Rate		Cycle		R.F		

f. At job detail, insert a button Invoice at the end of the Parent's Rate row
   i. When click it will generate invoice based on the payment stated next to the button. E.g RM350 (got registration fees)
   ii. It will detect that if for that job there's no invoice generated yet, it will assign cycle 01
   iii. When button is clicked, if exist invoice for this job , then pop up error message:
      - First invoice has been generated for this client
   iv. Invoice generated will be:
      - Open in a new tab
      - Displayed at client's profile Invoice tab

g. (on hold) At

2. Refer step #25 in [Auto send end cycle reminder](), do the updates below:



a. At internal sales file, when a receipt/invoice(paid) is issued, update the pop up msg above to 'Are you sure you want to issue receipt/invoice(paid)?

INVOICE

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FROM	INVOICED TO	INVOICE NO	i888101
TK Edu Sdn Bhd (1161349-W) Contact No : 019-3613956	Puan Baya (0126693445)	INVOICE DATE	16/04/2021

PAID

DESCRIPTION	AMOUNT
Cikgu Fazliyana 6 hours of classes	240.00
Registration fees	50.00
TOTAL	RM 290.00

b. The receipt currently generated will be revamped to be like above. Basically it’s like the previous Invoice, but difference are:

i. The date will follow the date in the internal Sales file (like what system does currently when generating receipt)

ii. There’s a stamp ‘PAID’ on it

Date	Time Start	Time End	Duration	Tutor's Remarks	Cycle Status
29/11/2020 (2020-12-02 19:43:16)	12:00 PM	01:30 PM	1 hour & 30 min	**1st session for 2nd cycle**	New Cycle #2

c. Make it so that when Admin generate receipt/Invoice(paid) at Internal Sales file

i. System will auto change the Class Cycle Status to ‘ New Cycle #X ‘

ii. System will check that for that job, if field Due Date (at job detail) currently has a value, then System will empty the field:

- System no longer make it compulsory for Admin to fill in the Due Date field since the Cycle Status is no longer ‘Required Parent to Pay’ (even though the slider ‘ Auto send payment reminder’ is still SEND)

Subject: Receipt
To: <shila.bujang@gmail.com>, <tkfinance.malaysia@gmail.com>

Dear Puan Roshila

Attached is your receipt.

Thank you.
Best Regards,
Finance Manager
www.tutorkami.com

d. Update the email sent to client (e.g image above) when a receipt/Invoice(paid) is generated to:

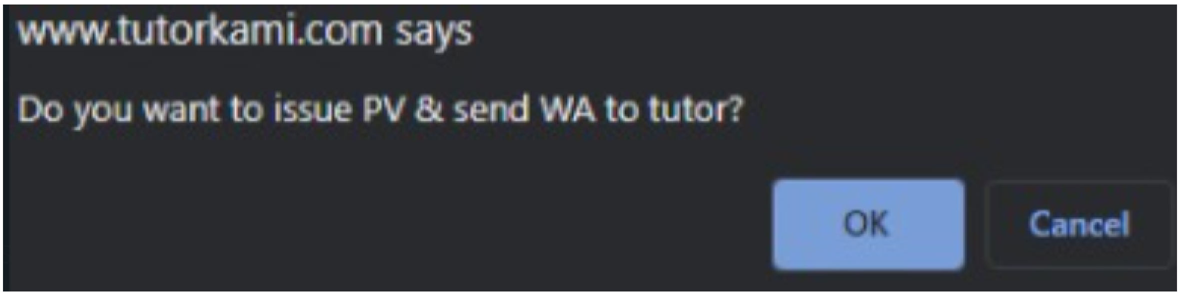
Subject: Invoice Payment Confirmation - TutorKami

Salam/Hi <Salutation> < Client First Name>

Attached is a payment receipt for Invoice <invoice number> sent on <date of previous invoice).

Note: This email will serve as an official receipt for this payment.
Thank you and have a nice day.

Best Regards,
Finance Manager
www.tutorkami.com



e. At internal Sales file, after inserting row on RHS & admin click Save:

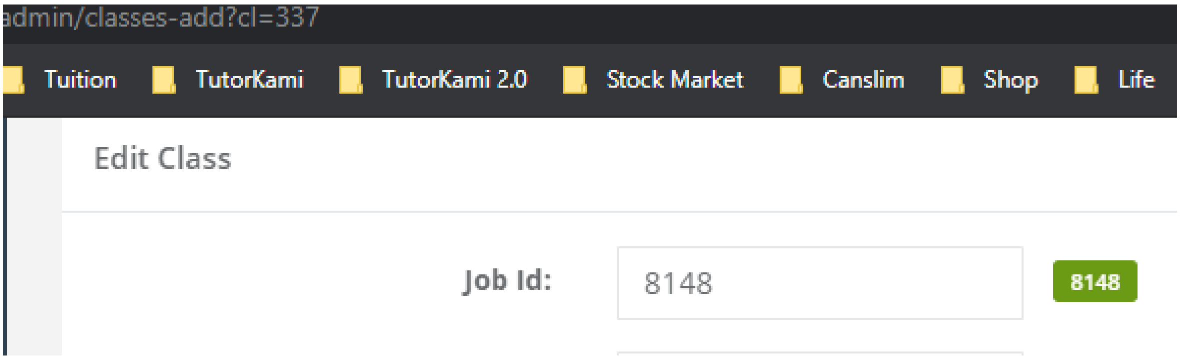
i. Remove the ‘www.tutorkami.com says

ii. Update the options/buttons above to:

Yes   Issue PV only

iii. Make it so that when Admin click Issue PV only, system will issue PV but will not send auto WA to tutor

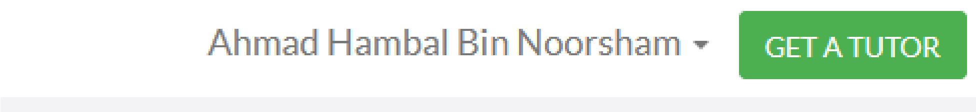
f. s



3. Make it so that after this, all class id e.g https://www.tutorkami.com/admin/classes-add?cl=337 will follow its job ID **06/05/21**

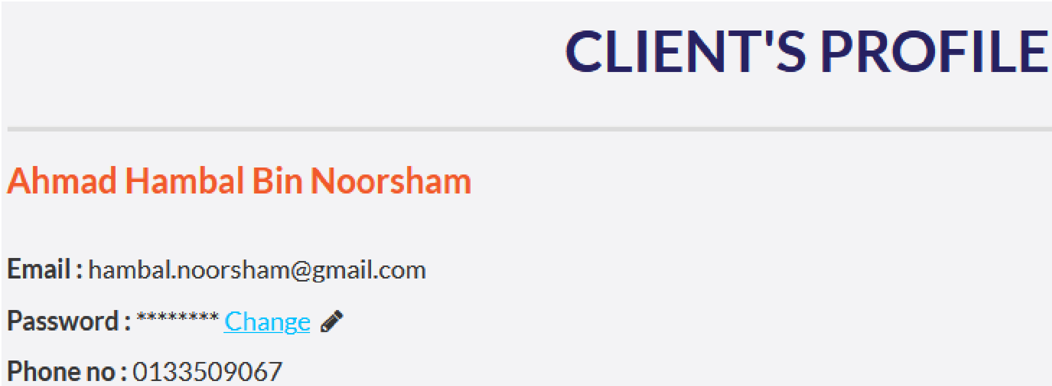
a. For example above, its job ID is 8148. So the class ID will be C8148 . So the url will be https://www.tutorkami.com/admin/classes-add?cl=8148

4. When client login at front end:

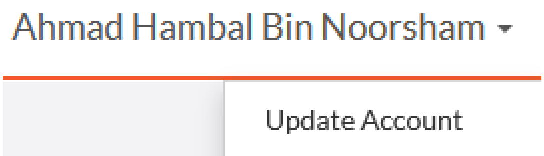


a. At header, update to become **12/05/21**

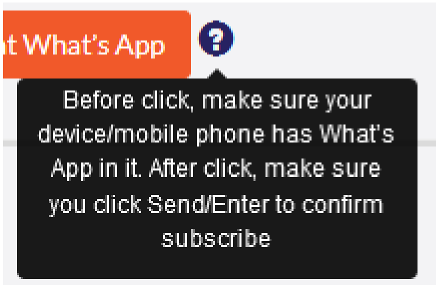
<Salutation><First name>



b. At Client's profile, it will be Welcome <Salutation><First name> **12/05/21**



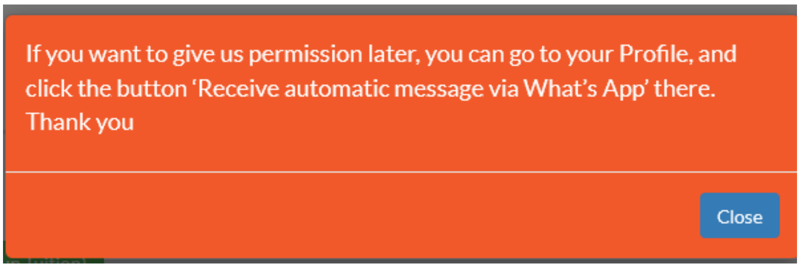
c. Change submenu 'Update Account' to 'My Profile' **12/05/21**



d. Indent the text in the black pop up to the left **12/05/21**

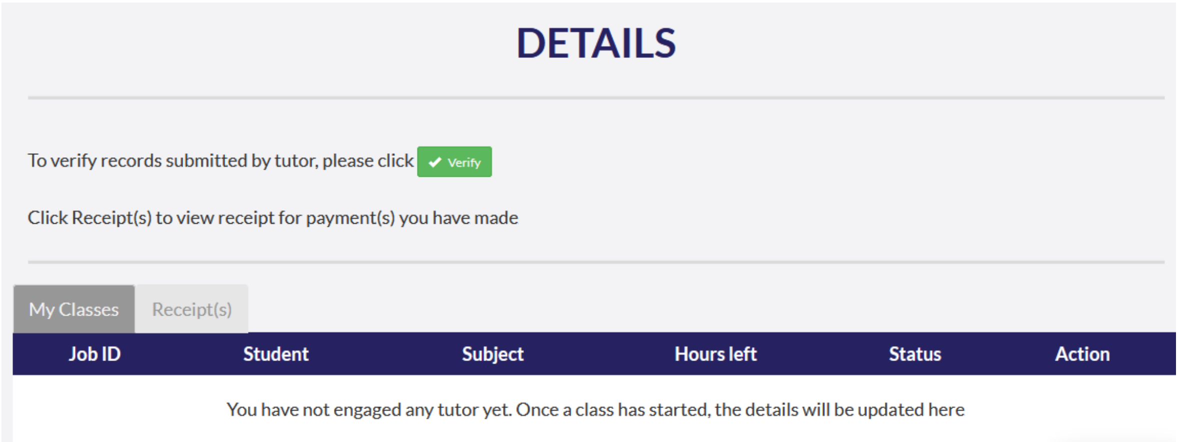
e. Update the text in the black pop up to: **12/05/21**

Make sure your device/mobile phone has What's App installed in it. After clicking this button, make sure you click Send/Enter the text in the What's App to confirm your subscription.

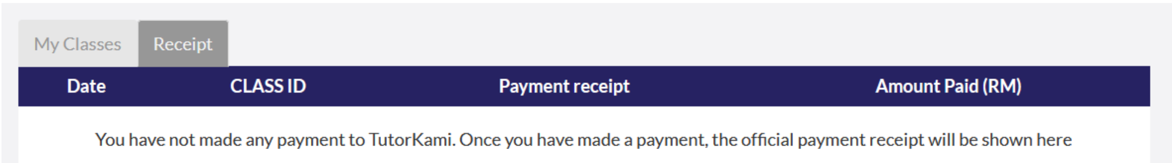


f. Update the button above to : **12/05/21**

If you want to give us permission later, you can go to your Profile, and click the button 'To subscribe… '. Thank you.



g. At submenu Details, change/update: **12/05/21**
   i. 'Click Receipt(s) ….' to ' Click Invoice/Receipt to view documents related to payments
   ii. The tab 'Receipt(s)' to 'Invoice/Receipt'
   iii. The column header 'Job ID' to 'Class ID'

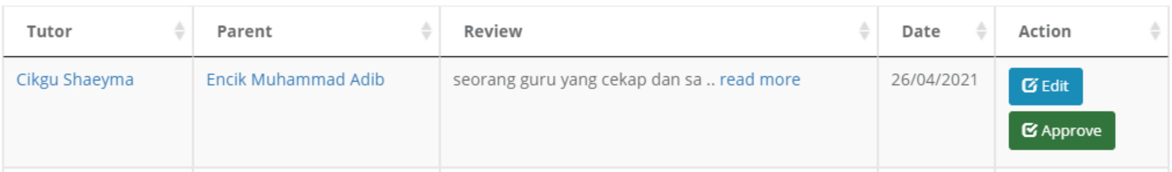


h. At this tab, change/update: **12/05/21**
   i. CLASS ID to Class ID
   ii. 'Payment receipt' to 'Invoice/receipt'
   iii. Amount Paid(RM) to ' Amount (RM) '
   iv. 'You have not made… to

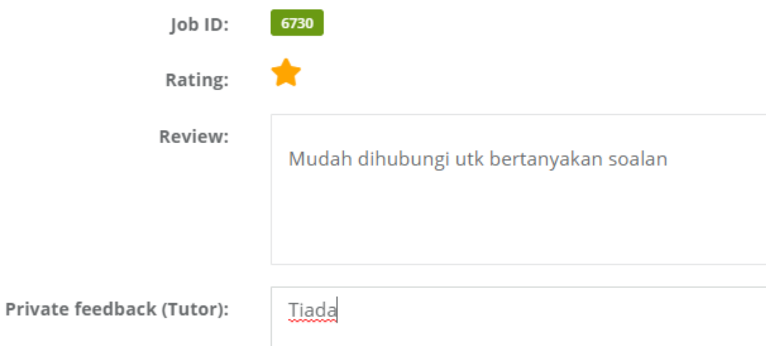
You have engaged any tutor yet. Once a class has started, the details will be displayed here

   v. ss

5. At Rating function,



a. Make it so that when Admin click Edit: **12/05/21**



   i. The Rating can be edited as well

Puan Azlina, KL City Centre (KLCC)

25 Dec 2019

See all

Cikgu Azila sgt ramah,ank Sye pun suka,bole berbual seperti kwn,jdi memudahkan ank Sye bertnye kan soalan ataupun mslh berkaitan pembelajaran.

b. At tutor profile (admin side), for each rating/testimonial from client, create a button 'See all' (blue in color) that when clicked, will open in new tab the whole rating/testimonial e.g https://www.tutorkami.com/admin/review-rating-approved?rr=210 **12/05/21**

APRIL										
Date Client Paid	Job #	Tutor's Name	Received	Note	Date Tutor Paid	Paid to Tutor/Ref	GST	Sales	Hour	Note
21/02/2020	6703	Cikgu Khalidah	240.00	NAM (hold till PKP)					4	
22/10/2020	7482	Cikgu Ifah	400.00	NAM (previously job 7481)					5.71428571	
24/12/2020	8125	Cikgu Alifah	0.50	NAM (extra payment)						
24/12/2020	KIV	KIV	8,772.50	NAM (Amanah Raya)						
12/01/2021	7823	Cikgu Shaeyma	180.00	NAM					4	
25/01/2021	8117	Cikgu Muiz	270.00	NAM					6	
26/01/2021	7845	Cikgu Filzah	270.00	NAM					6	
01/02/2021	8143	Cikgu Kay	140.00	NAM					4	
04/02/2021	8443	Cikgu Noridah	300.00	NAM					6	
04/02/2021		R.F	50.00	NAM						
12/02/2021	8507	Cikgu Ika	110.00	NAM (previously for job 8564)					3.666666667	
11/02/2021	8507	Cikgu Ika	10.00	NAM (previously for job 8564)					0.33333333	
12/03/2021	8554	Cikgu Amal	210.00	NAM					6	
16/03/2021	7368	Cikgu Hidayah Aziz	200.00	NAM (on hold)					4	
23/03/2021	4091	Cikgu Wan Azhan	560.00	NAM					8	
24/03/2021	8576	Cikgu Afiq Amran	480.00	NAM					12	

\+ Main Nadia Zahrah Aisyah Vision Expenses Summary Mdec

6. Related to internal sales file:
   a. Create a function that will import data from external sales file for April only for all 4 tabs (Main, Nadia, Zahrah, Aisyah). Columns that will be excluded is GST

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

No		Job	Tutor Name	$	Rate	Note			GP		Note
1	01/04/21	6799	Cikgu Siti Najihah	880.00	55.00	Finance Manager			880.00	16	
2	02/04/21	4640	Cikgu Siti Sakinah	330.00	55.00	Finance Manager			330.00	6	
3	04/04/21	6604	Cikgu Zainal	360.00	60.00	Finance Manager			360.00	6	
4	06/04/21	6981	Cikgu Siti Najihah	800.00	50.00	Finance Manager			800.00	16	
5	19/04/21	6580	Cikgu Aszimah	540.00	45.00	Finance Manager			540.00	12	
6	19/04/21	6706	Cikgu Khalidah	360.00	45.00	Finance Manager			360.00	8	
7	21/04/21	6799	Cikgu Siti Najihah	880.00	55.00	Finance Manager			880.00	16	
8	21/04/21	6487	Cikgu Siti Nabilah	270.00	45.00	Finance Manager			270.00	6	
9	26/04/21	6313	Cikgu Su	420.00	70.00	Finance Manager			420.00	6	
10	30/04/21	4640	Cikgu Sakinah	330.00	55.00	Finance Manager			330.00	6	
				5170.00	**535.00**			**0.00**	**5170.00**	**98**	

   b. The data will then be 'pasted' into April tab for each tab respectively
      i. Rate will be auto taken from the job details

ii. However Amount Received column will just ‘paste’ the data from the external Sales File, without auto calculate it as rate x hours per cycle

iii.

c. Other requirements:

i. Payment voucher (PV) for tutors will be auto generated for all the data on RHS (but tutor will not receive any notification via emel or WA)

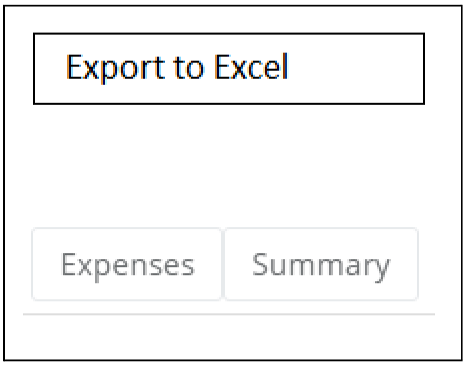
d. Notes

i. CTO will create the function first. We will set a date at the end of May (tentatively on 26th May) where migration will be done at 12pm

ii. FM must stop entering data in the external Sales file at 1130am

iii. After migration has been completed (around 1230pm), the data will be compared to see if it’s tally. If tally,, then FM can continue to enter the rest of the data for RHS

iv. Once everything is okay, can we use this same function to import data from external sales file for Jan, Feb & March 2021 as well?



e. Create a function that can export Internal sales file to Excel

i. Create the button ‘Export to Excel’ to be above Expenses & Summary button, same row with the Sales TutorKami 2021 button

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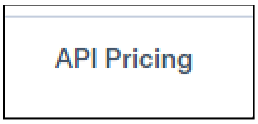
7. For Message Bird (MB):



a. Subscribe to MBauto WA API:

i. Check first with MBif they have the function to inform us if once our System auto sent a msg:
   - MB will tell if client blue tick
   - MB will tell if client just 2 tick
   - MB will tell if client just 1 tick

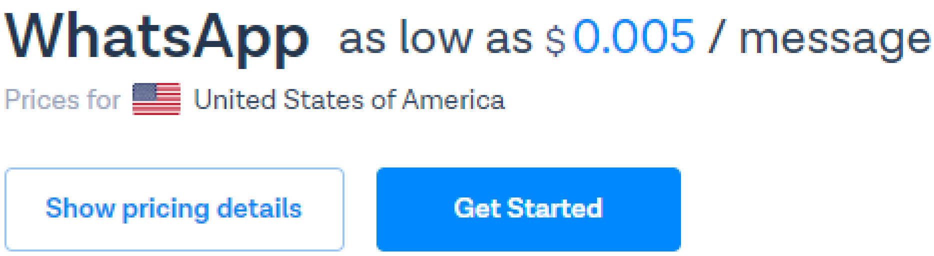
ii. Buy a Msian phone number from them (e.g 010 -xxxxx)

iii. Pay Credit RM100 of WA msgs

iv. Make it so that the number 010 will be used to auto send job post to

WA group KL/Selangor 2 (and then removed the Yusri WA blaster no from that group)

v. Then we will compare performance of these 2 WA blaster provider by comparing the result in these 2 WA job group
- Compare issues like server down, API down, reauthenticate QR issue, phone not connected to internet, phone off because of phone battery or phone lost/missing
- Compare the price for Yusri's and MsgBird's services for 1 month



vi. Note pricing API is at https://messagebird.com/en/pricing/api
- For WA price is USD .005/msg (about 3 sen per WA)

b. Can we make it so that Admin can read SMS received on our Omni number 0162998707

c. (on hold) Create a function so that whenever someone msg us on MsgBird, a message will be sent to our group Telegram TK Team
   i. Either a new message
   ii. Or a message from an existing leads/ follow up message from leads

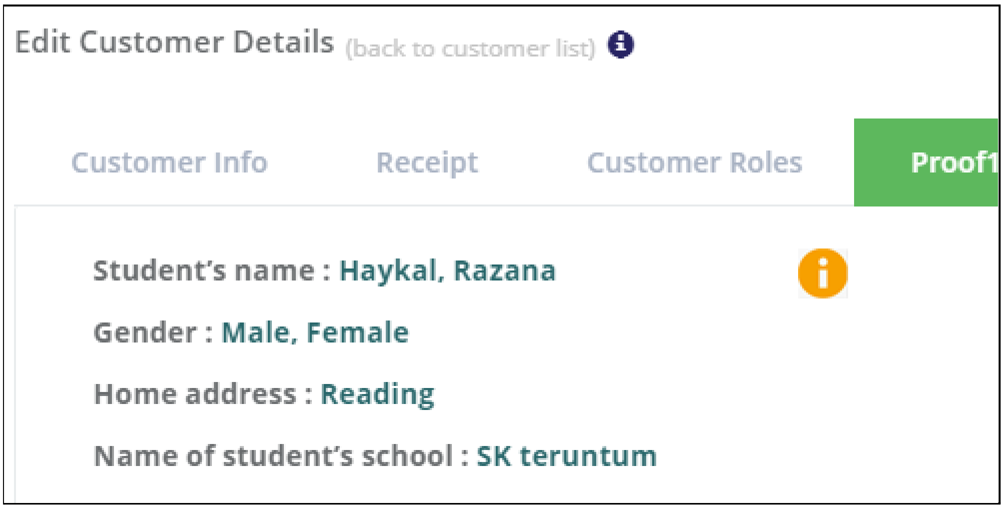
d. s

Registration Form

Show 10 entries   Search:

Date	ID	Name	Address	School	R'ship	Job	Source	Age	
10/05/21	xcy9ddb	Haykal, Razana	Reading	SK teruntum	Other: Hero	Superhero	Other: Main teka	39	x
08/05/21	3vzn0xr	Aina Sofea Zuraidi	46 Lrg BLM 3/20 Bandar Laguna Merbok Sg Petani	Sek Men Sains Sultan Muhammad Jiwa	Mother	Guru	SEO	51	x
05/05/21	3tnhma6	Adnin Zulaikha binti Mohd Radzi	No 14 Jalan Mempari 2, Taman Meru Jaya, 41050 Klang, Selangor	SK Setia Alam	Mother	Senior Manager, Finance	Client's referral	45	x

8. At registration form table https://www.tutorkami.com/admin/rform , update to be like the draft above:
   a. Icon 'i' next to header 'registration form'. When clicked it will go to Registration Form
   b. Change date format to DD/MM/YY
   c. Reduce the width of column Date.
   d. Insert another column at the end of the table
      i. There's an X in each row. When clicked pop up will ask 'Confirm to delete row? ' Yes No
      ii. If admin click Yes, it will delete the entire row



e. At client's profile , at R.Form tab, insert an 'i' icon as well at the space (image above). When clicked it will go to Registration Form

9. (on hold) Update https://www.tutorkami.com/tutor_faq to texts below:

5. (on hold) lepas ni utk PV pun kita kena discuss dgn CTO mcm mana nak buat so that dari expenses punya tab di internal sales file, FM just masuk
   a. Item & amount
   b. Select dari drop down Receiver (staff name)

lepas tu system just generate PV automatically & pdf will be emailed to the staff automatically

10. (on hold) Refer Internal Sales File