***Items in RED are requests from my previous document***

**GENERAL QUERIES**

* Any instance of the words “Transportation Charges” should be “***Delivery Charges***”. (Done)

**CUSTOMER AREA**

**Dashboard**

* Invoices/Orders
  + What is duration? (Done)
  + Date Format should be in (dd/mm/yyyy) (Done)
  + Orders with status “Ordered” do not appear on the list. They should appear. (Done)
* Oustanding Invoices
  + Display in RED if overdue (Done)
  + Show the Invoice Amount AND the Due Amount (Done0)

**Orders Page**

* Address Format is incorrect.
  + Company Name (Done)
  + Address Line 1 (Done)
  + Address Line 2 (Done)
  + Town/City (Done)
  + County (Done)
  + Post Code (Done)
* For adding products, the format should be: (Done)
  + Product Group (e.g. Electronics) (Done)
  + Product Code – ADL Code (e.g. V100 – ADL026) (Done)
* VAT Code does NOT need a separate line.(Done)
  + Should be: VAT (20 %) etc. (Done)
  + Display the % VAT on the same line as the VAT. (Done)
* Transportation Charges = Delivery Charges (Done)
* Order Description
  + This is optional (Done)
  + Do not ask the user if they want to place a description or not. (Done)
  + If the box is empty then ignore the description. (Done)
* Upload Attachment Page (Done)
  + Should have the Next >> button! (Done)
* Upload PO Document Page(Done)
  + Text is not positioned correctly and goes over the grey line. (Done)
  + Should have the Next >> button! (Done)
* Order Details Page (Done)
  + System tells you that the order file has been submitted. This should read “PO Document Submitted”. At the moment it looks like the whole order has been submitted and is confusing. Please refer to the Order File as PO Document. (Done)
* Quotations (Done)
  + Please can this be changed to a separate menu item instead of being included with Orders.(Done)
  + New Quotations(Done)
    - Print (PDF) – Please remove the (PDF).(Done)
    - Same issues as the Order page with regard to VAT and adding products etc.(Done)
    - Add a text box (optional) for customer notes. (Done)

**Invoices**

* Due Date
  + If this invoice is NOT overdue then display the Due Date (Done)
  + If the invoice IS OVERDUE then display: “Overdue by x day(s)” (Done)
* Outstanding Invoice
  + If Status = Invoiced (Done)
    - Show the Due Date ONLY (Done)
  + If Status = Outstanding (Done)
    - Show the Due Date AND Overdue by (x) days (Done)
    - X = Days since the DUE DATE and NOT the Invoice Date (Done)

**Returns (Done)**

* Show the date that the return was submitted (Not the Install/Maintenance date) (Done)

**Other**

* Record of ALL transactions (Payments/Invoice/Credit Notes etc.) (Done)
* When the payment is made in FULL the invoice status should automatically change to completed. (Done)

**Emails**

* New Order
  + Subject = “Order Confirmation”
  + Remove the whitespace between the text and the table of items
  + PO Number/Date/Company/Address – Should be in a separate table!
  + Items should be on a new line for each item in a different table to the PO Number etc.
  + Show the Prices/Total Cost/VAT/Delivery costs etc.
  + Remove the whitespace below the text before the footer.

**ADMIN AREA**

**Dashboard**

* **Overdue Invoices (Done)**
  + Display the number of days the invoice has been overdue by. E.g. Due 01/01/2012 Today is the 14/01/2012. Days overdue = 14 **(Done)**

**Customers**

* **Add New Customer**
  + Replace “Days after which invoice is due?” with “Payment Terms (Days)” (Done)
  + Replace “Customer should be offered special prices?” with “Special Prices?” (Done)

**Other**

* **When changing the order status to SHIPPED**
  + Shipped Date should be DELIVERY DATE (Then it will correspond with the Email)
  + Email Subject = “Your order has been shipped”
* Can’t find orders with the status Shipped (Done)
* Overdue Invoices (Done)
  + Days remaining should be Days overdue (Done)
  + DATE FORMAT (dd/mm/yyyy) (Done)