Brock University

Computer Science Department
COSC 4P02 – Software Engineering 2

User Manual

Team Members
Anthony Colosimo - ac19fa@brocku.ca
Jacob Drobena - jd20ym@brocku.ca
Rouvin Rebello - rr20jk@brocku.ca
Sangmitra Madhusudan - sm20pd@brocku.ca
Skye Reid - ug20lq@brocku.ca
Tyler McDonald - tmcdonald3@brocku.ca

Professor: Dr. Naser Ezzati-Jivan

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Table of Contents

Table of Contents.....2
Introduction.....3
Getting Started.....3
- Requirements..... 3
- Installation.....3
- Signing In.....3

Header Navigation..... 4
Dashboard Overview.....4
- Date Filter Tabs.....5
- Financial Summaries..... 5
- Graphs and Visual Trends..... 6
- Quick Access Bar..... 6
- Recent Transaction Feed.....7

Managing Income..... 8
- Manage Income Page.....9
- Add Income Page..... 11

Managing Expenses..... 15
- Manage Expense Page..... 16
- Add Expense Page..... 18

Managing Inventory.....22
- Manage Inventory Page.....23
- Add Inventory Page..... 25
- Inventory Transaction Connection..... 27

Reports & Insights.....27
- Transactions..... 28
- Generate Reports..... 29

AI-Insights (Pro).....31
- New Users..... 32
- Pro Users.....32

Support & Contact.....34
- Feedback & Updates:
  We're continuously working to improve AccuTrack based on user needs.....34

Introduction

Welcome to AccuTrack, a comprehensive, all-in-one accounting platform built for small business owners. It combines real-time financial analytics, automated tax tracking, smart inventory control, and AI-driven business insights, all from a clean and intuitive interface.

With all the complexities of running a business, accounting should be the least of your worries. This is why AccuTrack is designed to simplify your finances, reduce manual work, minimize errors, and give you complete visibility over your numbers. Whether you're tracking income, logging expenses, managing stock or getting ready for tax season, AccuTrack puts the full functionality of an accountant at your fingertips. Focus on what matters the most: growing your business.

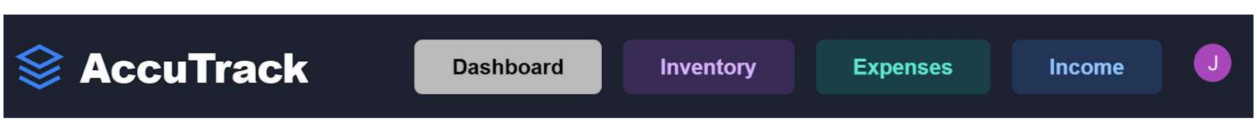
Getting Started

Signing In

To begin using AccuTrack, you must either sign in with an existing account or register a new one. This ensures your data is securely stored and accessible across devices.

- If you already have an account, click the **Sign In** button at the top-right corner of the homepage. You will be prompted to use your account credentials. All authentication is handled securely via **Clerk**, which supports **OAuth 2.0 standards**.
- New to AccuTrack? Click **Get Started** to create your account. The quick setup process will guide you through account creation.

Header Navigation



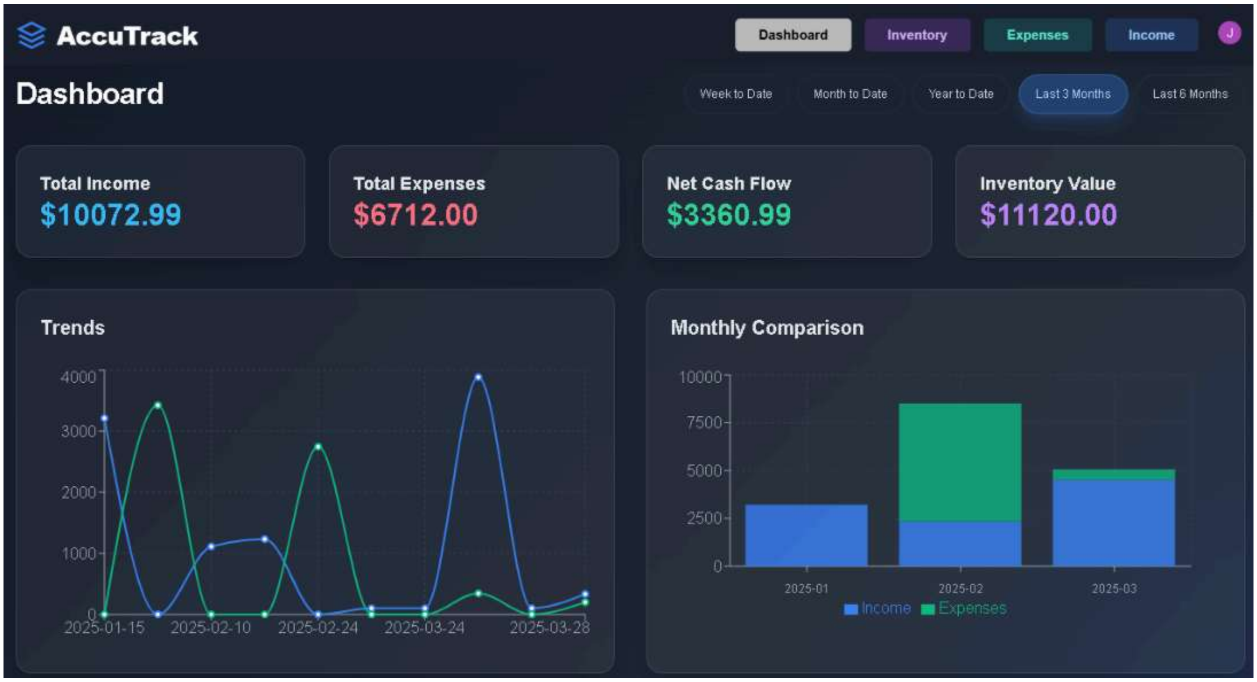
The header bar serves as the primary navigation hub within AccuTrack, giving users immediate access to the platform's core modules.

Navigation Elements:

- Home - Clicking on the **Accutrack** logo will bring you to the home page, where the user can view and learn about all the application features.
- **Dashboard** - returns you to the centralized overview page, where you can monitor income, expenses, inventory value, and cash flow in real time.
- **Inventory** - Will bring you to the inventory management module, where you can view stock levels, add new products, and monitor real-time changes tied to sales and purchases.
- **Expenses** - Opens the expense tracking section, allowing users to input, categorize, and analyze outgoing transactions.
- **Income** - Takes you to the income logging area, where all earnings can be tracked and maintained.
- User Account Menu:
  Located on the far right, the circular icon containing your initial opens an account dropdown. This menu includes:
    - Account details
    - Manage Account – Update profile information, email, and authentication preferences.
    - Sign out

Dashboard Overview

The AccuTrack dashboard offers a real-time, visual overview of your business's financial activity. Designed with simplicity in mind, it empowers users to check the status of all their operations at a glance.



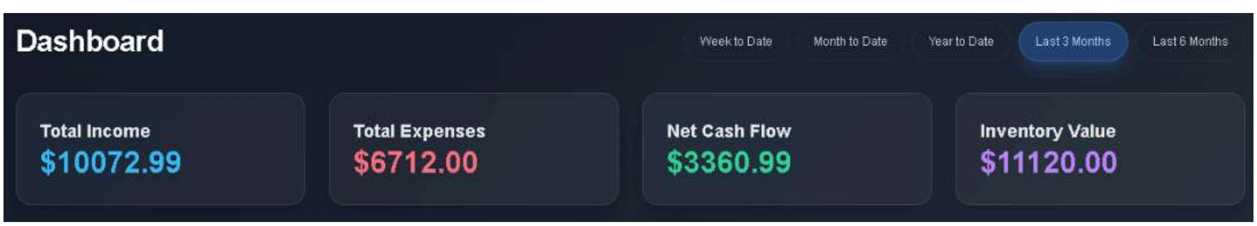
Date Filter Tabs

Just above the summary bar, date filters enable you to filter your data highlights by time range:

By clicking on these buttons, the user can choose from:

- Week to Date - Keeping up with recent activity and daily operations.
- Month to Date - Checking for monthly goals.
- Year to Date - Keep up with annual targets and trends through the year.
- Last 3 Months - Perfect for quarterly performance review.
- Last 6 Months - Quick insights on medium to long-term trends.

Financial Summaries



At the top of your dashboard, it will highlight four of your primary financial indicators:

- Total income - Displays the total revenue earned during the selected period.

- Total Expenses - Shows all recorded business expenses within the same time frame.
- Net Cash Flow - Calculates income, subtracts expenses, and provides current profits.
- Inventory Value - The total monetary value of your current inventory.

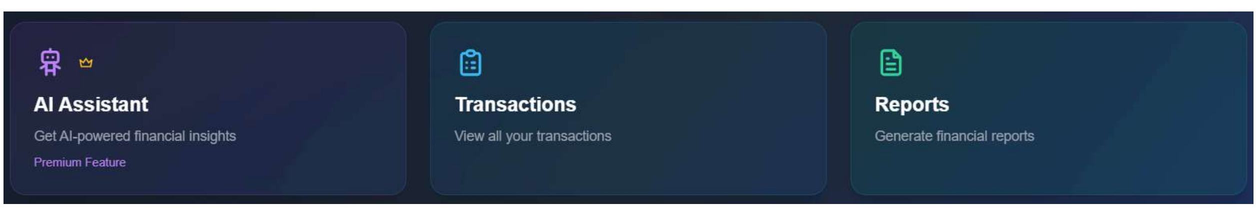
Graphs and Visual Trends

AccuTrack provides two dynamic charts to visualize financial movement over time:

Trends Chart (left side) - a line graph tracks income and expenses by date.
- Spot income spikes or spending surges.
- Identify periods of financial imbalance.

Monthly Comparison Chart (right side) - bar graph gives a month-by-month of income/expenses.
- Helpful in comparing seasonal performance.
- Helps to visualize income/expense ratios.

Quick Access Bar



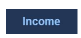
These key action buttons will help you dive deeper into your finances:
- AI Assistant (Premium Feature) – Unlock AI-driven insights to identify financial patterns, detect irregularities, and surface predictive insights from historical data.
- Transactions – Instantly open a complete ledger of all your income and expense entries.
- Reports – Generate polished exportable financial reports perfect for reviews, planning, or sharing with stakeholders.

Recent Transaction Feed

Recent Transactions outlines a real-time feed of your latest financial entries:

- Each line includes the transaction label, date, and amount.
- Income entries are displayed in blue and expenses in green for quick visual recognition.
- Additional transaction details (like inventory items or SKU notes) appear when available.

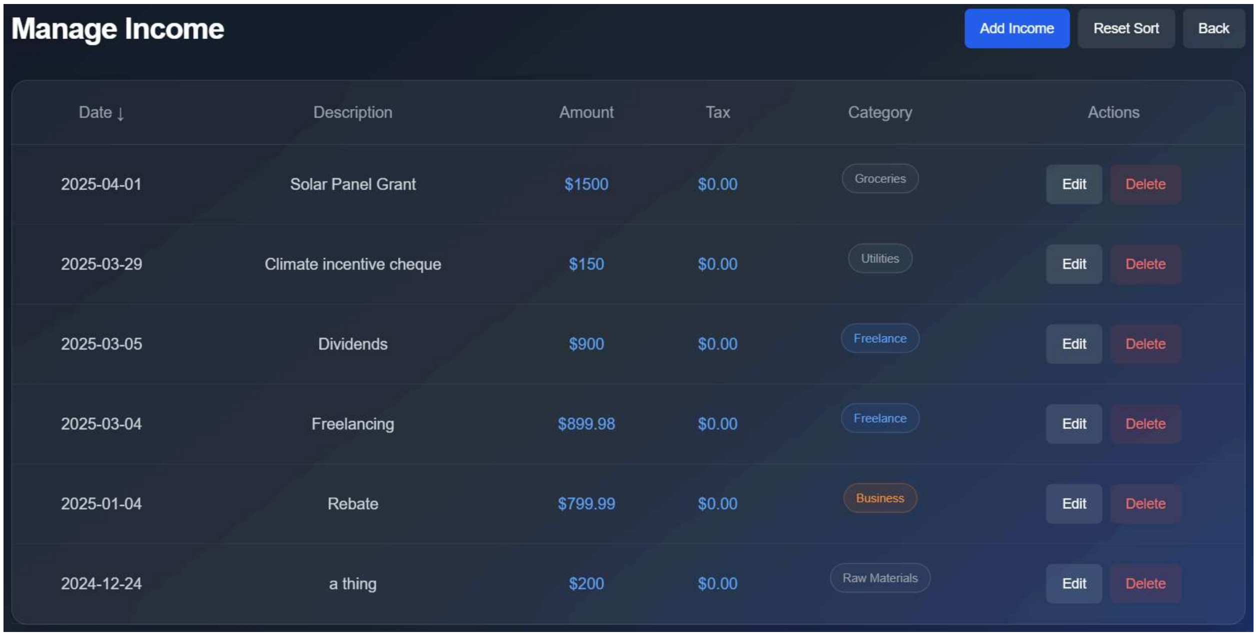
Managing Income

AccuTrack's **Income Management** module is designed to help users log, organize, and analyze all incoming funds. By clicking the  button on the navigation bar, the module allows users to add, edit, and manage income entries with complete inventory and tax context where applicable.

Navigation features on this page include:

- **Manage Income** – View, edit, and delete past income records.
- **Add Income** – Log new income entries with optional inventory and tax tracking.

Manage Income Page

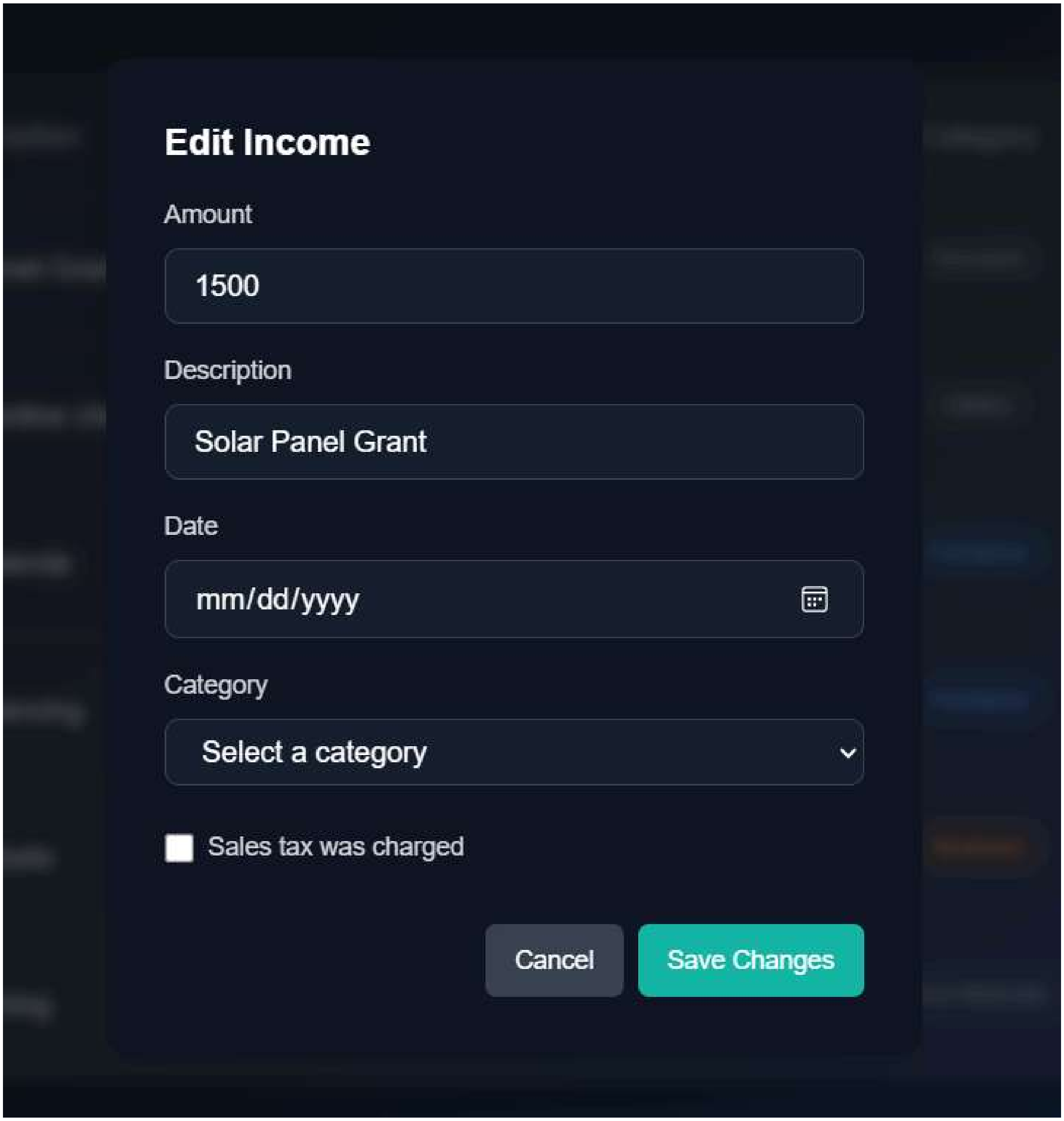


Date ↓	Description	Amount	Tax	Category	Actions
2025-04-01	Solar Panel Grant	$1500	$0.00	Groceries	Edit Delete
2025-03-29	Climate incentive cheque	$150	$0.00	Utilities	Edit Delete
2025-03-05	Dividends	$900	$0.00	Freelance	Edit Delete
2025-03-04	Freelancing	$899.98	$0.00	Freelance	Edit Delete
2025-01-04	Rebate	$799.99	$0.00	Business	Edit Delete
2024-12-24	a thing	$200	$0.00	Raw Materials	Edit Delete

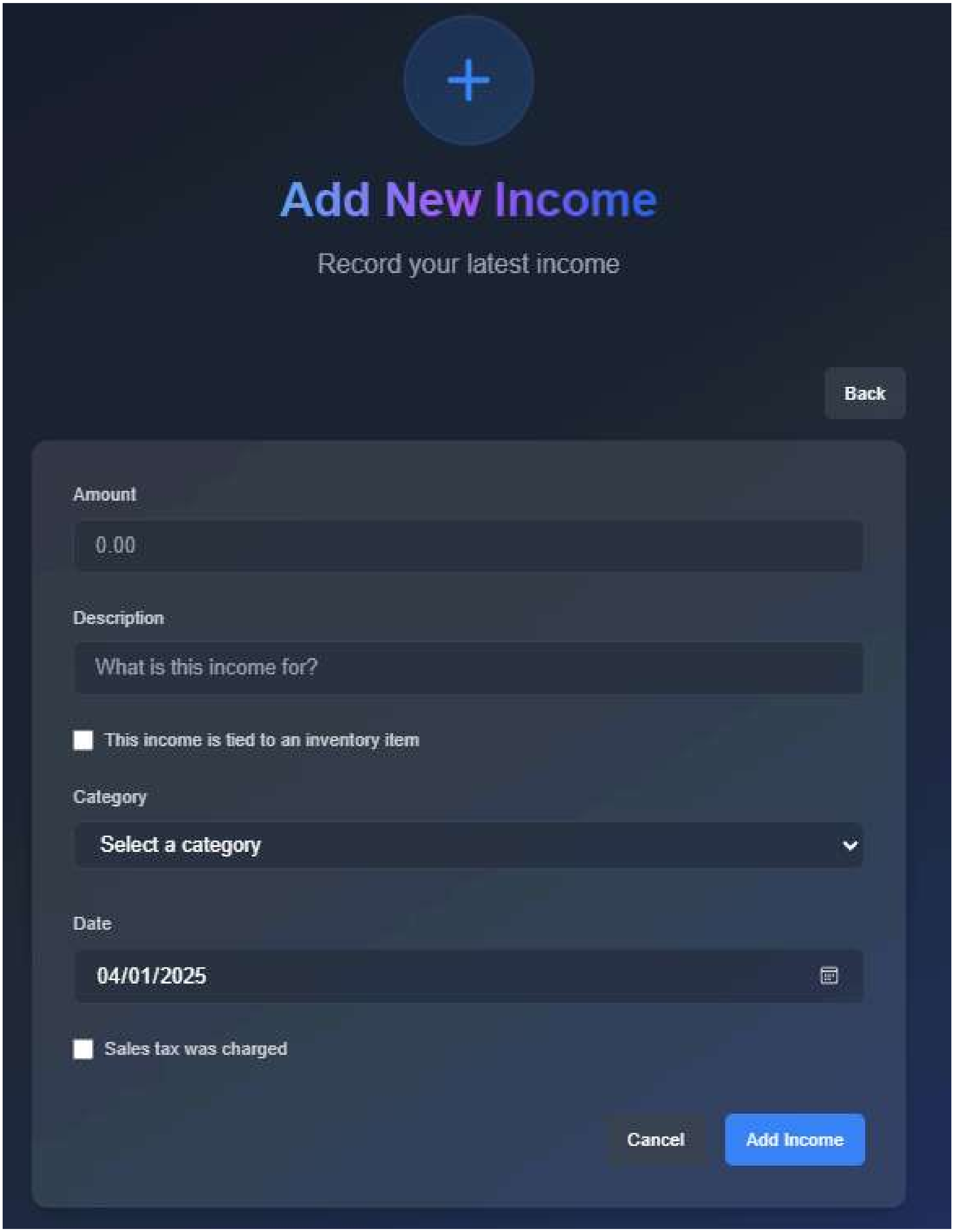
This table provides a chronological view of your income records filtering and sorting options, including:

- Date of transaction
- Description of income source
- Total value of the entry
- Any applicable tax
- Category tag
- Actions to Edit or Delete entries

Editing an Income Item will provide a window for modifying the listed values. If no date change is required, keep it unmodified.


Edit Income
Amount
1500
Description
Solar Panel Grant
Date
mm/dd/yyyy
Category
Select a category
Sales tax was charged
Cancel
Save Changes

Add Income Page



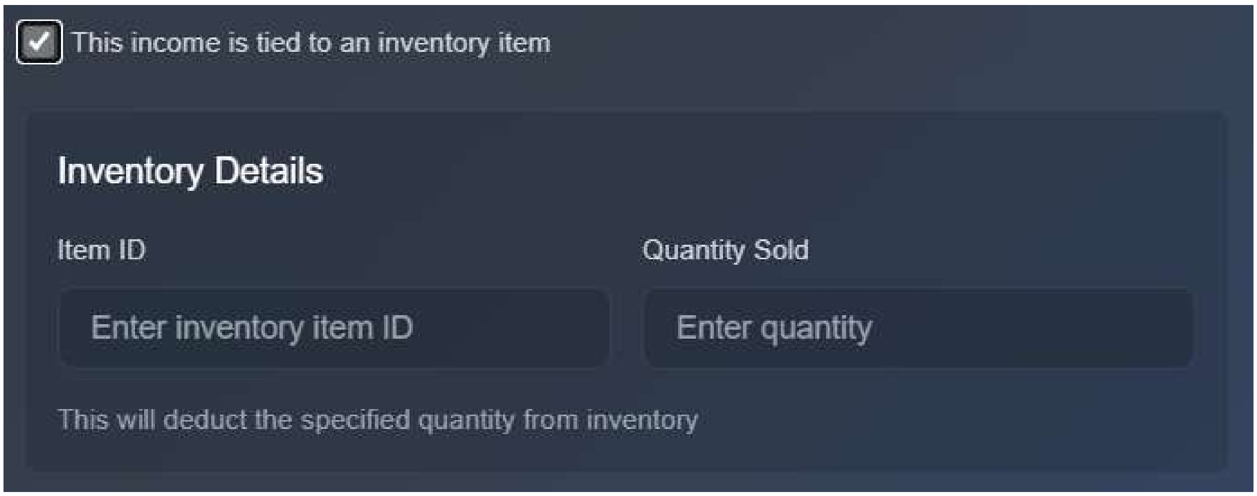
Use this form to create a new income entry. Required fields include:

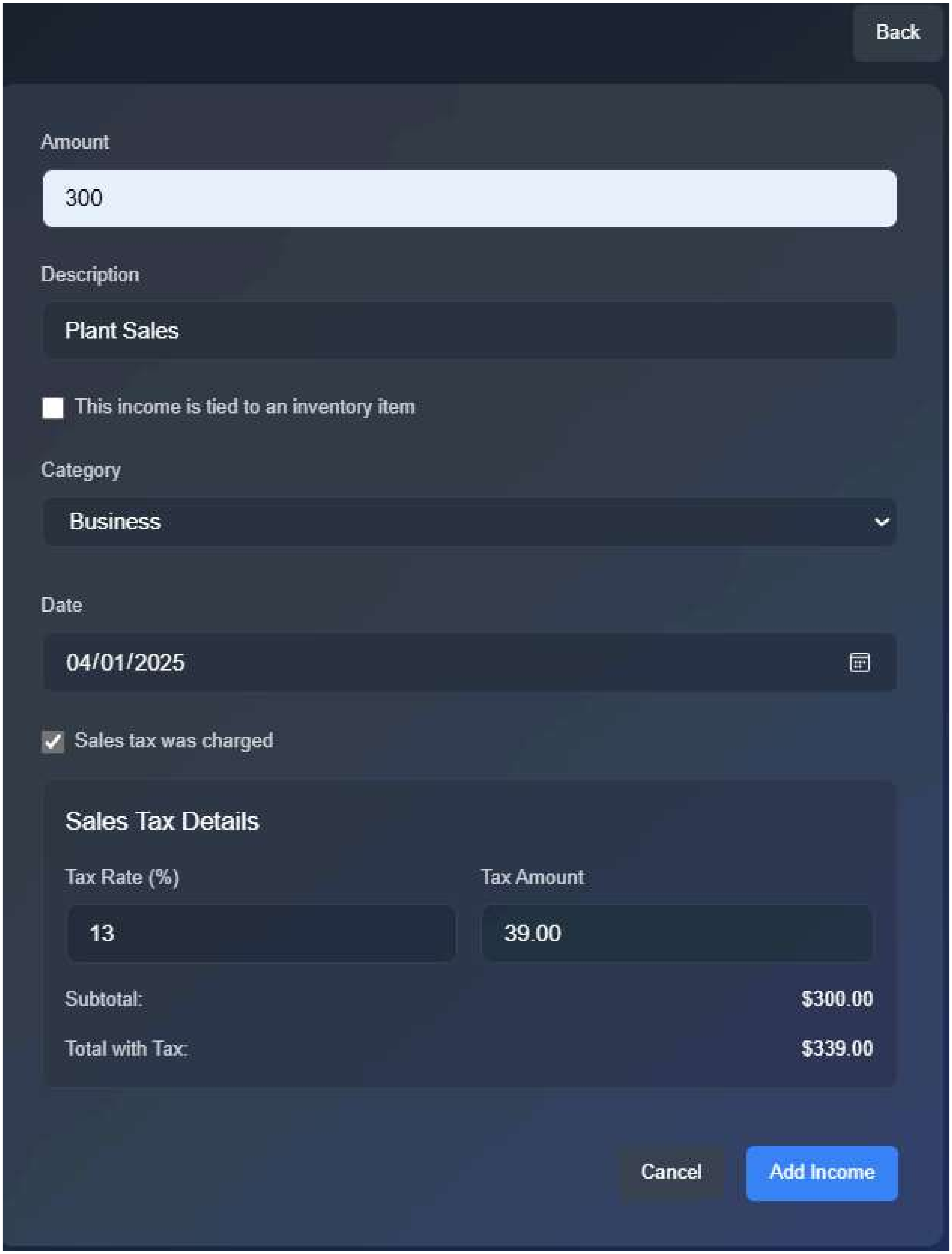
- Amount

- Description
- Category (selectable from custom options)
- Date

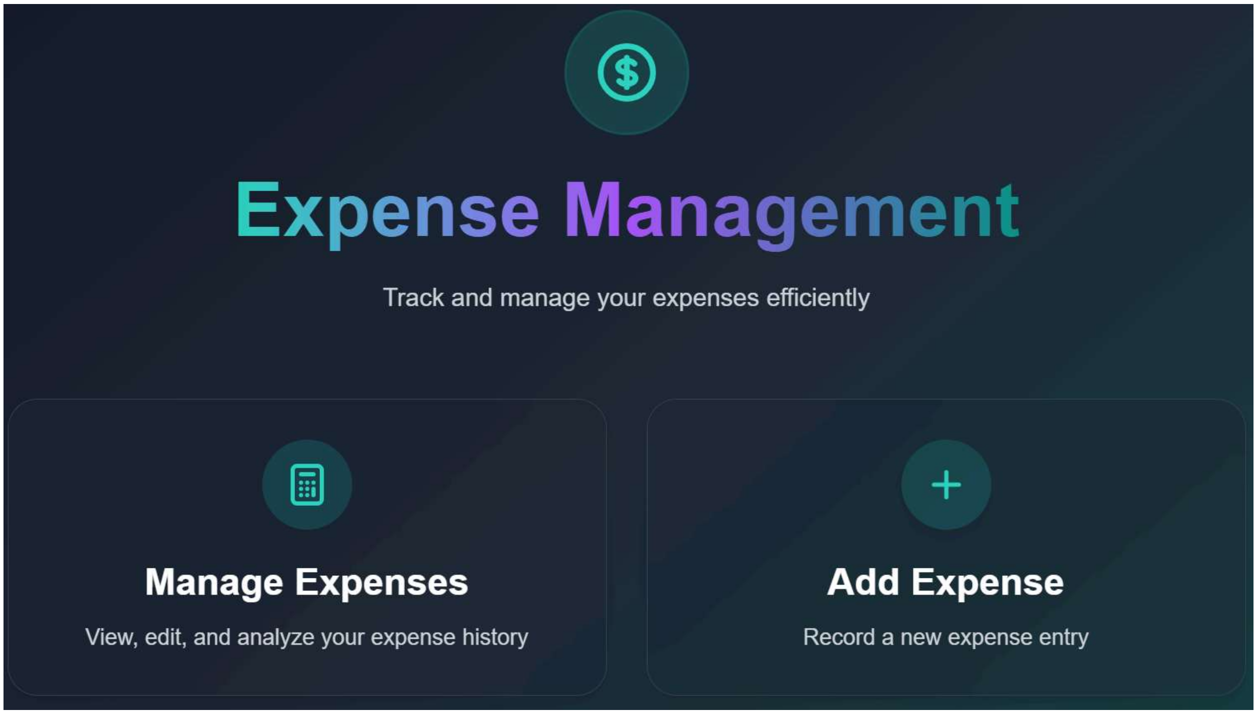
Optional toggles:

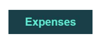
- **Tie inventory** - Deducts quantity from a specific inventory item. Categorized through Inventory by Item ID and Quantity Sold
- **Sales Tax Charged** – Enter tax rate and amount to auto-calculate totals. Sales Tax Details example of 13% tax rate Canadian GST/HST, (or manually adjusted) highlighting automated updating of Subtotal and Total with Tax.




Back
Amount
300
Description
Plant Sales
This income is tied to an inventory item
Category
Business
Date
04/01/2025
Sales tax was charged
Sales Tax Details
Tax Rate (%)
13
Tax Amount
39.00
Subtotal:
$300.00
Total with Tax:
$339.00
Cancel
Add Income

Managing Expenses

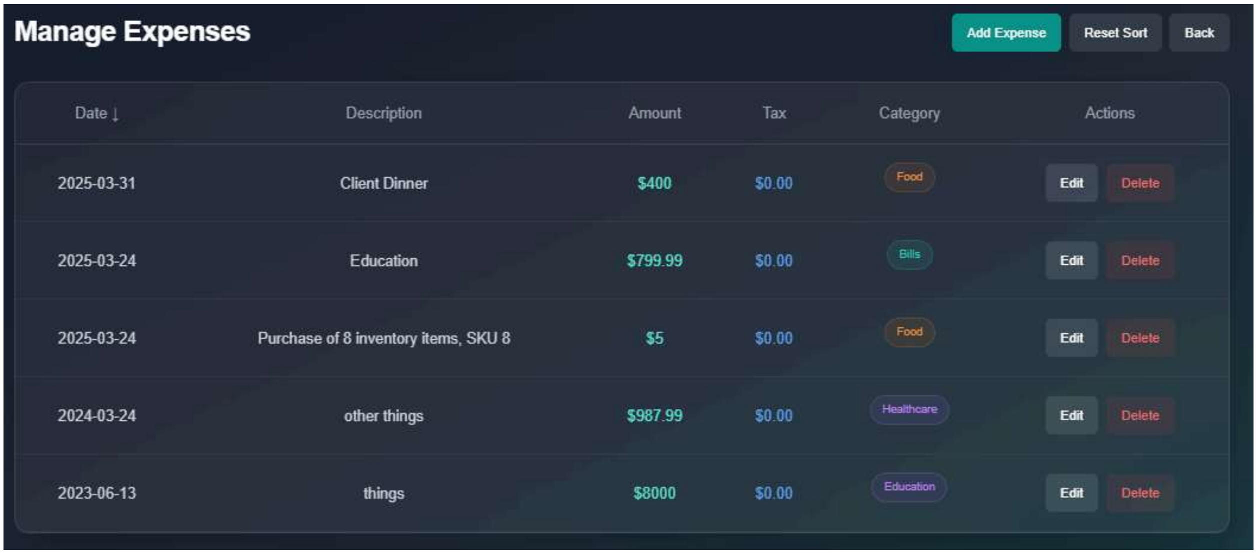


AccuTrack's **Expense Management** module enables users to log and categorize all business-related expenditures accurately. By clicking the  button on the navigation bar, users can access tools to record, edit, and manage outgoing transactions with optional inventory and tax associations.

Navigation features on this page include:

- **Manage Expense** – View, edit, and delete past expense records.
- **Add Expense** – Log new expense entries with optional inventory and tax tracking.

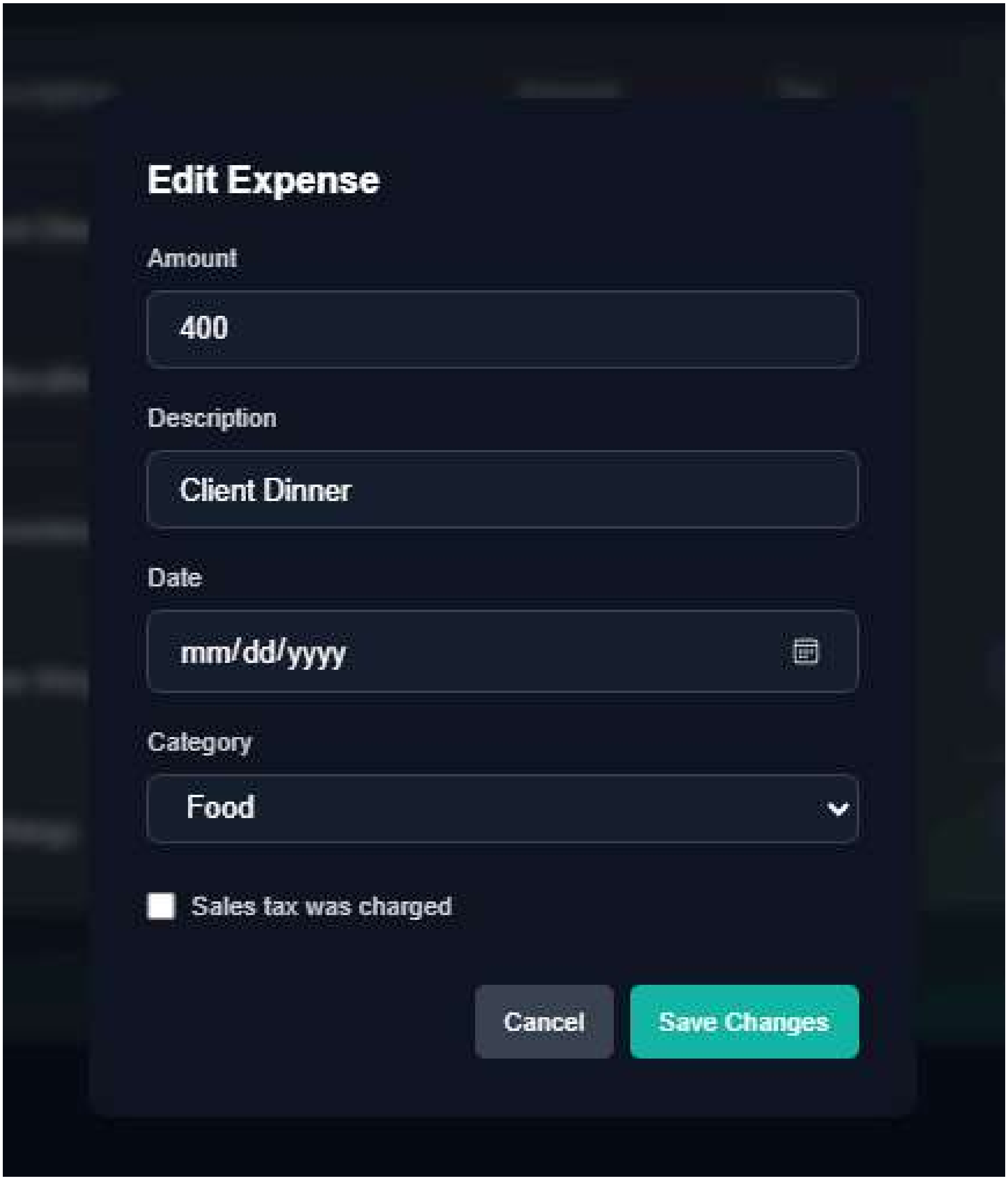
Manage Expense Page



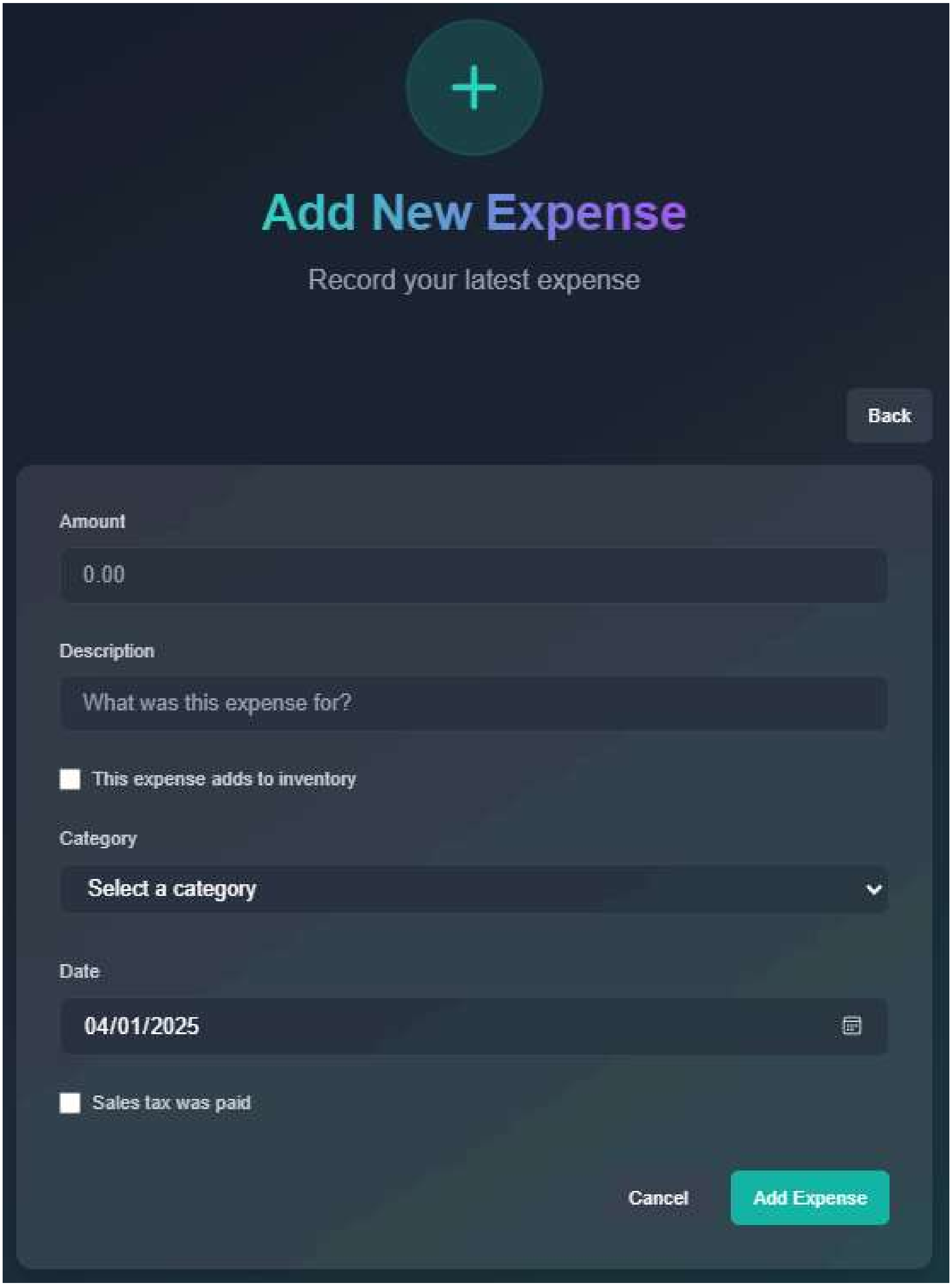
This table provides a chronological view of your expense entries with filtering and sorting options, including:

- Date of transaction
- Description of expense
- Total cost of the expense
- Any applicable tax
- Category tag
- Actions to Edit or Delete entries

Editing an Expense Item will provide a window for modifying the listed values. If no date change is required, keep it unmodified.


Edit Expense
Amount
400
Description
Client Dinner
Date
mm/dd/yyyy
Category
Food
Sales tax was charged
Cancel
Save Changes

Add Expense Page

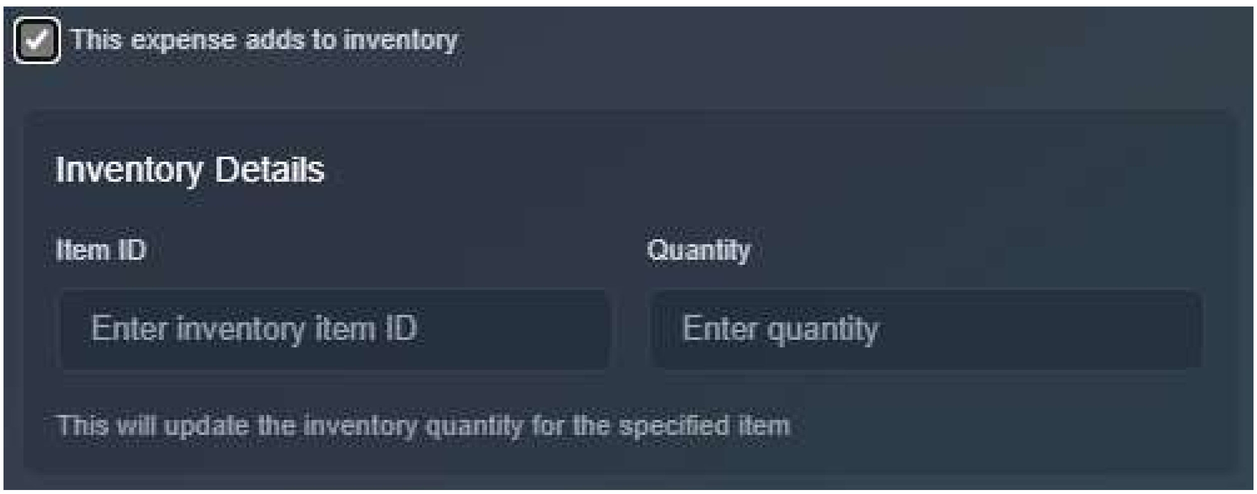

Add New Expense
Record your latest expense
Back
Amount
0.00
Description
What was this expense for?
This expense adds to inventory
Category
Select a category
Date
04/01/2025
Sales tax was paid
Cancel
Add Expense

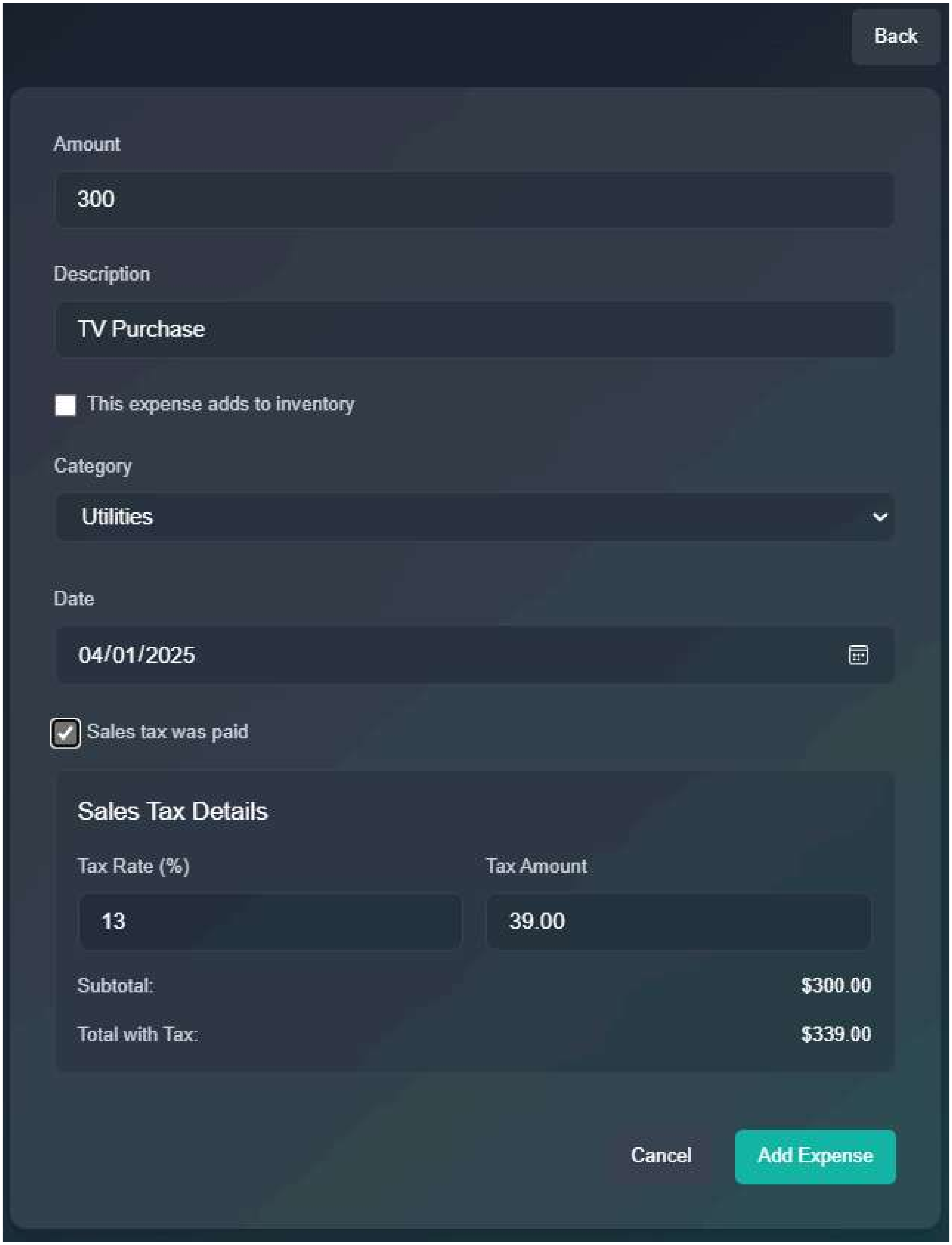
Use this form to create a new business expense. Required fields include:

- Amount
- Description
- Category (selectable from custom options)
- Date

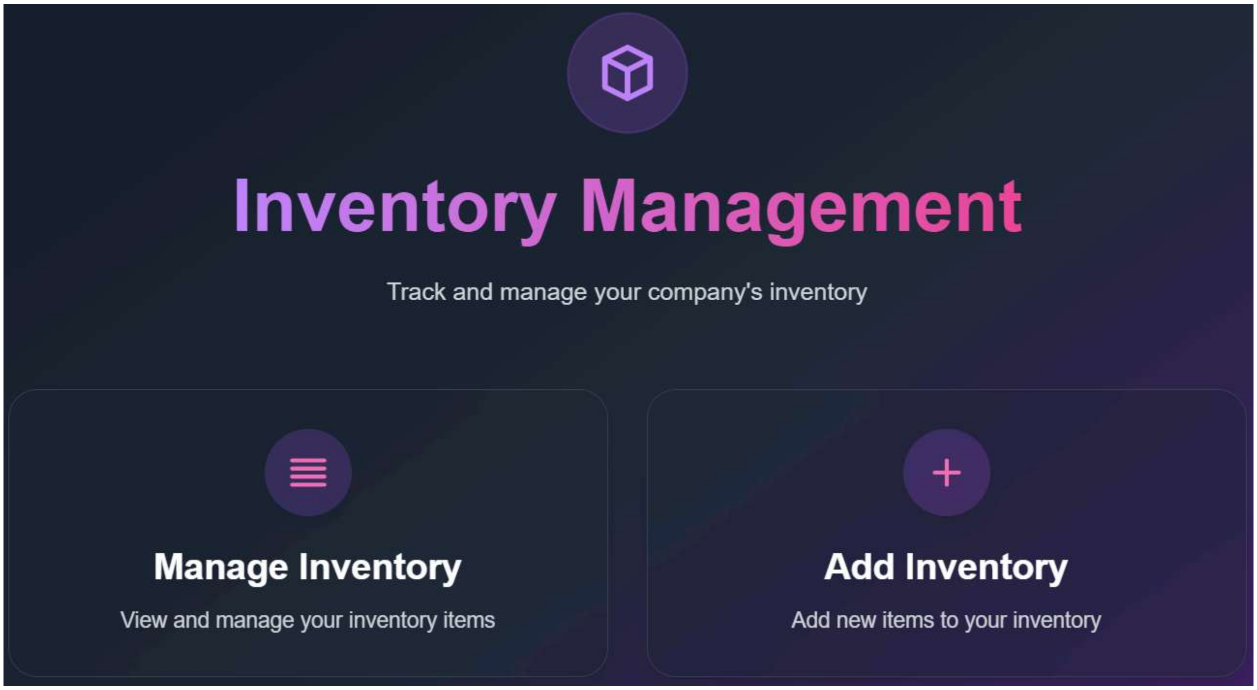
Optional toggles:

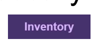
- **Tie inventory** - Deducts quantity from a specific inventory item. Categorized through Inventory by Item ID and Quantity Sold
- **Sales Tax Charged** – Enter tax rate and amount to auto-calculate totals. Sales Tax Details example of 13% tax rate Canadian GST/HST, (or manually adjusted) highlighting automated updating of Subtotal and Total with Tax.




Back
Amount
300
Description
TV Purchase
This expense adds to inventory
Category
Utilities
Date
04/01/2025
Sales tax was paid
Sales Tax Details
Tax Rate (%)
13
Tax Amount
39.00
Subtotal:
$300.00
Total with Tax:
$339.00
Cancel
Add Expense

Managing Inventory



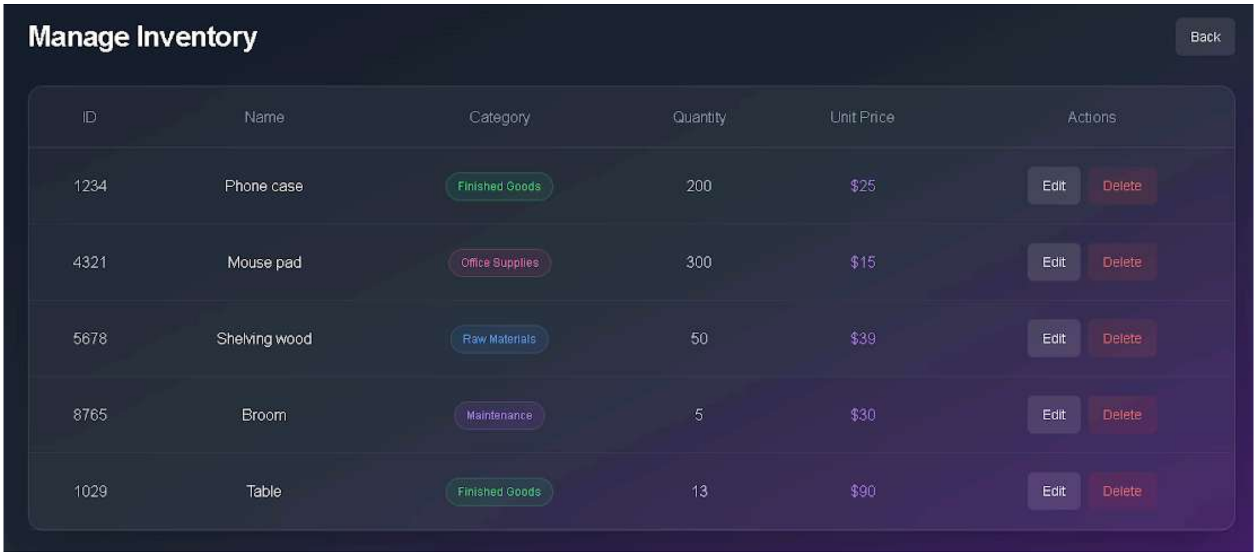
AccuTrack's **Inventory Management** features ensure your stock levels stay accurate and connected to financial transactions. Items can be automatically adjusted as you record expenses (purchases) or income (sales). By clicking the 

button on the header, the module allows users to add, edit, and manage income entries with complete inventory and tax context where applicable.

Navigation features on this page include:

- **Manage Inventory** – View, edit, and delete past income records.
- **Add Inventory** – Log new income entries with optional inventory and tax tagging.

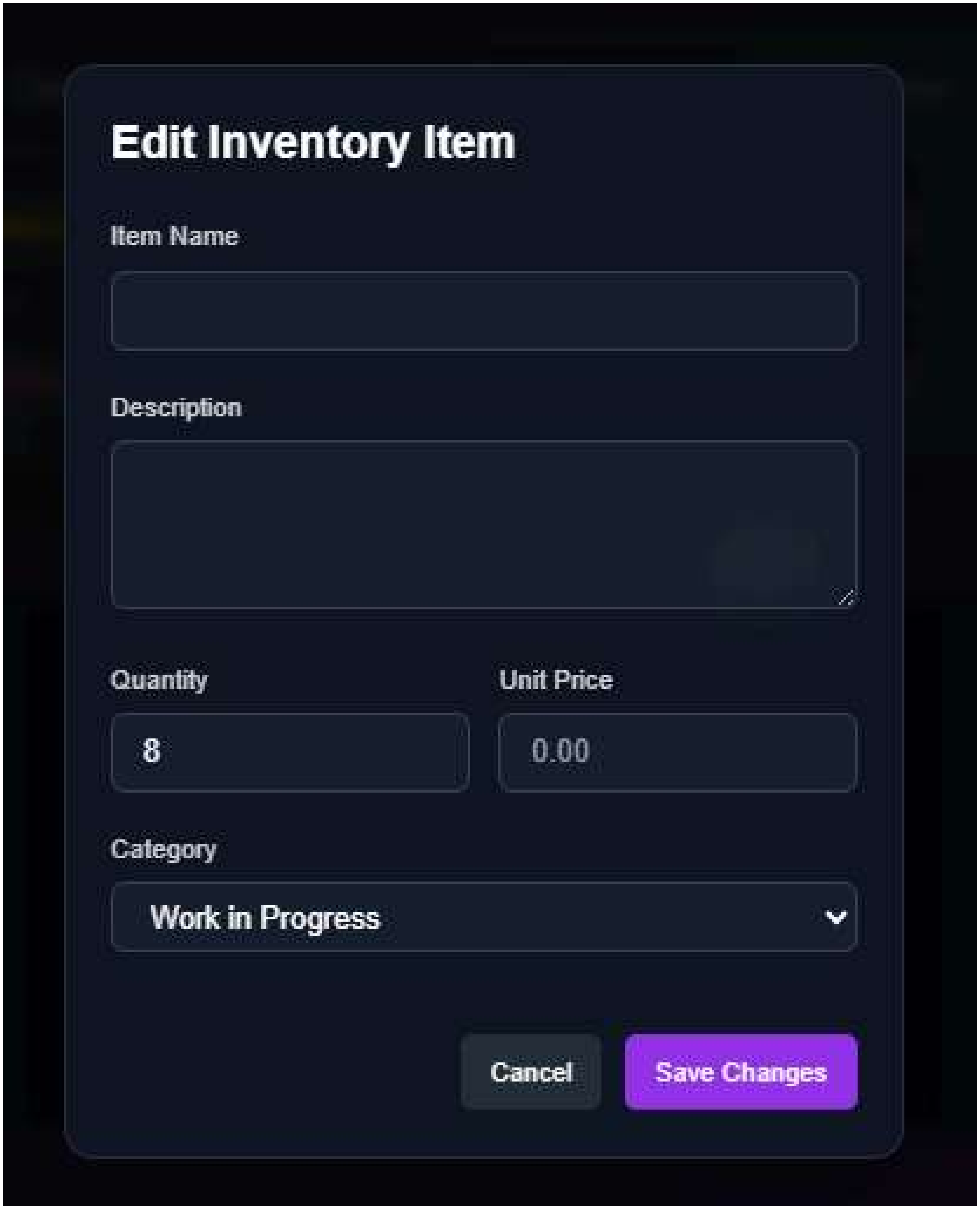
Manage Inventory Page



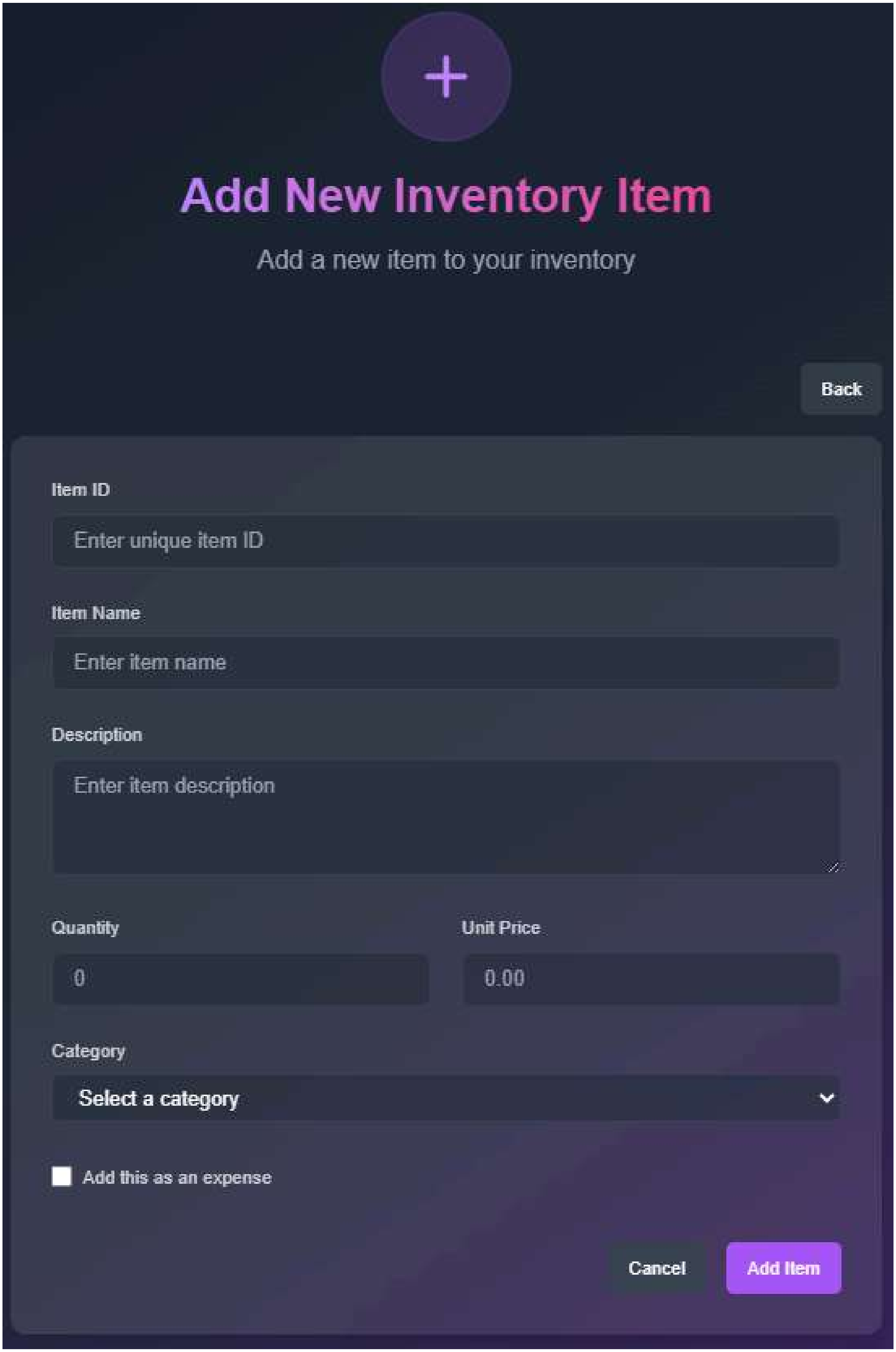
This table provides a chronological view of your Inventory entries with filtering and sorting options, including:

- Item ID
- Name of inventory item
- Category tag
- Current quantity of item (dynamically adjusted based on sales or purchases)
- Inventory item price
- Actions to Edit or Delete entries

Editing an Inventory Item will provide a window for modifying the listed values.



Add Inventory Page


Add New Inventory Item
Add a new item to your inventory
Back
Item ID
Enter unique item ID
Item Name
Enter item name
Description
Enter item description
Quantity
0
Unit Price
0.00
Category
Select a category
Add this as an expense
Cancel
Add Item

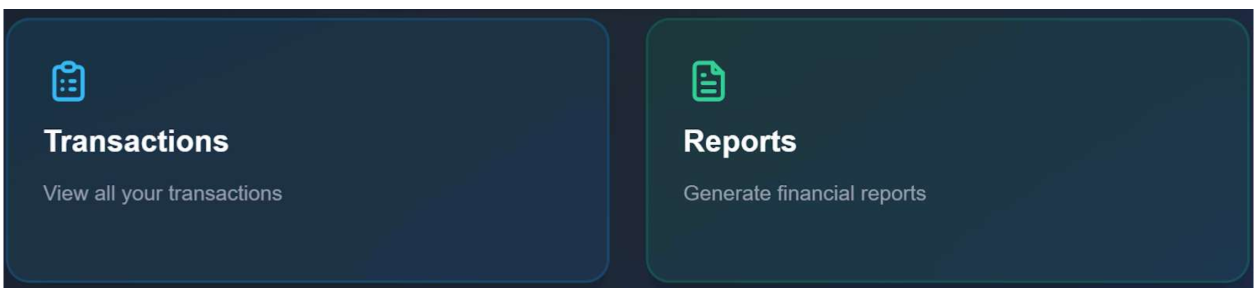
Use this form to create a new business expense. Required fields include:

- Item ID
- Item Name
- Description
- Quantity
- Unit price
- Category (selectable from custom options)
- Optional expense and tax values accessed via toggle

Inventory Transaction Connection

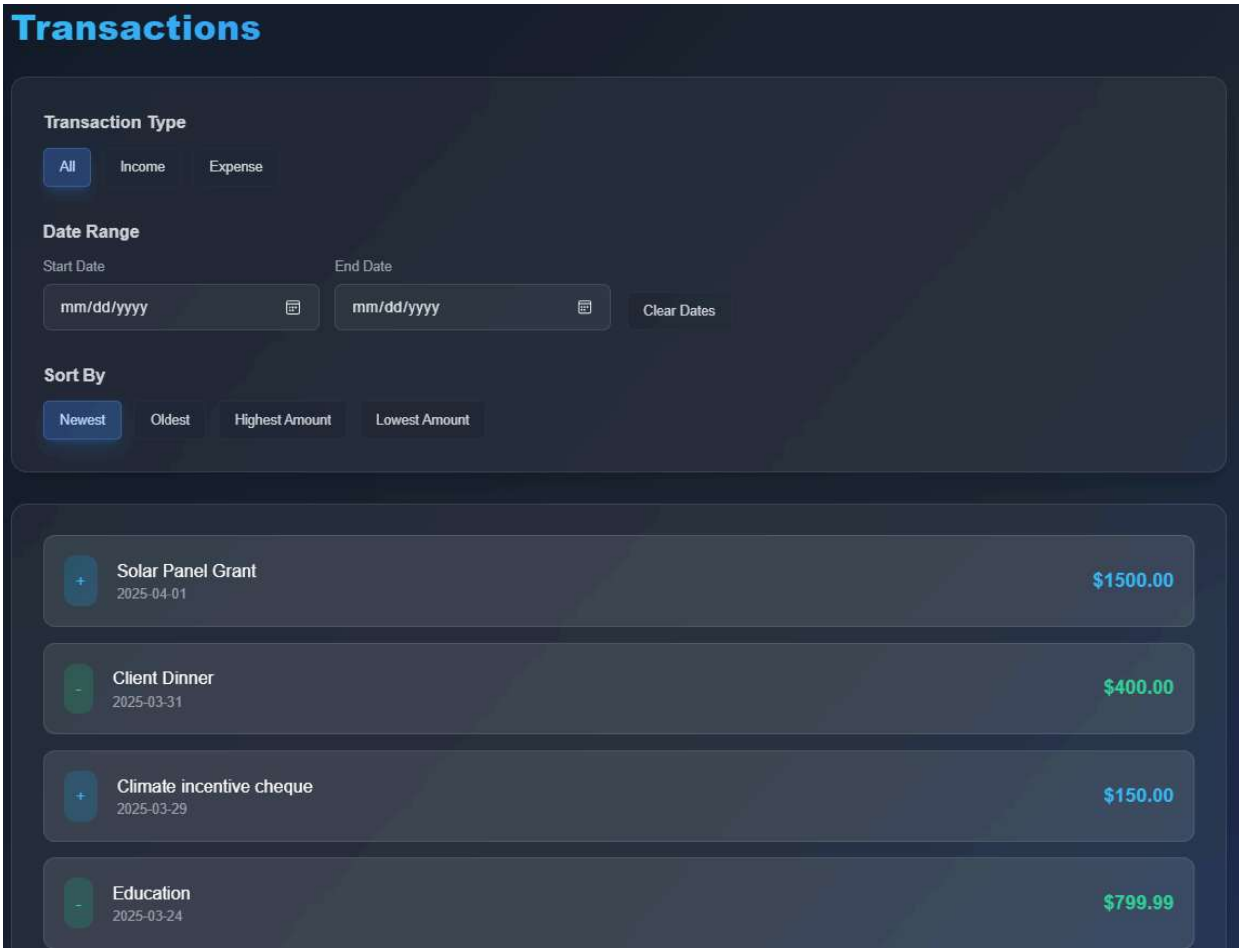
AccuTrack simplifies inventory tracking by integrating stock level updates directly into your financial transactions. Instead of manually updating inventory after each purchase or sale, AccuTrack allows you to flag specific expense and income entries as inventory-related, ensuring accurate stock counts in real time. The button below will be accessible by both **Add Income Page** and the **Add Expense Page**

Reports & Insights



These key action buttons will help you dive deeper into your finances. On the left, **Transactions** will provide users with a comprehensive catalogue of all your income and expense entries. On the right, **Reports** will enable users to access the complete list of automated generation for all of your financial reports.

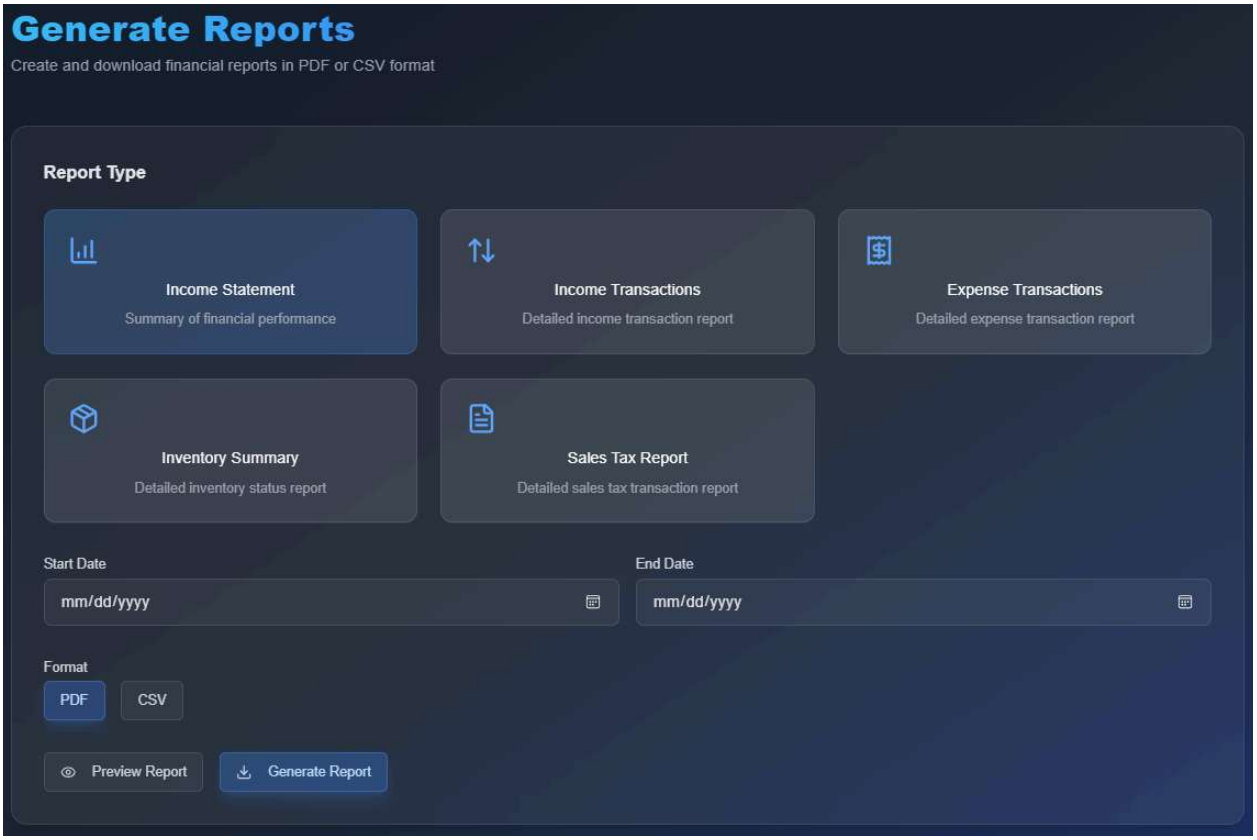
Transactions



Transactions, filtered in both the ways of:

- Transaction Type - Specifying the view of All records or listing of only Income or Expenses.
- Date Range - allowing the range of records to be specified by Start Date and End Date
- Sorting - Sorting by Newest or Oldest transactions first, as well as Highest or Lowest amount listed first.

Generate Reports



Allowing the user to generate all the ideal reports useful to stakeholders in the manner of Income Statement, Income Transactions, Expense Transactions, Inventory Summary and Sales Tax Reports, restrained by Start to End date. Enabling the user to specify outlined format either PDF/CSV, outlining options of Preview Report and Generate Report.

Report Preview


```
{
  "reportType": "Income Statement",
  "totalIncome": 4449.97,
  "totalExpenses": 2192.98,
  "netIncome": 2256.9900000000002,
  "incomeBreakdown": {
    "categorySummary": {
      "undefined": 4449.97
    },
    "dateRange": {
      "start": "2024-12-24T00:00:00.000Z",
      "end": "2025-04-01T00:00:00.000Z"
    }
  },
  "expenseBreakdown": {
    "categorySummary": {
      "undefined": 2192.98
    },
    "dateRange": {
      "start": "2024-03-24T00:00:00.000Z",
      "end": "2025-03-31T00:00:00.000Z"
    }
  },
  "dateRange": {
    "start": "2024-02-01T00:00:00.000Z",
    "end": "2025-04-01T00:00:00.000Z"
  }
}
```

AccuTrack Financial Report

Income Transactions

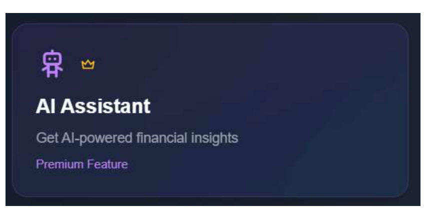
Period: January 1, 2025 to June 1, 2025

Date	Category	Description	Amount	Sales Tax Collected
April 1, 2025	Groceries	Solar Panel Grant	$1,500.00	$0.00
March 29, 2025	Utilities	Climate incentive cheque	$150.00	$0.00
March 5, 2025	Freelance	Dividends	$900.00	$0.00
March 4, 2025	Freelance	Freelancing	$899.98	$0.00
January 4, 2025	Business	Rebate	$799.99	$0.00

Total Income:	$4,249.97	
Total Sales Tax Collected:		$0.00

Category	Amount
Groceries	$1,500.00
Utilities	$150.00
Freelance	$1,799.98
Business	$799.99

AI-Insights (Pro)



The **AI Assistant** is your intelligent financial co-pilot, designed to offer tailored insights based on your business data. This feature is accessible directly on the left of the [Quick Access Bar] on your Dashboard.

There are two entry paths depending on your user status:

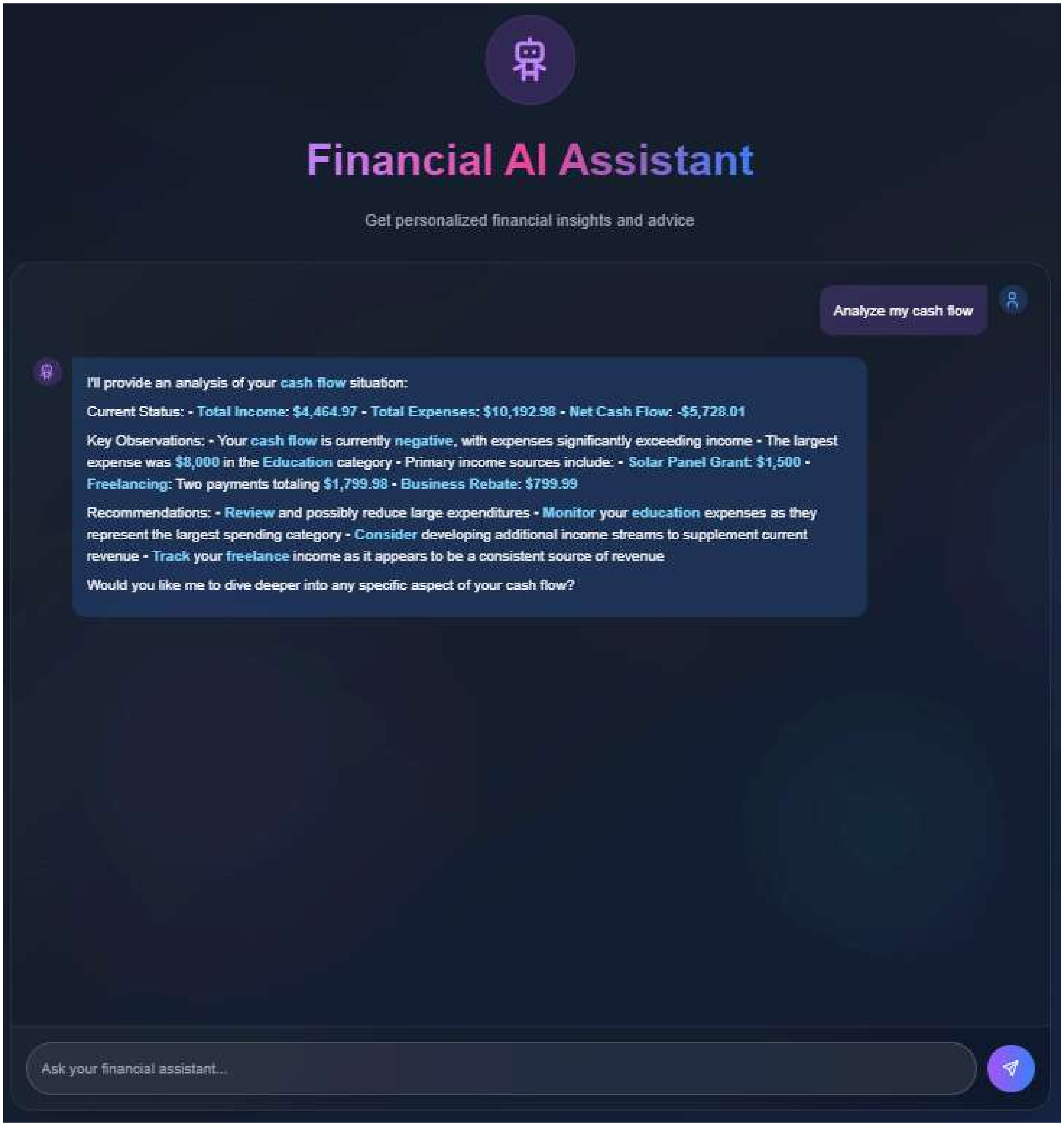
New Users

Accessing AI Assistant for the first time will open the Subscription Modal. You'll be able to choose between:

- Monthly Plan ($5/month): Includes unlimited AI chats, instant insights, and cancel-anytime flexibility.
- Annual Plan ($30/year): Includes all monthly features, plus priority support and 50% cost savings.

Pro Users

Once you're subscribed, clicking the "AI Assistant" card will take you directly to the AI Insights Panel, where you can interact with the assistant instantly.



Upon entry, you'll land on the AI Insights page, which presents an interactive chat interface tailored for real-time application access via natural language . This page provides:

- AI-generated breakdowns of your financial data, outlining:
    - Total Income, Total Expenses, and Net Cash Flow
    - Spending patterns by category
    - Revenue sources and income frequency
- Tailored Recommendations, such as:
    - Identifying top expense categories
    - Outlining unusual cash flow dips
    - Highlighting revenue gaps or opportunities

- Suggesting cost optimizations or alternate income streams

Support & Contact

If you encounter any issues while using AccuTrack or simply have questions about your account, our support team is here to help.

Support Channels:
Email Support
Reach out to us at **support@accutrack.com** for technical assistance, billing questions, or general inquiries.
Our team typically responds within 24–48 business hours.

Phone Support
Call us directly at **1-800-123-BOOK** during our regular support hours:
Monday–Friday | 9 AM – 5 PM EST

Feedback & Updates:
We're continuously working to improve AccuTrack based on user needs.

- Have suggestions or feature requests? Let us know via email.
- Stay up to date with new releases, improvements, and known issues by our active discord page.

Mailing Address:
1812 Sir Issac Brock Way, St. Catharines, ON – L2S3A1