

**EBOS**

Software Requirements Specification

V2.0

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| **3. Specific Requirements** |
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## **3.2 Functional Requirement**

### **3.2.1 User Story: Store Manager & Staff Portals**

***THIS NEEDS TO BE FOLLOWED IN EVERY COMPONENT:***

**STORE - Only privileged users can access the drop down list and make a selection. For unprivileged users, the field should automatically display the store location based on their onboarded details, in this case, they will not be able to access the drop down list.**

**DATA RANGE - Only privileged users can change the date range. Based on the selected date range, the system will populate the data accordingly. For example, if a user selects a weekly date range, the system will display the total weekly closing declaration data here. Unprivileged users cannot have access to the range functionality, hence the date field will be set to current date.**

| **User story name** | Side Menu Bar | **User story ID** | EBOS\_001 |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** | Estimated effort to build this user story. | | |
| **User story** | * **As a** user, * **I want** to access my associated side menu bar according to my role/ user privilege, * **So that** I can access the relevant modules successfully | | |
| **Acceptance Criteria** | Acceptance Criteria 01:  * **Given** that to access the shortcut and finance module and its components * **When I** arrive at the EBOS app,   + **Remember**: certain modules and its sub categories in the side menu bar will be available according to the user privileges set for each user’s role.     - In R1 - features / screens that can be pinned are:       * Add Employees       * Sales - will pin the whole module “Sales Opening” & “Sales Closing"       * Income - will pin the whole module “Income Overview”, “Add New Transaction”, “Income List”       * Purchase - will pin the whole module “Supplier Overview”, “Add New Transaction”, “Supplier List”       * Expenses - will pin the whole module “Expense Overview”, “Add New Transaction”, “Expense List”       * Reconciliation Settings       * Sales Declaration       * Scratch Card Stock       * Overview (Safe Management)       * Supplier Payout Report       * Expense Payout Report       * Income Report       * Profit & Loss Report       * Add Store   + **Remember:** There is a “Shortcut” option for the user to pin any sub categories to appear at the top for ease.     - A pin icon will appear in the right corner of each subcategory name when hovered over, provided the subcategory is not already pinned.       * The Pin icon will appear at the right corner for the pinned sub category feature.     - When a user is logged in, they will see their pinned subcategories at the top of the list in the order they were pinned. For instance, if three subcategories are already pinned, the fourth one pinned will appear after the third.     - In the ‘Shortcut’ section, pinned subcategories will display a cancel icon when hovered over, allowing users to click and remove them from the shortcut list.   + When "Finance" is clicked, it should expand to reveal its subcategories, each of which may further display additional subcategories:     - Income & Expenses - once clicked should open the “Income & Expense Overview” page *contains the below sub categories*        * Overview - this opens the “Income & Expense Overview” UI. **Covered in later phase (hence not in design)**       * Sales - click on sales needs to be redirected to the three dynamic tabs as “Overview” (covered in later phase), "Sales Opening" and "Sales Closing". **Since in R1 we don't have a sales overview page we will redirect users to the "Sales Opening" tab first.**       * Income - This opens a screen with three dynamic tabs: "Income Overview", "Add New Transaction" & “Income List” with "Income Overview" set as the default tab that appears first.       * Purchase - This opens a screen with three dynamic tabs: "Supplier Overview", "Add New Transaction" & “Supplier List” with "Income Overview" set as the default tab that appears first.       * Expenses - This opens a screen with three dynamic tabs: "Expense Overview", "Add New Transaction" & “Expense List” with "Expense Overview" set as the default tab that appears first.       * Income & Expense Settings - This redirects to the “Income & Expense Settings” page. **(Will be covered in later phase so not there in R1)**     - Reconciliation - once clicked this opens a screen with 5 dynamic tabs: "Daily", "Weekly", “Monthly”, "Quarterly" & “Yearly” with “Daily” tab set as the default tab that appears first. *With the following sub category:*       * Reconciliation Settings - This redirects to the “Reconciliation Settings” page/ screen. Based on the configuration the reconciliation types will be listed in the reconciliation component     - Stock Management - *contains the below sub categories*        * Scratch Card - once clicked should open the “Scratch Card Overview” page in the “Overview” tab, *contains the below sub categories*          + Overview - redirected to the scratch card overview page **(covered in later phase, so not there in R1)**         + Sales Declaration - This opens a screen with 2 dynamic tabs: "Scratch Card Opening" & "Scratch Card Closing", with “Scratch Card Opening” tab set as the default tab that appears first.         + Scratch Card Stock - This opens a screen with 2 dynamic tabs: "Stock In" & "Stock Out", with “Stock In” tab set as the default tab that appears first.     - Safe Management - *contains the below sub categories*        * Overview - Displays the relevant safe management list category page. * **Then** I should be able to navigate to the relevant screens in the finance module and create shortcuts.  Acceptance Criteria 02:  * **Given** that to access the reports module and its components * **When I** click on the “Reports” from the side bar,   + When "Report" is clicked, it should expand to reveal its subcategories, each of which may further display additional subcategories:     - Finance Report - when the user clicks on the finance report will be redirected to the “Overview” screen. *Will contain the following sub categories:*        * Overview - redirects to the “Finance Overview” page **(covered in later phase, so not there in R1)**       * Sales Report - This opens a screen with 2 dynamic tabs: "Sales Opening Report" & "Sales Closing Report", with “Sales Opening Report” tab set as the default tab that appears first. **(sale opening & closing report, covered in later phase, so not there in R1)**       * Supplier Payouts Report - redirects to the supplier payout report screen       * Expense Payouts Report - redirects to the expense payout report screen       * Income Report - redirects to the income report screen       * Profit & Loss Report - redirects to the profit & loss screen.       * Scratch Card Report - This opens a screen with 2 dynamic tabs: "Sales Declaration Report" & "Scratch Card Stock Report", with “Sales Declaration Report” tab set as the default tab that appears first. **(covered in later phase, so not there in R1)** * **Then** I should be able to navigate to the relevant screens in the reports module.  Acceptance Criteria 03:  * **Given** that to access the user Control module and its components * **When** the user click on the “User Control” from the side bar,   + When "User Control" is clicked, it should expand to reveal its subcategories, each of which may further display additional subcategories:     - Role Management - In the screen there will be two section as users and User roles * **Then** the user should be able to navigate to the relevant screens in the user control module.  Acceptance Criteria 04:  * **Given** that to access the Settings module and its components * **When** the user click on the “Settings ” from the side bar,   + When "Settings" is clicked, it should expand to reveal its subcategories, each of which may further display additional subcategories:     - Store settings - In the screen wll show the overview of the store settings * **Then** the user should be able to navigate to the relevant screens in the Settings module.  Acceptance Criteria 05:  * **Given** that to access the Human Resources module and its components * **When** the user click on the “Human Resources ” from the side bar,   + When "Human Resources" is clicked, it should expand to reveal its subcategories, each of which may further display additional subcategories:     - Employee - This screen will shows the overview of the employees     - Add Employee - This screen navigate to the add employee screen to add a new employee * **Then** the user should be able to navigate to the relevant screens in the Human Resources module | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | Account Setup/ Signup | **User story ID** | EBOS\_001 |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** | Estimated effort to build this user story. | | |
| **User story** | * **As a** user (ideally a store owner/ manager), * **I want to** to create my account as a valid store manager member with Ebos, * **So that** I can sign up for Ebos & use the web application to streamline operations | | |
| **Acceptance Criteria** | Acceptance Criteria01:  * **Given that** to sign up for Ebos * **When I** visit the Ebos web browser/ corporate website, I should be able to be redirected to the Ebos web portal, * I should clearly see the sign up button on the website along with a login button. * I should be able to access the Signup button, and   + - Be redirected to the “Get Started“ interface where the user will be redirected to the sign up flow. * I should be able to access the Login button, and   + - Be redirected to the unique / specific store’s URL login web portal screen.     - A unique URL for that store will be created each time once a store has signed up. The unique URl will be as with the business name.Eg:If the business/store name is Codelantic , then the URL will be as codelantic.ebos.com Hence when login is clicked from the corporate website, users will be redirected to that specific URL login web portal page.     - Then I can either login using my valid credentials * **Then** I can access the app and use it to streamline operations.  Acceptance Criteria02:  * **Given that** I have clicked the sign up button on the corporate site * **When I** (as a first time user), I should land on the splash screen / landing page, * I should have landed on an intuitive user-friendly and easily navigable splash screen design. * On the Top Left side of the screen, the Ebos logo should be displayed promptly. **This should be repeated in each and every screen further on.** * There is a statement in the middle of the screen as “**One App to Streamline All Your Business Operations**” in bold. * Under this, there is a small descriptive sentence as follows: “Effortlessly Manage Single or Multiple Businesses: From scheduling and task management to payroll and sales tracking and many more in a single centralised platform”. * Under this descriptive sentence and the image, there is a button called “Get Started”. * An image of a dashboard is available in the middle under the “Get Started” button. * **Then** I can click the “Get Started“ button and it should be directed to the login page.  Acceptance Criteria03:  * **Given that** I want to be redirected to the login page * **When I** click the “Login” button in the corporate website, or open my Ebos web app portal, * Each time I open the web app, I should be redirected to the login page. And remember that the user will be automatically logged out after 3-4 minutes of inactivity. * There should be a pop-up screen for me to enter my login details. * Inside the middle of the pop-up screen, there is a circular clickable button stated as “Clock in” with a clock icon inside it, which is a faster way of clocking in, acquiring breaks, resuming work or clocking out. (**This functionality will be continued in a later release**). * Inside the middle of the pop-up screen, there is a sentence in bold as “Enter your login details”. * Under this, it should say “Welcome!” * Under this sentence, there should be a field for me to enter my “User ID” and “Password” and the screen should provide me with the normal keyboard when trying to enter details for the fields. * The credentials for logging in, including the User ID and password, should match those chosen by the user during the signup process. * This User ID & Password should be used at all times during every login. * Under the password field there should be a “Forgot Password” link where once clicked should be redirected to the process of changing the password. * There should be a “Sign In” button under these fields to successfully login to the system if user credentials are valid. * There should be a “Don’t have an Account? Sign up” link under this for users to sign up with Ebos successfully. * When users click on the sign up button they should be redirected to the Manager’s/ Partner portal’s sign up process. * **Then** I can click the “Sign Up“ link and complete the process of signing up and creating an account with Ebos.  Acceptance Criteria04:  * **Given that** I want to create an account, * **When** Iclick on the “Sign Up” button in the corporate website or the sign up link in the login screen, * I should be redirected to the “Get Started” interface and then once I click the get started button, I should be redirected to the screen to enter my business email address. * There should be a pop-up with the email icon within the top of the pop-up screen, for me to enter my business email address. * Under the email icon, inside the middle of the pop-up screen, there is a sentence in bold as “**Enter your email**”. * Under this, it should say “Let’s create your account” * Under this sentence, there should be a field for me to enter my “Business Email”. * There should be a checkbox for me to tick to confirm with   “I agree to the EBOS **Terms** & **Privacy Policy.**”   * Terms & Privacy Policy once clicked, should be redirected to the necessary pages for users to view the guidelines regarding these sections before agreeing. * There should be a “Submit” button to save my email address and get redirected to the next page.  | **Fields** | **Validations** | **Mandatory** | | --- | --- | --- | | Business email | Relevant email with @sign | Yes |  * The email address should be accurate and should contain the relevant email with the @ sign. * If an existing business email is entered, the system should be able to promptly display an error message as “Please enter a different email address, as the one provided is already in use.” * After I click on the “Submit” button I should be able to receive the OTP verification code to successfully validate my email address. * **Then** I can click the “Submit” button and successfully validate my business email address to continue creating my account. * **Then** I can move on to the next screen to enter my OTP verification.  Acceptance Criteria05:  * **Given that** I want to access the OTP verification code, * **When** I click the “Submit” button, * I should be capable of receiving an email template containing the OTP verification code sent to the business email previously entered. * The email is sent from the platform, ensuring trust and legitimacy. * The email generated should have a subject as “🔃OTP Verification for Your Ebos Account! 🔑”` * The email contains a heading/ title as follows “Hello 👋” * The email should contain a brief and friendly message explaining the purpose of this email as follows: “To proceed further with your registration process please enter the OTP.” * Next the email should display a sentence as “Here is your OTP password to validate your email address!” and the email should present the user with the 4 digit OTP Password that can be found easily within the email body.   + - This OTP verification is auto generated by the system and must be 4 digits. * The email should state the minutes this OTP verification will be valid for the user as this is important as follows: “This Verification number is only valid for 5 minutes.” * Finally the concluding sentence is as follows “We're eagerly looking forward to having you onboard!” * The email includes visual cues, such as logo and branding to reinforce its authenticity. * The footer of the email should contain the following: * “AUTOMATED EMAIL. DO NOT REPLY” * Ebos Logo * Social media links such as twitter, instagram, facebook & linkedin * Copyrights. * **Then** Ishould be able to successfully access the OTP verification to validate my email address before continuing to create my account.  Acceptance Criteria06:  * **Given that** I want to enter the OTP verification received, * **When I** access the application again, * There should be a pop-up screen with the email icon within the top. * Inside the middle of the pop-up screen, there is a sentence in bold as “Verify Your Email”. * Under this, it should say “Please enter the 4-digit code we sent to [your@mail.com](mailto:your@mail.com). ” * Under this sentence, there should be a field for me to enter my OTP verification code and the screen should only provide me with the digit keyboard along with an undo button. * Then I should be able to see the real count down from 5 minutes until the timer runs out with the option to resend the code as follows: “Didn’t get a code? **Resend Code in 2.57**” * There is a “submit” button at last to submit the OTP verification. * If I enter an incorrect OTP verification and try to submit, then I should be able to receive an error message as “Incorrect code, please enter the valid code that was sent to [our@mail.com](mailto:your@mail.com)” * **Then** I can click the “Submit” button & successfully be redirected to the next screen to create the account.  Acceptance Criteria07:  * **Given that** to create the account details * **When I** arrive at the create your account screen, * Redirected to the screen/ page to enter my relevant details & create my account. * Initially there should be a pop-up with the heading as “Create your account”. * Under this sentence, there should be four fields to enter as:   + - Username     - Password     - Confirm Password     - Mobile number       * Users should have the option to choose from a dropdown menu containing all 195 countries, each accompanied by its respective name and flag.       * Upon selection, the chosen flag should be displayed in the left corner of the field box.  | **Fields** | **Mandatory** | **Validations** | | --- | --- | --- | | Username | Yes | * Minimum 1 to maximum 20 characteristics * Should not be empty or contain any spaces or any special characters. | | Password | Yes | * Minimum 4 to maximum 12 characteristics * Must be at least 4 digits * Should not contain any spaces and should not be empty. | | Confirm Password | Yes | * Must be the same as the one entered in the Password field. | | Mobile Number | Yes | * Maximum number of digits differs from the county code selected. * Cannot be left empty. |  * If the user enters a password surpassing the above mentioned validation threshold, then an appropriate error message will be displayed as “Please enter a password that follows the below validations: - Minimum 4 to maximum 12 characteristics * Must be at least 4 digits * Should not contain any spaces and should not be empty” * There should be a “Start” button. * **Then** I can click the “Start” button, and be redirected to the login page to enter my Ebos account. | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | Login | **User story ID** | EBOS\_002 |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** | Estimated effort to build this user story. | | |
| **User story** | * **As a** store owner/ user, * **I want** to log in to the Ebos application with my relevant credentials, * **So that** I can access my portal and manage my store activities successfully. | | |
| **Acceptance Criteria** | Acceptance Criteria01:  * **Given** that to receive a confirmation * **When I** finalize my create account process, * The system should be able to generate an email ensuring trust and legitimacy with the following mentioned context: * The email generated should have a subject as “Your Account is now completed! 📧🔑” * The email contains a heading/ title as follows “Dear <<relevant user's first name>>, Congratulations! 🎉Your <<relevant store name>> Ebos Account has been successfully created! 🔐” * The email should contain a brief and friendly message welcoming the user as: “We're thrilled to have you on board! 🚀 Our team is currently in the process of reviewing your documents and will verify them shortly. In the meantime, we invite you to log in to your account and explore the full range of EBOS features.” * The users must be able to find the login button to be redirected to the Ebos app’s login interface as follows: “To access your account, simply click on the button below:   login to your account”   * The email must next display the help section as follows: “If you have any questions or concerns regarding your Ebos account, please feel free to contact our team by using the link here.” * Once this link is clicked, I should be redirected to the support section in the Ebos Application/ corporate website to request help from the super admins. * The email concludes with “Get ready to streamline your business operations like never before! Thank you for joining us on this journey! We look forward to working together.” * The email includes visual cues, such as logo and branding to reinforce its authenticity. * The footer of the email should contain the following: * “AUTOMATED EMAIL. DO NOT REPLY” * Ebos Logo * Social media links such as twitter, instagram, facebook & linkedin * Copyrights * **Then** I should be able to click the link and be redirected to the login interface to enter the valid credentials or redirected to the splash screen.  Acceptance Criteria02: **This should be continued in the later phase when developing the mobile application! For the web portal the users must be straight away redirected to the login interface**   * **Given that** I access the Ebos application * **When I** (as a first time user) opens the app right after its accessed, I should land on the splash screen / landing page, * I should have landed on an intuitive user-friendly and easily navigable splash screen design. * On the Top Left side of the screen, the Ebos logo should be displayed promptly. **This should be repeated in each and every screen further on.** * There is a statement in the middle of the screen as “**One App to Streamline All Your Business Operations**” in bold. * Under this, there is a small descriptive sentence as follows: “Effortlessly Manage Single or Multiple Businesses: From scheduling and task management to payroll and sales tracking and many more in single centralized platform”. * Under this descriptive sentence and the image, there is a button called “Get Started”. * An image of a dashboard is available in the middle under the “Get Started” button. * **Then** I can click the “Get Started“ button and it should be directed to the login page.  Acceptance Criteria03:  * **Given that** I want to log into the app, * **When I** get redirected to the login page from corporate website or open my Ebos web app portal, * Each time I open the Ebos application I should be redirected to the login page. And remember that the user will be automatically logged out after 3-4 minutes of inactivity. * There should be a pop-up screen for me to enter my login details. * Inside the middle of the pop-up screen, there is a circular clickable button stated as “Clock in” with a clock icon inside it, which is a faster way of clocking in, acquiring breaks, resuming work or clocking out. * Once this icon is tapped, I should be redirected to the external clock interface to simply start my real time tracking without having to login to access this functionality. **(This functionality will be available in R2)** * Inside the middle of the pop-up screen, there is a sentence in bold as “Enter your login details”. * Under this, it should say “Welcome!” * Under this sentence, there should be a field for me to enter my “User ID” and “Password” and the screen should provide me with the normal keyboard when trying to enter details for the fields. * The User ID is the username that was set up during my account setup process. * The password is the same password that was set up during my account setup process. * This User ID & Password should be used at all times during every login. * The User ID should be visible when entering however the Password should be encrypted and should not be visible to me while entering. * The system will be able to validate the staff’s login credentials by considering the User ID & corresponding Password.  | **Fields** | **Mandatory** | **Validation** | | --- | --- | --- | | User ID | Yes | * Minimum 1 to maximum 20 characteristics * Should not be empty or contain any spaces or any special characters. | | Password | Yes | * Should be a minimum of 4 characters and maximum of 12 characters. * Must be at least 4 digits * Should not contain any special characters or spaces or be empty. |  * If the user ID or password entered are incorrect, the system should display an appropriate error message as “Invalid credentials, please ensure to enter the correct credentials”. * Under the password field there should be a “Forgot Password” link where once clicked should be redirected to the process of resetting the password. * There should be a “Sign In” button under these fields to successfully login to the system if user credentials are valid. * There should be a “Don’t have an Account? Sign up” link under this for users to sign up with Ebos successfully. * When users click on the sign up button they should be redirected to the Manager’s/ Partner portal’s sign up process. * **Then** I can click the “Sign In“ button and I should be redirected to the dashboard page upon successful login.  Acceptance Criteria04:  * **Given that** I want to be able lo lock my account * **When I** enter my password/ User ID three consecutive times, my account is automatically locked, * Upon the third consecutive incorrect entry, the system displays an error message: * "The Credentials you entered are invalid. Your account will be blocked due to three invalid login attempts, and you will not have access to the account again." * Upon the display of the error message, the system initiates the account locking process. * The account is locked immediately, preventing any further login attempts by the user, until the admin from their side unlocks the particular user. * To unlock the account, the user must contact the super admin from their side either using the support section or hotline number. * They cannot reset the password at this stage until the admin unlocks their account. * The manager or administrator verifies the user's identity and reasons for the lockout. * Once verified, the admin initiates the unlocking process from their side. * After they unlock the user’s particular account only the manager is able to login again using the valid credentials. * **Then I** should be able to get access to my account and login successfully.  Acceptance Criteria05:  * **Given that** to receive the relevant login credentials along with the clocking in/out details as a staff member, * **When I** have been successfully onboarded as a staff member, * The system should be able to generate another email with the following mentioned context: * The email is sent from the store manager’s platform, ensuring trust and legitimacy. * The email generated should have a subject as “Your Account is now Verified! Login Details Inside! 📧🔑” * The email contains a heading/ title as follows “Congratulations! 🎉Your <<relevant store name>> Ebos Account has been successfully verified! 🔐” * The email should greet the relevant staff member as follows: “Dear <<relevant staff name>>, ” * The email should contain a brief and friendly message welcoming the user and explaining the purpose of this email as follows: “Thank you for verifying your email account! To Login into your <<relevant store name>> Staff Account, please find your credentials below:” * The following details are promptly displayed to be easily found and used.   + - User ID: [Unique User ID/Code]     - Password: [Unique Password, Sent Securely]     - Store ID: [Unique Code according to branch]     - Clocking in/out PIN: [Unique PIN Number] * Under the credentials, there is a message in brackets to ensure why we need the clocking in/out PIN code as follows: “(You must use the provided PIN Number when clocking in/out.)” * The User ID is securely set by the store manager and can be any amount of length that the manager wishes to declare it on. * For example, store managers can set the user ID as the name (letters only), or email address (characters + digits) or a 4 digit code (digits only), depending on the manager. * The User ID cannot be altered by the staff at all times only the store manager can & must be accurately entered to successfully login to the Ebos App. * The password is securely set by the store manager and is of an appropriate length for enhanced security as it should be 4-12 characteristics. * Remember the password must be minimum of 4 characters & maximum of 12 characters.   + - Can contain special characters/ symbols     - Must be at least 4 digits     - Must contain at least one letter in capital * The password must be entered along with the accurate User ID for a successful login each time. * The Store ID is set to be auto generated and must be unique for the different store branches/ locations. * The store ID should be a maximum of 4 characters. Cannot be empty. * Then a particular store ID will be assigned according to the specific branch the staff is working at. * Remember this is only needed for the staff when trying to perform external clocking without having to login. * When initially "clocking in," the staff can input the valid Store ID, which the system will thereafter retain as a predefined field for subsequent entries. * The Clocking in/out PIN is auto generated by the system securely from the store manager’s side and is an appropriate length for enhanced security and uniqueness as it should be maximum of 4-6 digits. * Remember that this Clocking in/out PIN cannot be altered by the staff at all times & can be used when a staff wants to clock in externally without having to login to the app.  | **Fields** | **Mandatory** | **Validation** | | --- | --- | --- | | User ID | Yes (in login screen) | * Can be set as any amount of characters or digits only by the manager. * Should not be empty or contain any spaces or contain any special characters. | | Password | Yes (in login screen) | * Should be a minimum of 4 characters and maximum of 12 characters. * Can contain special characters/ symbols * Must be at least 4 digits * Must contain at least one letter in capital * Should not have spaces or be empty. | | Store ID | Yes (in external clock-in page) | * The store ID should be a maximum of 4 characters. Cannot be empty. | | Clocking in/out PIN | Yes (in external clock-in page) | * Should be a minimum of 4 digits and maximum of 6 digits. * Must be at least 4 digits. |  * The users must be able to find the button to be redirected to the Ebos app’s staff login interface by a click of a link as follows: “To access the Staff Portal, simply click the following link to log in:   Login to your account”   * The email must next display the help section as follows: “If you have any questions or concerns regarding your account, please feel free to contact your manager.” * Under this, I should be able to access the help section from super admins of the Ebos application as follows: “If you have any general inquiries regarding your Ebos application, please contact us.” * Once this link is clicked, I should be redirected to the support section in the Ebos Application/ corporate website to request help from the super admins. * The email concludes with “Thank you for joining us on this journey! We look forward to working together.” * The email includes visual cues, such as logo and branding to reinforce its authenticity. * The footer of the email should contain the following: * “AUTOMATED EMAIL. DO NOT REPLY” * Ebos Logo * Social media links such as twitter, instagram, facebook & linkedin. * Copyrights * **Then** I should be able to click the link and be redirected to the login interface to enter the valid credentials or redirected to the splash screen. | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | Forgot Password | **User story ID** | EBOS\_003 |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** | Estimated effort to build this user story. | | |
| **User story** | * **As a** user, * **I want** to be able to reset my password if I have forgotten the pin number during my login process, * **So that** I can have secure access to my application even though I have forgotten my pin number. | | |
| **Acceptance Criteria** | Acceptance Criteria01:  * **Given that** I land on the login page, * **When I** click the “Forgot Password” link, * I should be promptly redirected to a pop-up screen with the email icon within the top of the screen to enter my business email address. * Under the email icon, inside the middle of the pop-up screen, there is a sentence in bold as “**Enter your email**”. * Under this, it should say “Please provide your linked business email." * Under this sentence, there should be a field for me to enter my “Business Email”. * This Business email address should be the same business email address the store manager used to onboard/ add the employee from the store manager’s side. * There should be a “Submit” button to save my email address and get redirected to the next page to enter the OTP verification. * The email address should be accurate and should contain the relevant email with the @ sign.  | **Fields** | **Mandatory** | **Validations** | | --- | --- | --- | | Business email | Yes | Relevant email with @sign |  * If an incorrect address is entered without @sign or an email that's not the same business email address given to the manager, I should be able to promptly view the error message as “Invalid email address, please enter the valid business email address” and be able to enter again. * **Then** I can click the “submit" button to move on to the next screen to enter my OTP verification.  Acceptance Criteria02:  * **Given that** I have successfully entered my valid business email address, * **When I** have access to the email, I should be able to receive the OTP verification via my business email * The email is sent from the platform, ensuring trust and legitimacy. * The email generated should have a subject as “🔃Reset Password - OTP Verification for Your Ebos Account! 🔑” * The email contains a heading/ title as follows “Dear <<particular user's first name>>,” * The email should contain a brief and friendly message explaining the purpose of this email as follows: “Here is your OTP to validate your email address!” * Next the email should present the user with the 4 digit OTP Password that can be found easily within the email body. * This OTP verification is auto generated by the system and must be 4 digits. * The email should state the minutes this OTP verification will be valid for the user as this is important as follows: “This Verification number is only valid for 5 minutes.” * The email includes visual cues, such as logo and branding to reinforce its authenticity. * The footer of the email should contain the following: * “AUTOMATED EMAIL. DO NOT REPLY” * Ebos Logo * Social media links such as twitter, instagram, facebook & linkedin. * Copyrights * **Then I** should be able to successfully receive the OTP verification to validate my email address before resetting my password.  Acceptance Criteria03:  * **Given that** I want to enter the OTP verification received, * **When I** access the application again or when I click the link in the email template, * There should be a pop-up screen with the email icon within the top. * Inside the middle of the pop-up screen, there is a sentence in bold as “Verify Your Email”. * Under this, it should say “Please enter the 4-digit code we sent to [your@mail.com](mailto:your@mail.com). ” * Under this sentence, there should be a field for me to enter my OTP verification code and the screen should only provide me with the digit keyboard along with an undo button. * Then I should be able to see the real count down from 5 minutes until the timer runs out with the option to resend the code as follows: “Didn’t get a code? **Resend Code in 2.57**” * There is a “submit” button at last to submit the OTP verification. * **Then** after I click the “Submit” button I should be able to successfully be redirected to the password change page.  Acceptance Criteria04:  * **Given that** I have successfully entered the OTP verification code, * **When I** land on the password change interface, * There should be a pop-up screen with lock icon to enter the relevant details * Inside the middle of the pop-up screen, there is a sentence in bold as “Change your password”. * Under this, it should say “Please enter the new password”. * I should be able to view two fields to enter the following details: * New Password : securely being able to enter the new password * Confirm Password: confirm the same password as a confirmation requirement  | **Fields** | **Validation** | **Mandatory** | | --- | --- | --- | | New Password | * Should be a minimum of 4 characters and maximum of 12 characters. * Must be at least 4 digits * Should not contain any spaces and should not be empty. | Yes | | Confirm Password | - This field should be the same as the “New Password” field | Yes |  * The two fields should be encrypted and should not be visible to me while entering. * If the new password entered does not correspond with the validations mentioned above, the system should promptly display an appropriate error message as “Incorrect Password. Kindly adhere to the specified criteria when setting the new password.” * In the confirm password field, if I enter a password that is not the same as the previous password entered, the system should promptly display an appropriate error message as “Invalid password, please enter the same password as entered in the new password field.” * The unique User ID & New Password should be used at all times during every login. * There should be a “submit” button to save the new credentials associated with this user ID and be redirected to the login page. * **Then** after I click the “Submit” button I should be able to successfully confirm the reset password is confirmed.  Acceptance Criteria05:  * **Given that** I have successfully changed my password, * **When** I click the “submit” button, i should receive the confirmation email to my business email,   + The email is sent from the platform, ensuring trust and legitimacy.   + The email generated should have a subject as “Your Password Has Been Changed”   + The email contains a heading/ title as follows “Hi [User's First Name], Password Change Confirmation!”   + The email should contain a brief and friendly message explaining the purpose of this email as follows: “Your password has been successfully changed. If you made this change, no further action is needed. You can now use your new password to log in to your account.”   + The email should contain a shortcut to redirect the users to the login page with the click of the login button as follows: “Login to your account”   + Next the email should state the link to the forgot password page and contact us page as follows: “If you did not request this change, please reset your password immediately or contact us”   + The email includes visual cues, such as logo and branding to reinforce its authenticity.   + The footer of the email should contain the following:     - AUTOMATED EMAIL. DO NOT REPLY”     - Ebos Logo     - Social media links such as twitter, instagram, facebook & linkedin.     - Copyrights   + With *reset your password link,* i should be redirected to the provide business email address screen. * **Then** I should be able to confirm that my pin number was changed successfully considering security purposes. | | |
|  | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | Suppliers | **User story ID** | EBOS\_005 |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** | Estimated effort to build this user story. | | |
| **User story** | **As a** owner / user,  **I want** to customize the forms to enter details about supplier visits, payouts, and payments,  **So that** accurate records can be maintained by the staff members | | |
| **Acceptance criteria** | Acceptance Criteria 01:  * **Given that** to access the supplier declaration in the system from purchase component, * **When** I click on “Supplier Overview” menu option option from the left side navigation bar, * I should be redirected to the supplier overview screen with a dynamic tab at the top. This tab will include drop-down menus specific to the supplier module as seen in the left side menu bar. * The dynamic tab is divided into three sections, each providing access to specific screens. Clicking on any of these tabs will redirect you to the corresponding screens as follows:   + - Supplier Overview - default tab which gives access to the transaction table.     - Add New Transaction - which redirects the users to add a new transaction checklist page, where staff can add information about a particular transaction that was made by them which will be represented in the table.     - Supplier List - once clicked will redirect to the settings page with the table view of the existing suppliers. * There is a button called “Add New Transaction” at top right which will only be accessible for the privileged users. * There is a search function available to filter the table by unique supplier name or supplier ID, requiring at least 3 keywords to list down the relevant supplier code or name. * Next to the search function, there are two icons:   + - Print - should be able to print the table content as it is. **This will be covered in a later phase.**     - Download - should be able to download the table view in a CSV format. (Should follow the same format/ columns as the table & should download until the “Reconcile” column).       * **THE BULK DOWNLOAD should be as follows:**       * With the bulk download,  1. I should be able to download a zip file which contains the root folder name same as the zip file. (the name of the zip file should be in the format of “Supplier Overview\_Start Date To End Date” for example, “Supplier Overview\_ 02 April, 2024 To 23 April, 2024”).   Inside the zip file there is an audio file in mp3.  In the CSV file (the file name format is Supplier Overview\_Start Date To End Date” for example, “Supplier Overview\_ 02 April, 2024 To 23 April, 2024”), up to the “Reconcile” column will be present. There will be three columns in the order of “Delivery Note Images”, “Invoice Images”, & “Credit Note Images”. The 3 columns will represent:   * For “Invoice Images”, & “Credit Note Images” columns, should display the unique barcodes/ names assigned by the system to the images when the user has uploaded in the format of “Invoice Number/credit note number\_Supplier Name” for each transaction row.   + If multiple images are uploaded in a single transaction, each image name should be separated by a comma and include the the count as “image <<count>>”, where the <<count should start with 2>>. (This approach makes it easier for users to identify which images correspond to each transaction).     - For example, Invoice Images: in the format of “1001\_AGM Bakery.jpeg, 1001\_AGM Bakery\_image 2.jpeg”     - For example, credit note images: in the format of “130\_AGM Bakery.jpeg, 130\_AGM Bakery\_image 2.jpeg” * For “Delivery Note Images” should display the unique barcodes/ names assigned by the system to the delivery note images while uploading the images for each transaction row.   + If multiple images are uploaded in a single transaction, each image name should be separated by a comma and include the count as “image <<count>>”, where the <<count should start with 2>>. (This approach makes it easier for users to identify which images correspond to each transaction).     - For example, Delivery Note Images: in the format of “deliverynote.jpeg, 1001\_AGM delivery\_image 2.jpeg”   Inside the root folder there will be folders categorised of based on each Supplier Name completed for separate dates & times (for a selected date range, there will be multiple folders for the same supplier name different date & times. But if only single date, then only one supplier folder) in the format of “Supplier Name\_Date & Time” for example, “Ceylon Electricity\_09 April, 2024 18:00”.  Each of these sub folders will contain 3 folders as “Invoices”, “Credit Notes” & “Delivery Notes”.   1. Inside the “Invoices” folder - will contain the images with the corresponding name associated under the column “Invoices Images” in the CSV file. 2. Inside the “Credit Notes” folder - will contain the images with the corresponding name associated under the column “Credit Note Images” in the CSV file. 3. Inside the “Delivery Notes” folder - will contain the images with the corresponding name associated under the column “Delivery Note Images” in the CSV file.  * There is a table view of the supplier transactions with a filtration icon to filter the table. Next to the filter icon there are two buttons & a drop down icon:   + - Report - redirects to the “Supplier Report” screen.     - Customise Table - redirects to the pop-up to customise the table columns prior to displaying.     - Drop down - represents the “Only Send Invoice to third party” with a checkbox & “Exclude supplier from Ledger” with a checkbox.   + **Remember**: The buttons will only be available to the privileged users.   + **Only the privileged user will be equipped to view the supplier transaction table as well.** * **NOTE: This should repeat for all pages where tables in a page exceed more than 20 rows.** I should see a pagination below the table to view the table in different pages if there are more than 20 rows. * **Then** I can access the supplier module with the transactions table and the buttons to perform the necessary functionality.  Acceptance Criteria 02:  * **Given that** to view the existing supplier information, * **When** I click on “Supplier List” from the menu bar / tab, * I should be redirected to the page with the heading as “Supplier List”. * At the top I should be able to select the store to filter the table. Only the privileged users will have access to select multiple stores (or select all stores option) and filter the table. For unprivileged users, the assigned store name during the creation of their employee profile will be displayed here and prevent them from altering it. * This page will showcase the existing suppliers in a table as below,   + The first column being the “Row No” where the system automatically assigns numbers in ascending order for the rows.   + The second column being the “Main Category” which displays the corresponding supplier’s category.   + The third column being the “Supplier Name” which displays the corresponding supplier’s name   + The fourth column being the “Supplier ID” which displays the supplier name’s associated code   + Fifth column being the corresponding “Icon” of the supplier   + And last column being the “Actions” that can be performed on each supplier row as below,     - Toggle button - to enable or disable the whole supplier type, where if the toggle is set to disable then the relevant supplier will be hidden from the staff.     - Settings icon - to be taken to the screen where you can view additional details about the individual supplier, including their supplier basic information, & payment settings, and assigned checklist. The user will have the capability to edit existing supplier information in this screen. *(Explained in acceptance criteria 04).*   + **Remember** - when a particular supplier is disabled in this table, this supplier’s existing / previous transactions will remain within the system and shown in the supplier transactions table but in the future it will no longer be available for users to perform transactions. * I should have the following pagination options at the bottom right corner after the table, after displaying the maximum rows according to page responsiveness and should remain visible and consistent across all the pages related to settings. * I am able to see page jumpers in numbers from 1 to 3 where I can click on one and have the content of the table be displayed for that page. * There are previous and next options at the sides to move along the pages. * At the top of the table, there is an “Add New Supplier” button where once clicked I will be redirected to a page to add a new supplier category along with its information and own checklist. * Next to this button, I should see the “Reconciliation Settings” button, where once clicked I will be redirected to the reconciliation module page to customise what types of reconciliation can be performed on supplier modules such as (Daily, Weekly, Monthly, Quarterly or Yearly). * **Then** I can view existing supplier information, access the existing supplier’s information and add new suppliers for the system.  Acceptance Criteria 03:  * **Given that** to add a new supplier, * **When** I click on the “Add New Supplier” button from the “Supplier List” screen, * I should be redirected to a pop-up screen with the heading as “Add New Supplier Category” with a cancel button at the top right corner. * There is a dynamic tab divided into three sections, each providing access to specific screens. Clicking on any of these tabs will redirect you to the corresponding screens as follows:   + - Basic Information - displays fields to activate or deactivate for supplier checklist     - Payment Settings - It displays options to enable or disable drop-down menus for certain fields, applies conditional filters, and dynamically adjusts the attributes in the form settings screen.     - Form Settings - displays fields to activate or deactivate attributes for the checklist  1. By default, users will initially land on the "Basic Information" tab. Here, they can create the supplier & they will find three drop-down menus. Clicking on each drop-down will expand it to reveal specific fields that can be filled accordingly or left blank.  * First there are three fields that needs to be filled by the privileged user:   + The following fields must be filled by the privileged user in order to add the income category.     - Store - the user must be able to select a store the particular supplier can be assigned to.       * Lists down all the store locations / branches       * The user can select only one store.       * Only privileged users can access the drop down options & unprivileged users will see the pre-selected option in the field box.     - Main Category     - Supplier Name     - Supplier ID     - Upload Icon - Users can upload an icon that allows the format of \*.jpeg, \*.jpg, \*.png. The selected icon will then appear in the field box.     - Recurring Type       * Below table shows validations for the fields to be entered by the staff in the checklist form if the particular fields are set as ‘on’.  | **Fields** | **Validation** | | --- | --- | | Main Category | **Drop down**   * **Only a single selection is possible.** * Initially will only contain all the common main categories for the selected stores. * The user has the option to add new category types by clicking the "Add New" button. * Once the user clicks on "Add New", they will be directed to a pop-up screen displaying the following: * Enter the main category name in the text field * Click on the "Save" button to confirm the addition. * After clicking "Add" the newly added category type will be listed in the drop down & saved against all the selected stores. | | Supplier Name | Minimum of 6 characters and maximum of 24 characteristics. | | Supplier ID | Minimum 3 varchar and maximum of 8 varchars | | Upload Icon | Represented by download icon.   * Allows the format of \*.jpeg, \*.jpg, \*.png. * Allows you to open up the camera, take a picture and upload it. * Allows for multiple images to be uploaded. * If the user tries to upload a file of an unsupported type, a validation message should appear: "Only PDF, DOC, DOCX, JPG, and PNG files are allowed." | | Recurring Type | **Dropdown**   * Can only select one from the below options:   + None   + Daily   + Weekly   + Monthly   + Quarterly   + Yearly |  * + ***The three dropdowns are by default not extended.***   + ***First dropdown*** known as ***“Contact Details”*** extends to the subsequent fields, each initialised to be entered by the privileged user,     - Door No     - Address 1     - Address 2     - City/ Town     - Postal / Zip Code     - Country     - Email address     - Phone numbers  | **Fields** | **Validation** | | --- | --- | | Door No | Minimum 3 digits & maximum 10 digits | | Address 1 & Address 2 | Minimum of 10 to a maximum of 200 characteristics. | | Country | Minimum of 10 to a maximum of 100 characteristics. | | City / Town | Minimum of 10 to a maximum of 50 characteristics. | | Postal / ZIP Code | Check against every country code. | | Email Address | Allows for relevant email with @sign. | | Phone Numbers | Maximum number of digits differs from the county code selected during the signup process.   * Can add multiple phone numbers and should be separated by a comma. * The Country code depends on the code selected at sign up process as this will be repeated everywhere concerning phone numbers. |  * + - * + The privileged users who have access to create a new supplier/ expense can fill these details or leave the fields blank if there are no details to be filled.   + ***Second dropdown*** known as ***“Primary Contact”*** extends to the subsequent fields, each initialised to be entered by the manager,     - First Name     - Last Name     - Email     - Phone/ Mobile  | **Fields** | **Validation** | | --- | --- | | First Name | Minimum 0 to maximum 50 characteristics | | Last Name | Minimum 0 to maximum 50 characteristics | | Email | Allows for relevant email with @sign. | | Phone/Mobile | Maximum number of digits differs from the county code during the signup process. |  * + - * + The privileged users who have access to create a new supplier/ expense can fill these details or leave the fields blank if there are no details to be filled.   + ***Third dropdown*** known as ***“Bank Details”*** extends to the subsequent fields, each initialised to be entered by the manager,     - Bank Name     - Account Name     - Account Number     - Sort Code     - IBAN * Below table shows validations for the fields to be entered by the staff in the checklist form if the particular fields are set as ‘on’.  | **Fields** | **Validation** | | --- | --- | | Bank Name | * Maximum of 24 characters (can enter less than 32) * Cannot contain any special characters & left empty | | Account Name | * Maximum of 32 characters (can enter less than 32) * Cannot be left empty & cannot contain any special characters | | Account Number | * Maximum of 12 digits (can enter digits less than 12 according to the bank) * Cannot be left empty & contain any special characters | | Sort Code | Minimum 0 and maximum of 6 digits | | IBAN | Minimum 0 and maximum of 22 characters |  * + - * + The privileged users who have access to create a new supplier/ expense can fill these details or leave the fields blank if there are no details to be filled. * At the bottom of the screen there are two button as:   + - Cancel - once clicked will be redirected to the previous screen either being supplier list or supplier transaction screen.     - Next - redirect to the next corresponding page to configure the settings for the supplier. * All the configured fields will be saved when clicking the “Next” button.  1. Users can redirect to the "Settings" tab. Here, there are two sections. Under each section there are parts that can be activated.    * In default all the section’s toggles will be set ‘Off’ and the users can enable the toggles, tick checkboxes that are necessary & if the toggle is disabled then the ticked checkboxes should be saved but the component will be deactivated & it will not be represented in the ‘Form Settings’    * ***First section*** known as ***“Payment Settings”*** extends to the subsequent sections,  * Payment Types - the privileged user can choose to activate or deactivate this field.   + - * Once the toggle is set ‘On’, the relevant drop down list will be extended, else when set to ‘Off’, this section will not be extended. Additionally, if the toggle is set ‘On’, then this field should appear dynamically inside the “Form Settings” page at the “Payment” segment.       * There is a information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Payment types’ for the users as “Please turn on this toggle if this supplier is related to a payment option. Select all the applicable methods of payments associated with this supplier & if the payment method you use is not in the list, please add your own.”       * After the toggle is enabled, the section will extend to the following predefined list of options with corresponding checkboxes that the user can select. The customised drop down list for payment types will be saved for this supplier and be displayed in the checklist form settings (Can select all that applies). The below 4 will be **predefined within the system and the user can add more to the list**:       * Cash Payment       * Card Payment       * Bank Transfer       * Check       * & users has the option to add additional payment types according to their preference by clicking the “Add New” button:   once clicked I will be redirected to a pop-up screen with the heading as “Add New” displaying the following:  Enter the new payment type in the designated text box next to the “Name”.  Click on "Add" to confirm the addition.  After clicking "Add," the newly added payment type will be listed within the payment types.  Each newly added payment type will include a checkbox, initially marked but can control whether it will appear in the drop down list or not.  **This will repeat in the Paid From section as well.**   * + - * + **Remember:** that if no “Payment type” is associated with a particular income or to dynamically appear in the “Form Settings”, this can be set ‘OFF’ with the toggle button. * Paid From/Received To - the privileged user can choose to activate or deactivate this field.   + - * Once the toggle is set ‘On’, the relevant drop down list will be extended, else when set to ‘Off’, this section will not be extended. Additionally, if the toggle is set ‘On’, then this field should appear dynamically inside the “Form Settings” page at the “Payment” segment.       * There is a information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Paid From/ Received To’ for the users as “Please turn on this toggle if this supplier is related to a payment option. Select all the applicable mechanisms of payments associated with this supplier & if the mechanisms you use are not in the list, please add your own.”       * After the toggle is enabled, the section will extend to the following **predefined list** (Safes, POS, Owner’s Fund) of options with corresponding checkboxes that the user can select (Can select all that applies).       * Safes - should dynamically list down all the safe categories that were configured at store settings       * POS - should dynamically list down all the POS categories that were configured at store settings       * Owner’s Fund       * & users has the option to add additional payment types according to their preference by clicking the “Add New” button:   **Same as mentioned under “1. Payment Types”**   * + - * + **Remember:** that if no “Paid From/Received To” is associated with a particular supplier or to dynamically appear in the “Form Settings”, this can be set ‘OFF’ with the toggle button.   + ***Second section*** known as ***“Other Settings”*** extends to the subsequent sections where the user can decide what fields should appear dynamically in the form settings screen i.e. set to ‘On’ by the toggle. * Only send Invoice to third party - the privileged user can tick from the below checkbox options:   + - * Once the toggle is set ‘On’, the relevant drop down list will be extended, else when set to ‘Off’, this section will not be extended.       * There is a information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Only send Invoice to third party’ for the users as "Please turn on this toggle to indicate if a supplier allows invoices to be sent to third parties. Select 'Yes' for suppliers that permit third-party invoice handling, and 'No' for those that do not. This selection will enable you to filter and identify suppliers who allow third-party invoicing in the supplier transaction table.”       * After the toggle is enabled, the section will extend to the following predefined list of options with corresponding checkboxes that the user can select (Can only select one choice)       * Yes - meaning can send the invoice to the third party so during filtration the suppliers/ expenses with the “Yes” option can be filtered.       * No - meaning cannot send the invoice to the third party during filtration (of the transaction table) the suppliers/ expenses with the “No” option can be filtered.         + **Remember:** if no “Send Invoice to third party” is associated with a particular supplier, this can be set ‘OFF’ with the toggle button. * Exclude supplier from ledger - the privileged user can choose from the below drop down options:   + - * Once the toggle is set ‘On’, the relevant drop down list will be extended, else when set to ‘Off’, this section will not be extended.       * There is a information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Exclude supplier from ledger’ for the users as "Please turn on this toggle to indicate whether a supplier should be displayed in the transaction table. Select 'Yes' for suppliers that you want to be shown in the table, and 'No' for those that you do not. This selection will allow you to filter suppliers, excluding those marked 'Yes' from the supplier transaction table.”       * After the toggle is enabled, the section will extend to the following predefined list of options with corresponding checkboxes that the user can select (Can only select one choice)       * Yes - meaning this supplier/ expense should be excluded from the transaction table when filtering the information.       * No - meaning this supplier/ expense should not be excluded from the transaction table when filtering the information.         + **Remember:** that if no “Exclude supplier from ledger” is associated with a particular supplier, this can be set ‘OFF’ with the toggle button. * Type of Transaction - the privileged user can choose to activate or deactivate predefined drop down options with a toggle button.   + - * Once the toggle is set ‘On’, the relevant drop down list will be extended, else when set to ‘Off’, this section will not be extended. Additionally, if the toggle is set ‘On’, then this field should appear dynamically inside the “Form Settings” page at the “Supplier Information” segment.       * There is a information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Type of Transaction’ for the users as "Please turn on this toggle if this supplier requires a purchase or visit field. Select all the applicable reasons for a visit associated with this supplier. If the reason you need is not listed, please add your own.”       * After the toggle is enabled, the section will extend to the following **predefined list(Delivery Note & Invoice)** of options with corresponding checkboxes that the user can select (Can select all that applies)       * Delivery Note → If this is ticked only the “Delivery” section drop down will be toggled on inside the ‘Form Settings’ page.       * Invoice → If this is ticked only the “Invoice” section drop down will be toggled on inside the ‘Form Settings’ page.         + **Remember:** that if no “Type of Transaction” is associated with a particular supplier, this can be set ‘OFF’ with the toggle button.  1. Users can redirect to the "Form Settings" tab. Here, they can turn on the toggles for the segments to expand each section, revealing the associated fields with checkboxes.    * There are 5 sections in this tab that users can activate to appear in the checklist for the particular supplier / expense.    * **Remember:** Once the toggle is set ‘On’, the relevant section will be extended, else when set to ‘Off’, the section will not be extended. Additionally, if the toggle is set ‘On’, then this section should appear dynamically inside the “Checklist” page along with the relevant fields that were checked/ activated during the creation of the particular supplier or expense.      + **Remember:** that if a particular segment is not associated with a particular supplier, this can be set ‘OFF’ with the toggle button, so the whole section will be deactivated. However the fields with the previous marked checkboxes should be saved within the system because when I turn on the toggle again I should be able to see them as marked.    * The ***first section*** is **“Supplier Information”**.      + By default this section will be disabled by the toggle button.      + There is an information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Supplier Information’ for the users as “Please turn on this toggle to activate this section for the supplier in the checklist form. This section includes fields for entering basic information during a visit. Select all applicable fields associated with this supplier.”      + Following are the list of fields that can be activated by marking the checkboxes next to each field, to be shown in the checklist.      + **NOTE:** when a particular field is marked, then that field automatically becomes a mandatory field for the staff.      + Below are the validations that the staff members need to follow when they are entering for the fields during a transaction.  | **Fields** | **Validation** | | --- | --- | | Representative Name | **Short Description**   * Minimum of 12 characters and maximum of 100 characters | | Date & Time | Represented by two fields, the first featuring a date field accompanied by a calendar icon, and the second presenting a time field with a clock icon.  **Calendar icon**   * Should open the calendar to choose a date   ***SHOULD FOLLOW THE FORMAT WHEREVER DATE IS USED, 02-April-2024***  **Clock icon**   * Should open the clock to choose a time   ***SHOULD FOLLOW THE 24 HOUR FORMAT WHEREVER TIME IS USED*** | | Type of Transaction   * This will dynamically appear if it was set ‘On’ from the “settings” page during the creation of the supplier/ expense. However users can customise according to what they prefer. * The list of the drop down options will dynamically appear with whatever that was checked/ marked. | **Drop down**   * Can select all that apply (multiselection). First lists the predefined two: * Delivery * Invoice   Then list the added ones:   * Maintenance or Service * Professional Services * Training and Development * Client Relations * Sales & Marketing * Operational visits * Compliance and Regulatory * Administrative Tasks | | Message to Manager | **Long Description**   * Minimum of 12 characters and maximum of 300 characters | | Audio to Manager | Represented with a mic icon  **Record and upload the vocal file**   * Be able to record the vocal within the system itself & upload that file. * Must be able to upload multiple audio files.   Should open the following pop-up UI when clicked on the microphone icon:   * Should be able to view the microphone icon from the system within using the microphone icon, where when the user clicks on the microphone the system will start recording automatically.   + Then the user can view the time duration it is being recorded for.   They can name the file by clicking on the edit icon.   * + If they havent added a name, the system will assign as “Record\_<<starting from 1>>.mp3”     - <<starting from 1>>, continues in ascending order for the uploaded files.   There is a section that will showcase all uploaded files in a list.   * There is a “Select All” checkbox to be able to select all the files in one go and either delete or download. * Displays all the uploaded files individually with a delete icon and download icon next to each image.   + - Delete icon will delete the uploaded files     - Download icon will download the selected files.     - Ability to make multiple selections for the files at once and do bulk download or bulk delete. |  * + The ***second section*** is **“Delivery”** with its own list of fields.     - By default this section will be disabled by the toggle button.     - There is an information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Delivery’ for the users as “Please turn on this toggle to activate this section for the supplier in the checklist form. This section includes fields for entering regarding a delivery note during a visit. Select all applicable fields associated with this supplier.”     - Following are the list of fields that can be activated to be shown in the checklist which will be visible to users who have the privilege to add a new transaction.     - **NOTE:** when a particular field is marked, then that field automatically becomes a mandatory field for the staff.     - Below are the validations that the staff members need to follow when they are entering for the fields during a transaction.  | **Fields** | **Validation** | | --- | --- | | Upload Delivery Note  (Ensure clear quality picture)   * The system must save the uploaded images by giving it an unique barcode assigned by the system or the name given during upload for each transaction row. | Represented with a note icon  **Upload Image**   * Allows the upload of formats in \*.jpeg, \*.jpg, \*.png. * Allows you to open up the camera, take a picture and upload it. * Allows for multiple images to be uploaded. * If the user tries to upload a file of an unsupported type, a validation message should appear: "Only PDF, DOC, DOCX, JPG, and PNG files are allowed." |  * + The ***third section*** is **“Invoice Types”** with its own list of fields.     - By default this section will be disabled by the toggle button.     - There is an information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Invoice Types’ for the users as “Please turn on this toggle to activate this section for the supplier in the checklist form. This section includes fields for entering regarding any invoices during a visit. Select all applicable fields associated with this supplier.”     - Following are the list of fields that can be enabled to be shown in the checklist which will be visible to users who have the privilege to add a new transaction.     - **NOTE:** when a particular field is marked, then that field automatically becomes a mandatory field for the staff.     - Below are the validations that the staff members need to follow when they are entering for the fields during a transaction.  | **Fields** | **Validation** | | --- | --- | | Select Type  (Purchase / Credit Note)  **IN EXPENSE MODULE INSTEAD OF ‘PURCHASE’ IT MUST BE ‘EXPENSE’**  **hence , (Expense / Credit Note)** | **Dropdown**   * Can select only one from the options below: * Purchase * Credit Note   **IN EXPENSE MODULE**  **Dropdown**   * **Can select only one from the options below:**   + **Expense**   + **Credit Note** | | Invoice / Credit Note Received | **Dropdown**   * Can select only one from the options below: * Yes * No | | Invoice / Credit Note Number | **Short text**   * Minimum of 2 characters and maximum of 8 characters * Cannot contain any empty spaces | | Invoice Period | Represented by a **Calendar icon**.   * Should open the calendar to choose a start date and an end date. * Should be represented by “From <<start date>> To <<end date>>” | | Upload Invoice  (Ensure clear quality picture)   * The system must save the uploaded images in the name format of "Invoice Number\_Supplier/Expense Name" | Represented with a camera icon  **Upload Image**   * Allows the upload of formats in \*.jpeg, \*.jpg, \*.png. * Allows you to open up the camera, take a picture and upload it. * Allows for multiple images to be uploaded. * If the user tries to upload a file of an unsupported type, a validation message should appear: "Only PDF, DOC, DOCX, JPG, and PNG files are allowed." | | Upload Credit Note  (Ensure clear picture quality)   * The system must save the uploaded images in the name format of "Credit Note\_Supplier/Expense Name" | Represented with a camera icon  **Upload Image**   * Allows the upload of formats in \*.jpeg, \*.jpg, \*.png. * Allows you to open up the camera, take a picture and upload it. * Allows for multiple images to be uploaded. * If the user tries to upload a file of an unsupported type, a validation message should appear: "Only PDF, DOC, DOCX, JPG, and PNG files are allowed." |  * + The ***fourth section*** is **“Payment”** with its own list of fields.     - By default this section will be disabled by the toggle button.     - There is an information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Payment’ for the users as “Please turn on this toggle to activate this section for the supplier in the checklist form. This section includes fields for entering regarding any payments associated during a visit. Select all applicable fields associated with this supplier.”     - Following are the list of fields that can be enabled to be shown in the checklist which will be visible to users who have the privilege to add a new transaction.     - **NOTE:** when a particular field is marked, then that field automatically becomes a mandatory field for the staff.     - Below are the validations that the staff members need to follow when they are entering for the fields during a transaction.  | **Fields** | **Validation** | | --- | --- | | Payment Status | **Dropdown (will dynamically change according to the selected type)**   1. **When Select type = Purchase/ Expense:**  * Can choose only one from the options below: * Paid * Unpaid  1. **When Select type = Credit Note:**  * Can choose only one from the options below: * Received * Not Received | | VAT/ Non-VAT invoice | **Dropdown**   * Can choose only one from the options below: * VAT invoice * Non-VAT invoice | | Sub Total (currency)   * The currency displayed here will correspond to the country selected during the sign-up process. * For instance, if you selected the UK flag when providing your phone number in “create your account page”, the currency shown here will be the British pound. | **Digit**   * Minimum of 0 digits and maximum of 12 digits * Cannot contain any empty spaces or any special characters. * Allow to enter decimal values in the sample format, for example, 120.00 * ***If no input the system should automatically replace this field with “0.00”*** | | Total VAT (currency)   * Same as mentioned above. | **Digit**   * Minimum of 0 digits and maximum of 12 digits * Cannot contain any empty spaces or any special characters. * Allow to enter decimal values in the sample format, for example, 120.00 * ***If no input the system should automatically replace this field with “0.00”*** | | Total Amount (currency)   * Same as mentioned above. | **Digit**   * Minimum of 0 digits and maximum of 12 digits * Cannot contain any empty spaces or any special characters. * Allow to enter decimal values in the sample format, for example, 120.00 * ***If no input the system should automatically replace this field with “0.00”*** | | Paid / Credited Amount (currency)   * Same as mentioned above. | **Digit**   * Minimum of 0 digits and maximum of 12 digits * Cannot contain any empty spaces or any special characters. * Allow to enter decimal values in the sample format, for example, 120.00 * ***If no input the system should automatically replace this field with “0.00”*** | | Payment Type   * This will be dynamically enabled if it was set ‘On’ from the “settings” page. However users can customise according to what they prefer. * The drop down list will display the options which are marked for the “Payment Types” in the “Settings” page when a staff member is trying to enter this field. | **Dropdown**   * Can choose only one from the options below: * Cash Payment * Card Payment * Bank Details * Credit | | Paid From / Received To   * This will be dynamically enabled if it was set ‘On’ from the “settings” page. However users can customise according to what they prefer. * The drop down list will display the options which are marked for the “Paid From / Received To” in the “Settings” page when a staff member is trying to enter this field. | **Dropdown**   * Can select only one from the options below: * Safe * POS * Owner’s Fund | | Payment Due Date | **Calendar icon**   * Should open the calendar to choose a date |  * + The  ***fifth section*** is **“Declaration”** with its own list of fields.     - By default this section will be disabled.     - There is an information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Declaration’ for the users as “Please turn on this toggle to activate this section for the supplier in the checklist form. This section includes fields for entering regarding any declaration during a particular transaction. Select all applicable fields associated with this supplier.”     - Following are the list of fields that can be enabled to be shown in the checklist which will be visible to users who have the privilege to add a new transaction.     - **NOTE:** when a particular field is set marked, then that field automatically becomes a mandatory field for the staff.     - Below are the validations that the staff members need to follow when they are entering for the fields during a transaction.  | **Fields** | **Validation** | | --- | --- | | Comments | **Long Description**   * Minimum of 12 characters and maximum of 300 characters | | Signature | Represented with a signature pen icon  **Signature**   * Allows to digitally E-sign the field by saving as an image file. | | Notify To | **Dropdown**   * Can choose only one from the options (which should lists down the privileged staff member’s first names) |  * **Any selections made while the toggle is in the ON state will be saved by the system, even if the toggle is later turned OFF. When the user turns the toggle back ON, the previously selected options will reappear exactly as they were before.** * At the bottom of the screen there are two button as:   + - Previous - once clicked will be redirected to the previous screen.     - “Save” button - to save the changes and create the supplier. * All the configured toggles that were set to ‘On’ and fields that were checked will be saved and displayed in the relevant checklist form. * The newly created supplier will be displayed in the Supplier List table and will be available during adding a new transaction with its corresponding main category, supplier name, supplier ID, & its icon. * **Then** I click on the confirm button to create a supplier along with its checklist for the staff to enter.  Acceptance Criteria 04:  * **Given that** to edit an existing supplier, * **When** I click on the settings icon from the table in the “Supplier List” page, * I should be able to see the pop-up screen where the heading is as “<<relevant supplier name>>” with a cancel icon at the top right corner.   + - <<relevant supplier name>> - should dynamically load the supplier name that was clicked from the table. * The below mentioned details can be editable for the privileged users where certain attributes can be editable. The same layout will be presented as when adding a new supplier category.   + **Basic Information tab will** be the **first tab,** that may contain the following entered information:     - Store - edit the store that this supplier will appear in. A single selection.     - Main Category - list the main category from the list of drop down options which are edible. If the store is edited, then main categories will appear according to the store selected.     - Supplier name - which represents the name of the supplier that was clicked from the table.   If the user attempts to change the supplier name to one that already exists, an error message will appear: "Supplier name already exists. Please enter a new one."   * + - Supplier ID - which represents the associated code   If the user attempts to change the supplier ID to one that already exists, an error message will appear: "Supplier ID already exists. Please enter a new one."   * + - Upload icon - which represents the selected corresponding icon.     - Recurring type - selected from the drop down list available below:       * Can only select one from the below options:         + None         + Daily         + Weekly         + Monthly         + Quarterly         + Yearly * Below this, there are 3 drop downs, they expand to reveal specific fields which were set by the owner/ privileged user. All the subsequent fields will be represented with its entry if any & if blank that means there is no entry.   + - ***First Section*** *known as “****Contact Details****”* extends to the subsequent fields, each entered by the privileged user if they have else left blank:       * Door No       * Address 1       * Address 2       * City/ Town       * Postal / Zip Code       * Country       * Email address       * Phone numbers - allow multiple with comma separation     - ***Second Section*** *known as* ***“Primary Contact”*** extends to the subsequent fields, each entered by the privileged user if they have else left blank:       * First Name       * Last Name       * Email       * Phone/ Mobile     - ***Third Section*** *known as* ***“Bank Details”*** extends to the subsequent fields, each entered by the privileged user if they have else left blank:       * Bank Name       * Account Name       * Account Number       * Sort Code       * IBAN   + ***Second tab*** *know as* ***“ Settings”*** may contain the following configuration made by the privileged user:     - **First section** known as ***“Payment Settings”*** extends to the subsequent fields,       * Payment Types - the section will be enabled at the checklist page if toggle is set to ‘On’.         + List down all the options with checkboxes & for the fields that were marked by the owner:   Cash Payment  Card Payment  Bank Transfer  Check  “Add new” button   * + - * + As a privileged user I should be able to uncheck a box or toggled off this section to not appear in the checklist page.       * Paid From - the section will be enabled at the checklist page if toggle is set to ‘On’.         + List down all the options with checkboxes which are predefined:   Safes → If checked, should list down all the configured safes in the safe management component  POS → If checked, should list down all the configured POSes in store settings  Owner’s Fund   * + - * + As a privileged user I should be able to uncheck a box or toggled off this section to not appear in the checklist page.     - **Second section** known as ***“Other Settings”*** extends to the subsequent fields,       * Only send Invoice to third party - the section will be enabled at the checklist page if the toggle is set to ‘On’. The privileged user can edit from the below drop down options:         + Yes - meaning can send the invoice to the third party so during filtration the suppliers with the ‘Yes’ option can be filtered.         + No - meaning cannot send the invoice to the third party so during filtration the suppliers with the ‘No’ option can be filtered.       * Exclude supplier from ledger - the section will be enabled at the checklist page if toggle is set to ‘On’. The privileged user can edit from the below drop down options:         + Yes - meaning this supplier should be excluded from the transaction table when filtering the information.         + No - meaning this supplier should not be excluded from the transaction table when filtering the information.       * Type of Transaction - the section will be enabled at the checklist page if toggle is set to ‘On’. The privileged user can edit from the below drop down options:         + Delivery Note         + Invoice   + ***Third tab know as “Form Settings”*** may contain the following configuration made by the privileged user:     - * I can edit the status of the toggle button for each section which means it will deactivate the whole section.       * However, the previous marked checkboxes should be saved within the system because when I turn on the toggle again I should be able to see them as marked.       * I can edit the status of each individual field by marking/ unmarking the checkbox. * At the end there is an “Edit” button to make any edit to the existing supplier set information.   + - If this button is clicked, I should be able to make any amendments, for example change the supplier name, choose a different icon, disable or enable toggle buttons for certain sections & check boxes for fields accordingly.       * I can make any changes I need as mentioned above.     - At this point the button should dynamically change to “Save” and once the amendments are done I should be able to click this button and save all my changes. Thereby, updating the supplier information, checklist and Supplier List table dynamically according to the saved changes. * At the end next to the “Edit” button there is a “Cancel” button to cancel any changes and return back to the previous screen. * **Then** I view more details of an existing supplier and edit any records according to my preference .  Acceptance Criteria 05:  * **Given that** to access “Supplier Overview” table, * **When** I can able to view the filter of the table as   + At the top, the user can choose the following to get supplier details for the particular store & date range:   + **Remember:** All the filter options allow you to perform multiple selections.Hence there will be no restrictions in filtering from the drop down options.     - Store:       * Lists down all the store locations / branches       * An option to select all stores via a checkbox of “All”. This will be the default option.       * The ability to make multiple selections for stores.       * For unprivileged users, the field should automatically display the store location based on their onboarded details. In this case, they will not be able to access the drop down list.       * For privileged users, they can access the drop down list and select one.     - Date:       * A calendar view enables the selection of a date range, with the end date set as the value date or less than the value date.       * The default shows the current date's details. The format will be “02-April-2024”, **this will be the format used for all dates.**       * **Please note that only privileged users can change the date range. Based on the selected date range, (if selected a previous date) the system will populate their previous data accordingly.**       * **For unprivileged users, only the current date will be represented & they cannot alter this.**   + There is a search section at the top of the table to filter it which is able to search in:     - Supplier ID - allows me to search for the supplier ID and display related codes in a list when typing a 3-word/digit keyword.     - Supplier Name - allows me to search for the supplier name and display related names in a list when typing a 3-word keyword.   + There is a filter icon at the top of the table. Once clicked the icon (Once clicked it will shrink again and the filter options will only appear when the icon is clicked), a drop down of all the filtration options will be listed in 7 columns as follows. **All the filters can perform multiple selections.**      - Supplier Name:       * A drop down allows me to search for the supplier name and display related names in the dropdown when typing a 3-word keyword.       * An option to select all suppliers via a checkbox for "All". By default it will be “All”.     - Payment Status:       * A drop down with the options for “Paid", "Unpaid", “Received”, “Not Received” & “All”       * An option to select both payment status via a checkbox for "All". By default it will be set to “All”.     - VAT / Non-VAT Invoice:       * A drop down with the options for “VAT invoice", "Non-VAT Invoice", & “All”       * An option to select both invoices via a checkbox for "All". By default it will be set to “All”.     - Payment Type:       * A drop down allows me to select the payment types. This list will include all the options of payment types dynamically set for every supplier.       * An option to select all types of payments via a checkbox for "All". By default it will be “All”.     - Paid From / Received To:       * A drop down allows me to select the paid to / received to. This list will include all the options dynamically set for every supplier.       * An option to select all types of payments via a checkbox for "All". By default it will be “All”.     - Select Type:       * A drop down with options for "Purchase", "Credit note", “All”.       * An option to select both invoice types via a checkbox for "All". By default it will be set to “All”.     - Notify To:       * A drop down with the options for first names of the users that have the privilege to view the submitted transactions.       * An option to select both invoices via a checkbox for "All". By default it will be set to “All”.   + The table can be customized and displayed by clicking on the “Customize Table” button. Note that the "Row No" and "Actions" columns are mandatory and cannot be altered. However, the rest of the columns can be customized and filtered for display.     - When you click the "Customize Table" button, a pop-up screen will appear with a list of column names and checkboxes. You can mark these checkboxes to select which columns should appear in the table.       * An option to select all the columns is available as “Select All”. By default it will be set to “Select All”.   + At the corner there is a drop down button at the top of the table, where once clicked will list down the below two options:     - Only send Invoice to third party - user can tick the checkbox:       * If ticked - only the suppliers that were marked as "Yes" during the creation of the supplier will appear in the transaction table.       * Initially no tick, hence all transactions will be displayed.     - Exclude supplier from ledger - user can tick the checkbox:       * If ticked - only the suppliers that were marked as "Yes" during the creation of the supplier will not appear in the transaction table.       * Initially no tick, hence all transactions will be displayed.   + Upon confirming the filters mentioned above, the screen will dynamically load the table based on the chosen criterias. * **Then**  the user can utilise the filters and get the relevant information of the supplier transactions.  Acceptance Criteria 06:  * **Given that** to access supplier transaction based on the filters applied, * **When** I can able to view details of the supplier transactions table such as   + The privileged user must be able to view and reconcile/ update the table details.   + When the screen loads, the system will automatically perform the search using the default values specified above and filter the table.   + Supplier Transaction Details Table will be as follows:     - Row No: displays the row numbers in ascending order starting from 1.     - Main Category: Displays the relevant income’s main category     - Supplier Name: Displays the existing supplier’s name associated with the ID.     - Supplier ID: Displays the unique supplier code     - Representative Name: rep’s name who made the visit     - Date & Time: Shows the relevant arrival date and time of the supplier.     - Type of Transaction: Indicates the drop down option/s selected from the list.     - Message to Manager: Allows the user to view a written message to the manager regarding the supplier’s transaction.     - Selected Type: Provides either as "Purchase" or "Credit Note".       * Purchase - a list of goods sent or services provided, with a statement of the sum due for these; a bill.       * Credit Note -A credit note is issued to a buyer to indicate debt, typically with reference to a previously issued invoice and/or purchase. A credit note might be issued to correct a mistake, or if goods are returned or if items fail while under guarantee.     - Invoice / Credit Note Received: Indicates if an invoice was received via yes or no.     - Invoice / Credit Note Number: Displays the bill number for the purchased product. Or the number for the credit note received.     - Invoice Period - the period of when the particular invoices were issued from and the end date in the format of “From 02-April-2024 To 16-April-2024”     - Payment Status: Indicates if suppliers are "Paid" or "Unpaid" by the relevant staff if the selected type is “Purchase”. If selected type is “Credit Note”, then the drop down options should dynamically change to “Received” & “Not Received”     - VAT/ Non-VAT invoice: Indicates if the invoice given includes “VAT” or “without VAT”.     - Sub total: indicates the subtotal that is mentioned in the invoice (ideally the value without the VAT)     - Total VAT: indicates the total VAT as mentioned in the invoice (ideally the total VAT for items)     - Total Amount: indicates the total amount as mentioned in the invoice (ideally the value with subtotal + total VAT).     - Paid Amount/ Credited Amount: indicates the amount that was paid.     - Outstanding Invoice Amount: This column should display any outstanding payments to the supplier.       * ***Should displays in decimal values in the sample format, for example, 120.00.***       * ***If no input the system should automatically replace this field with “00.00”***       * The calculation will happen according to the following scenarios:  1. For example: if a store receives 5 invoices totaling £5000 from AGM Bakery for week 1 with a VAT of £1000 and makes a partial payment of £3600 for 2 invoices, the table should display the outstanding invoice balance when AGM Bakery is filtered.    * + - Below table shows how the information will be presented:        - Assuming that the staff member must enter the invoice details individually, this will require five separate transactions for the same supplier.  | Payment Status (Paid or Unpaid) | Subtotal | Total VAT | Total Amount | Paid Amount | Outstanding Invoice Amount | | --- | --- | --- | --- | --- | --- | | Unpaid | 1000 | 200 | 1200 | 0.00 (system automatically indicates 0.00 if user have not input this) | 1200 | | Unpaid | 1000 | 200 | 1200 | 0.00 | 2400  (1200 + 1200) | | Unpaid | 1000 | 200 | 1200 | 0.00 | 3600  (2400+1200) | | Paid | 1000 | 200 | 1200 | 1200 | 3600 | | Paid | 1000 | 200 | 1200 | 1200 | 3600 |  * **Outstanding invoice amount = Total Amount - Paid Amount** * For the second row: calculate for: “Total Amount - Paid Amount”, then if “Unpaid”,   + If there is a prev outstanding amount:     - Outstanding Invoice Amount = Previous Outstanding Invoice Amount + Current Total Amount   + If there is no prev outstanding amount:     - Outstanding Invoice Amount = Current Total Amount * For the fourth row: calculate for: “Total Amount - Paid Amount”, then if “Paid”,   + - If partially paid, i.e. for example if, “Total Amount - Paid Amount” = 3000, then       * Outstanding Invoice Amount = Previous Outstanding Invoice Amount (if any) + Current outstanding Amount     - If fully paid, i.e. for example if “Total Amount - Paid Amount” = 0.00 then,       * Outstanding Invoice Amount = Previous / remaining Outstanding Invoice Amount (if any)         + else 0.00  1. For the same supplier if the payment status is “Unpaid”, Then outstanding invoice amount is:    * + - Check if there is a previous outstanding invoice amount, if there is, add this to the current total amount.          * According to above table row 3:   Prev Outstanding Inv Amo = 2400  Current total amount = 1200  Hence = 2400 + 1200 = 3600//   * + - * If there is no previous outstanding invoice amount for this supplier.         + Outstanding amount will be the same as the current total amount i.e. 1200 as shown in row 1.  1. If reconciliation was done for any subtotal, total VAT, total amount, or paid amount, then the system must recalculate the “Outstanding Invoice Amount” according to the reconciled values and must be represented in the “Reconcile Complete” table.    * + Outstanding Credit Note Amount: This column should display any outstanding credit note payments from the supplier.        - ***Displays decimal values in the sample format, for example, 120.00.***        - ***If no input the system should automatically replace this field with “00.00”***        - The calculation will happen according to the following scenarios: 2. For example: if a store receives a credit note of £2500 from AGM Bakery with zero VAT of £0.00. Below table shows how the information will be presented:  | Payment Status (Paid or Unpaid) | Subtotal | Total  VAT | Total Amount | Credited Amount | Outstanding Invoice Amount | Outstanding Credit Note Amount | | --- | --- | --- | --- | --- | --- | --- | | Unpaid | 2500 | 0.00 | 2500 | 0.00 | 3600 | 2500 |  * **Outstanding credit note amount = Total Amount - Credited Amount, will always calculate this for each row & continue based on the scenarios:** * Initially, the store will have an ‘Unpaid’ credit note of 2500 in that case the   + - * + “Outstanding Credit Note Amount” = same as “Total Amount” if no previous outstanding credit note amounts are present for that particular supplier.         + If there is a previous outstanding credit note amount then:   Outstanding Credit Note Amount = Previous Outstanding Invoice Amount + Current Total Amount   * If “Paid”, “Total Amount - Credited Amount”,   + - If partially paid, i.e. for example if, “Total Amount - Credited Amount” = 3000, then       * Outstanding credit note Amount = Previous Outstanding credit note Amount (if any) + Current outstanding credit note Amount     - If fully paid, i.e. for example if “Total Amount - Credited Amount” = 0.00 then,       * Outstanding credit note Amount = Previous / remaining Outstanding credit note Amount (if any)         + else 0.00  1. If reconciliation was done for any of the subtotal, total VAT, total amount, or paid amount, then the system must recalculate the “Outstanding credit note Amount” according to the reconciled values and must be represented in the “Reconcile Complete” table.  | Payment Status (Paid or Unpaid) | Subtotal | Total  VAT | Total Amount | Paid Amount | Outstanding Invoice Amount | Outstanding Credit Note Amount | | --- | --- | --- | --- | --- | --- | --- | | *Paid* | 2500 | 0.00 | 2500 | *2500* | 3600 | 0.00 (Total Amount - Paid Amount) |  * Here as shown above, If ‘Unpaid’ is changed to ‘Paid’, the outstanding credit note amount = “Total Amount - Paid Amount” (in case there is no previous outstanding credit note amount).   + - * If there is an outstanding credit note amount, then it should be = “Total Amount - Paid Amount” + previous outstanding credit note amount.     - Payment Type: Indicates from which type payment has been done, selected from the drop down options.     - Paid From/ Received To: Shows from where the payment has been made, selected from the drop down options.     - Payment Due Date: Shows the date if the payment is unpaid.     - Comments: indicates the user to add any comments to notify the manager.     - Notify To: Indicates L3 / managers based on role privilege. An in-app notification will be sent to these users as explained ***under Acceptance Criteria 08.***     - Reconcile - Represented in a maximum of 5 columns and 2 rows.   First row - Indicates the reconciliation types present for supplier modules that were configured under “Reconciliation Settings”.  **Remember:** the rows will dynamically appear according to what was ‘ticked’ during reconciliation settings.  Second row - Indicates the checkbox, initially left alone, will only be ticked when the particular reconciliation is completed.   * + - * Daily reconciliation - only presented with a “D” with a checkbox which will be automatically ticked if that was completed.         + Can only be completed daily.       * Weekly reconciliation - only presented with a “W” with a checkbox which will be automatically ticked if thai was completed.         + If weekly is activated, once daily completed, the same reconciled details will be represented under next week.         + In a year there are 52 weeks. Until the weekly is completed, it will keep falling under every week to be reconciled.         + Reconciled week data will be ready to reconcile at the start of next month.       * Monthly reconciliation - only presented with a “M” with a checkbox which will be automatically ticked if that was completed.         + In a year there are 12 months. If the store decides to perform monthly reconciliation until the monthly is completed once, it will keep falling under every month to be reconciled.         + Reconciled month data will be ready to reconcile at the start of the first quarter.       * Quarterly reconciliation - only presented with a “Q” with a checkbox which will be automatically ticked if this was completed.         + Same concept as above, can perform after every 4 months       * Yearly reconciliation - only presented with a “Y” with a checkbox which will be automatically ticked if this was completed.         + Same concept as above, can be performed yearly.     - Action:       * **Eye Icon: Always visible;** redirects to a page in vertical view with all the details regarding the particular supplier when clicked.       * **Edit Icon: Always visible;** redirects to a page in vertical view and can edit any of the fields entered by the staff. The edited field value will be represented in the table grid as well after it is edited.       * **Download Icon: allows downloading of all the row information in a zip file** (the name of the zip file should be in the format of “Row No\_Supplier Name) which includes the following:         + There is the audio file in mp3 inside the zip file if any uploaded for that transaction.         + A csv file with the table row information with regards to that supplier until the “Reconcile” column.   After the “Reconcile” column, there could be 2 columns (according to the transaction row,  if invoice/ credit note and delivery note images uploaded, then two columns as “Delivery Note Images”, “Invoice Images”/ “Credit Note Images”  If only invoice or credit note images uploaded (no delivery notes) then a single column as “Invoice Images”/ “Credit Note Images”  For "Invoice Images" and "Credit Note Images," display the unique barcodes/names assigned by the system in the format "Invoice/Credit Note Number\_Supplier Name" for each transaction row. If multiple images are uploaded, separate each name with a comma.  If multiple images are uploaded in a single transaction, each image name should be separated by a comma and include the count as “image <<count>>”, where the <<count should start with 2>>. (This approach makes it easier for users to identify which images correspond to each transaction).  For example, invoice images: in the format of “1001\_AGM Bakery.jpeg, 1001\_AGM Bakery\_image 2.jpeg”  For "Delivery Note Images," display the unique names assigned by the system or the name given during upload for each transaction row.  If multiple images are uploaded, separate each barcode with a comma and include the count as “image <<count>>”, where the <<count should start with 2>>. (This approach makes it easier for users to identify which images correspond to each transaction).   * + - * + There are folders as for 4 scenarios depending on the images uploaded during the single transaction as:   if invoice and delivery note images are uploaded, then two folders as “Delivery Note”, “Invoice”.  if credit note and delivery note images are uploaded, then two folders as “Credit Notes”, “Delivery Notes”.  If only credit note/ invoice images uploaded then a single folder as “Invoice”/ “Credit Note”  If only delivery note images are uploaded, then a single folder as “Delivery Notes”.   * + - * **Reconciliation Icon: Appears dynamically only if any reconciliation/ user edit is completed within any transaction;** when clicked, opens a pop-up screen with the heading "Reconcile Completed" following a table view as follows.         + The first column is “Modified By” - which displays the first name of the user who made the amendment         + The second column is “Modified Date & Time” - which displays the date at which the amendment was made in the format of dd/mm/yyyy & time at which the amendment was made in the format 24 hours.         + The third column is “Reason” - which states if it's a “Reconcile” or “User Edit”. To be “User Edit”, the privileged user must make changes by accessing the edit button in the view more screen/ edit icon from the action column. For "Reconcile," users must go through the reconciliation module and perform the reconciliation for the data & any field modified in this way will be indicated in the table with an informative icon next to the updated grid after clicking save.         + The fourth column is “Modified Field” - which represents the fields that were reconciled.         + The fifth column is “Original Value” - which displays the previous / original value prior to changing it         + The sixth column is “New Value” - which displays the current value/ changed value.         + The seventh column is “Reconcile” - which displays what kind of reconcile was completed with the full name. For example:   ‘D’ - Daily  ‘W’ - Weekly  ‘M’ - Monthly  ‘Q’ - Quarterly  ‘Y’ - Yearly  This will be marked accordingly if the reason is “Reconcile” however if the reason is “User Edit”, then this column will be represented with ‘-’  **REMEMBER: once reconciliation is done users cannot perform user edit.**   * + - * **Play Icon: Appears dynamically only if an audio message is involved with the supplier;** allows playing the uploaded audio file within the screen.       * **Image Icon: Appears dynamically according to the images uploaded,** either multiple images of deliver note, invoice images, or credit note images with the income; allows viewing the uploaded images file within the screen.         + **In the later phase,** will have the option for the user to delete an image.   + **Remember that** - The table will only display the columns where staff members have provided input. If no input was given for a specific column, it will be represented with a dash ("-") for that income except fields that are entered with digits, where digit fields will be represented with “0.00” for no user input.   + **Remember that -** In the transaction table**,** when a privileged user is given reconciliation rights, they can change any staff input. The new value will appear in the relevant field row, marked by an information symbol at the top left corner.   + I should have the following pagination options at the bottom right corner after displaying the maximum possible rows with no delay in responsiveness and should remain visible and consistent across all the pages related to settings. * I am able to see page jumpers in numbers from 1 to 3 where I can click on one and have the content of the table be displayed for that page. * There are previous and next options at the sides to move along the pages. * These pagination options should be visible and consistent across all the pages related to settings. * **Then** the user can get information on the supplier transaction screen.  Acceptance Criteria 07:  * **Given that** to access view more and perform reconciliation/edit, * **When** I click on the “Eye icon”/ “Edit” icon, * When the eye icon is clicked, it should be redirected to a screen with the heading as “<<relevant income name>>” with a cancel icon at the top right corner.   + - <<relevant income name>> - should dynamically load the income name that was clicked from the table. * In the view more screen, it indicates the transaction details in the pop-up screen in vertical format with all the staff entered inputs. * At the top of the pop-up screen, there is a button called “Edit”, where once clicked I will be redirected to the same kind of pop-up screen with the “<<relevant supplier name>>” at the top with the ability to edit any field straight off.   + **Remember: that this edit pop-up screen will be the same screen that will be popped up when the edit icon in the actions column is clicked.**   + **Remember: that only privileged users will have access to the edit button.** * **Remember: the following fields cannot be editable:** Staff Name, Store, Main Category, Supplier Name, Supplier ID as each checklist form is dynamic to different suppliers.   + - Staff Name - represents the username / first name of the staff member (as saved in their profile) who completed this transaction.     - Store - which represents the associated store the supplier is assigned to     - Main Category - which represents the main category selected from the drop down     - Supplier name - which represents the name of the supplier that was clicked from the table.     - Icon - Autofill based on the supplier if available.     - Select Type - as set according to the transaction either ‘Purchase’ or ‘Credit Note’.   + I will be able to edit the checklist form details & the select type.     - “Select Type” : change from either ‘Purchase’ or ‘Credit Note’.   + Below this, there is a section as “**Supplier Checklist**” indicates the fields that were activated during ‘Settings’ & ‘’Form Settings’ which will dynamically load the attributes that were ticked for the supplier selected during the creation of that particular supplier. And all the checklist fields mentioned below can be **editable.**     - * The below fields will be inside a rectangle with an outline as the first section known as “Supplier Information”:     - Date and Time : Visited date and Time     - Message to Manager: Allows the user to view the message made regarding the income’s transaction.       * Here, the user is able to edit the submitted message.     - Audio to Manager: Able to play and download the audio.       * Here, the user is not able to delete the uploaded audio files, they can view the uploaded files & can upload new audio files (they can see the microphone icon and open the same UI as mentioned in acceptance criteria 03).       * Users can even click on the download and download the audio files or delete the uploaded files either by individually or by selecting multiple files at once.       * The below fields will be inside a rectangle with an outline as the second section known as “Delivery”:         + Delivery Note - Allows the upload of formats in \*.jpeg, \*.jpg, \*.png & allows multiple uploads.   Here, the user is not able to delete the uploaded images, they can view the uploaded images & can upload new images (they can see the camera icon and open the same UI to capture the images as mentioned in Acceptance 08):  Camera - Users will be redirected to a pop-up screen as heading “Supporting Images” with a cancel icon at the right corner.  There are three options to upload images:  Users can drag and drop images from the local storage.  Users can click on the “Browse Image” button  Users should be able to access their local device storage to upload an existing image when using the web portal on a desktop. And access the phone gallery to select & upload.  Users can click on the “Take Photo” button  Utilise the device's camera to capture and upload images for both, ensuring functionality across mobile and tablet, and for mobile responsiveness.  There is a section that will showcase all uploaded images in a list.  There is a “Select All” checkbox to be able to select all the images in one go and either delete or download.  Displays all the uploaded images individually with a delete icon and download icon next to each image.  Delete icon will delete the uploaded images  Download icon will download the selected images.  Ability to make multiple selections for the images at once and do bulk download or bulk delete.  Supported formats for uploading images include \*.jpeg, \*.jpg, and \*.png.  Users can upload multiple images.  However, the users cannot delete the original uploaded images.   * + - * The below fields will be inside a rectangle with an outline as the third section known as “Invoice Types”:     - Invoice Received: indicated with ‘Yes’ or ‘No     - Invoice Number: View the invoice number for the third party services     - Invoice Period: indicates the issue date and start date.     - Upload Invoice: Able to view the uploaded invoices in order.       * Here, the user is not able to delete the uploaded images, they can view the uploaded images & can upload new images (they can see the camera icon and open the same UI to capture the images as mentioned in Acceptance 08):       * The below fields will be inside a rectangle with an outline as the fourth section known as “Payment”:     - Payment Status: Indicates if this transaction is “Received” or “Not Received”.     - VAT/ Non-VAT invoice: indicates if invoice is VAT or Non-VAT.     - Sub total: indicates the subtotal that is mentioned in the invoice (ideally the value without the VAT)     - Total VAT: indicates the total VAT as mentioned in the invoice (ideally the total VAT for items)     - Total Amount: indicates the total amount as mentioned in the invoice (ideally the value with subtotal + total VAT).     - Paid Amount/ credited amount: indicates the paid amount.       * Labels of the field will be according to the selected type. If “Purchase” = “Paid Amount”, if “Credit Note” = “Credited Amount”     - Outstanding Invoice Amount: This column should display any outstanding payments to the expense. Cannot be editable. **Calculated same as mentioned under acceptance criteria 06 in supplier.**     - Outstanding Credit Note Amount: This column should display any outstanding credit note payments from the expense. Cannot be editable. **Calculated same as mentioned under acceptance criteria 06 in supplier.**     - Payment Type: Indicates from which type payment has been done.     - Paid To/ Received To: Shows from where the payment has been made.       * Labels of the field will be according to the selected type. If “Expense” = “Paid To”, if “Credit Note” = “Received To”     - Payment Due Date: shows the due date of the payment.       * The below fields will be inside a rectangle with an outline as the last section known as “Declaration”:     - Comments: indicates any comments left by the staff.     - Signature: E-signature from staff     - Notify To: Indicates L3 managers based on role privilege   + **Remember: that only privileged users will have access to the edit button.**      - Upon clicking the edit button, the pop-up of the relevant income that was clicked will appear. The select type and only the fields inside the checklist section will become editable. Hence in the reconcile complete table it will be recorded as “User Edit” as reason. For unprivileged users, this button should be frozen.     - At the bottom right corner, there is a button called “Save Changed” to save any modified data.     - The system will automatically record the following details:       * Modified By       * Modified Date & Time       * Reason       * Modified Field       * Original Value       * New Value       * Reconcile     - **NOTE:** Privileged users can arrive to the edit screen from the reconciliation module as well. Hence in the reconcile complete table it will be recorded as “Reconcile” as reason & an information icon will appear in the columns that were reconciled to indicate that the income information has been reconciled.       * **After a field is reconciled in both the view and edit screens, an information icon should appear next to that particular field, indicating that it has already been reconciled.** * **Then** I should be able to successfully access more details with regards to a specific income and perform reconciliation/ edit the fields if needed by clicking the “edit” button or edit icon.  Acceptance Criteria 08:  * **Given that** to add a new transaction, * **When** I click on the “Add New Transaction” from the tab, * I should be redirected to a screen with the heading as “Add New Transaction”. * There is a button at the top right corner as “Add New Supplier Category” which will redirect to the adding a new supplier tab where only privileged users have access to this button. * The user can select the below information to add a transaction for an existing supplier:   + - Store: A drop down list of all the available stores. Only the privileged users have access to choose different stores. Unprivileged users cannot alter this and it will be pre-selected & appear automatically. Only one selection is possible here.     - Main Category: A drop down list with the existing main category names for the selected store will appear here which means only the common categories for the selected store. Only one selection is possible here.     - Supplier Name: Will list down all the associated supplier names for that specific main category selected.     - Supplier ID: The supplier ID will be pre-selected according to the associated main category & supplier name.     - Select type: represented with a radio button next to “Purchase” or “Credit Note”. By default it is Purchase. * The user should also be able to add a transaction for a new supplier as well by having access to the “Add New Supplier” button:   + - As a level 4 user (staff member), I will have to manually / physically ask the manager/owner to create / add the new supplier for me to enter the new transaction. * Next displays the form settings that were set for the particular supplier under the heading as “Supplier Checklist”. The following fields will be activated / dynamically appear according to the supplier/ expense name selected above to what was configured during the creation of that category.   + If the selected type == “Purchase”, then the checklist will be as follows where certain labels/ name of the fields must dynamically change according to the selected type:   The below fields will be inside a rectangle with an outline as the first section known as “Supplier Information”:   * + - * + Representative Name         + Type of Transaction - dropdown options of:   Can select all that apply (multiselection)  First list down the predefined two fields:  Delivery Note   * + - Invoice   Then list down any added options as follows:   * + - Maintenance or Service     - Professional Services     - Training and Development     - Client Relations     - Sales & Marketing     - Operational visits     - Compliance and Regulatory     - Administrative Tasks       * + Date & Time - Choose a date and time by clicking the relevant calendar icon & clock icon.         + Message to Manager - type out the message in characters         + Audio To Manager - Allows the upload of formats in \*.mp3, \*.mp4.   Allow multiple uploads of audio files.  The system must be able to record after the microphone is clicked.  The below fields will be inside a rectangle with an outline as the second section known as “Delivery”:   * + - * + Delivery Note - Allows the upload of formats in \*.jpeg, \*.jpg, \*.png & allows multiple uploads.   The below fields will be inside a rectangle with an outline as the third section known as “Invoice Types”:   * + - * + Invoice Received - list a dropdown option of:   Can select only one from the options below:  Yes  No   * + - * + Invoice Number - field to state the number         + Upload Invoice - Allows the upload of formats in \*.jpeg, \*.jpg, \*.png & allows multiple uploads.   The below fields will be inside a rectangle with an outline as the fourth section known as “Payment”:   * + - * + Payment Status - Dropdown options of:   Can choose only one from the options below:  Paid - When paid is selected the “Subtotal”, “Total VAT”, “Total Amount”, & “Paid Amount” will be mandatory fields.  Unpaid - is selected, the “Payment Due Date” will be a mandatory field.   * + - * + VAT/ Non-VAT invoice - Dropdown options of:   Can choose only one from the options below:  VAT invoice  Non-VAT invoice  If the user selects “VAT invoice” only then the “Total VAT” field will appear in the checklist form  If the user selects “Non-VAT invoice” then the “Total VAT” field will NOT appear in the checklist form   * + - * + Sub total: indicates the subtotal that is mentioned in the invoice (ideally the value without the VAT)         + Total VAT: indicates the total VAT as mentioned in the invoice (ideally the total VAT for items)         + Total Amount: indicates the total amount as mentioned in the invoice (ideally the value with subtotal + total VAT).         + Paid Amount: indicates the amount that was paid.         + Payment Type - Will be available according to what was enabled in the “Payment Types” section by the manager.   For example: Can choose only one from the options below (which are the pre-defined options already available in the system):  Cash Payment  Card Payment  Bank Details   * + - * + Paid From - a drop-down option of what was set ‘On’ during the creation of this supplier   Can select only one from the options below:   * + - Safes - dynamically list down the options set at basic store settings   **Remember: if the user has completed a transaction using a safe listed down here, then this transaction's details should reflect dynamically under the “Safe Transaction” screen.**  POS - dynamically list down the options set at basic store settings  POS 1  POS 2  **Remember: if the user selects a POS to perform a particular transaction, then this transaction's details should reflect dynamically under the “Sales - Closing Declaration: MONEY OUT section” screen. This will appear only if the owner has enabled the payout section in the declaration form for “Money Out” during the creation of sales closing. Dynamically following fields will be represented:**   * **Supplier Name** * **Paid Amount - if this was reconciled, the reconciled amount will appear.** * **Uploaded Images for this supplier transaction** * **Any comments written by the staff member**   Owner’s Fund   * + - * + Payment Due Date - Should open the calendar to choose a date.   The below fields will be inside a rectangle with an outline as the last section known as “Declaration”:   * + - * + Comments - to leave any comments if any.         + Signature - Allows to digitally sign the field by opening an image panel.         + Notify To - drop-down list of employee first name   Can choose only one from the options (which should list down the privileged member’s first names)  Can be a employee or the owner itself, depending on the role assigned during onboarding process. (L1 or L2 users)  The system should send a push notification / in-app notification to the user that will be selected from the drop down list after the confirm button is clicked.  The notification message should be as follows: “<<Supplier Transaction>> as the main heading  A <<relevant supplier name>> transaction was added by <<relevant staff name>>!”  This notification should appear in both the dashboard page under “Important Messages” & inside the “Notification Center” page under the ‘Unread’ section, where users can change the status by clicking on the tick icon at the end after they have read the message which will be represented under the ‘Read’ section.   * + If the selected type == “Credit Note”, then the checklist will be as follows where certain labels/ name of the fields must dynamically change according to the selected type:     - * The below fields will be inside a rectangle with an outline as the first section known as “Supplier Information”:     - Representative Name: The person who came to the office on behalf of the supplier to govern ordered products. Can be any reason from the list as multi selection is possible.     - Type of Transaction: Indicates the reasons for the visit.     - Date and Time : Visited date and Time     - Message to Manager: Allows the user to view the message made regarding the supplier’s transaction.     - Audio to Manager: Able to play and download the audio.   The below fields will be inside a rectangle with an outline as the second section known as “Delivery”:   * + - Upload Delivery Note: View the uploaded image.       * The below fields will be inside a rectangle with an outline as the fourth section known as “Invoice Types”:     - Credit Note Received: indicated with ‘Yes’ or ‘No     - Credit Note Number: View the invoice number for the products purchased by the store.     - Upload Credit Note: able to view the uploaded credit notes in order.       * The below fields will be inside a rectangle with an outline as the third section known as “Payment”:     - Payment Status: Indicates if this transaction is “Received” or “Not Received”.       * Can choose only one from the options below:         + Received - is selected “Subtotal”, “Total VAT”, “Total Amount”, & “Credited Amount” will be mandatory fields.         + Not Received - “Payment Due Date” will be a mandatory field.     - VAT/ Non-VAT invoice: indicates if invoice is VAT or Non-VAT.     - Sub total: indicates the subtotal that is mentioned in the invoice (ideally the value without the VAT)     - Total VAT: indicates the total VAT as mentioned in the invoice (ideally the total VAT for items)     - Total Amount: indicates the total amount as mentioned in the invoice (ideally the value with subtotal + total VAT).     - Credited Amount: indicates the amount that was paid.     - Payment Type: Indicates from which type payment has been done.     - Received To: Shows from where the payment has been made.     - Payment Due Date: shows the due date of the payment.       * The below fields will be inside a rectangle with an outline as the fifth section known as “Declaration”:     - Comments: indicates any comments left by the staff.     - Signature: E-signature from staff     - Notify To: Indicates L3 managers based on role privilege * **The newly added transaction will be represented in the first row of the transaction table.** * At the end, there is a “Submit” button to save the changes and a “Cancel” button to cancel the changes and return back to the previous screen. After the submit button is clicked I should be prompted to a pop- up message as “Are you sure you want to submit?” with a “Yes, Submit” button to confirm the action and a “No, go back to edit” button to prevent this action. * Once the “Yes, submit” button is clicked the necessary details should appear in the supplier transaction table above. * **REMEMBER**: for the camera option, once it is clicked the following pop-up will appear: **This is followed in the edit screen as well.**    + Camera - Users will be redirected to a pop-up screen as heading “Supporting Images” with a cancel icon at the right corner.     - There are three options to upload images:       * Users can drag and drop images from the local storage.       * Users can click on the “Browse Image” button         + Users should be able to access their local device storage to upload an existing image when using the web portal on a desktop. And access the phone gallery to select & upload.       * Users can click on the “Take Photo” button         + Utilise the device's camera to capture and upload images for both, ensuring functionality across mobile and tablet, and for mobile responsiveness.     - There is a section that will showcase all uploaded images in a list.       * + There is a “Select All” checkbox to be able to select all the images in one go and either delete or download.         + Displays all the uploaded images individually with a delete icon and download icon next to each image.   Delete icon will delete the uploaded images  Download icon will download the selected images.   * + - * + Ability to make multiple selections for the images at once and do bulk download or bulk delete.     - Supported formats for uploading images include \*.jpeg, \*.jpg, and \*.png.     - Users can upload multiple images. * **The newly added transaction will be represented in the first row of the transaction table.** * **Then** I should be able to successfully add a new transaction and click on the “Confirm” button to add the transaction to the table in the previous screen. | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | Expenses | **User story ID** | EBOS\_005 |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** | Estimated effort to build this user story. | | |
| **User story** | **As a** owner / user,  **I want** to customize the forms to enter details about expenses visits, payouts, and payments,  **So that** accurate records can be maintained by the staff members | | |
| **Acceptance criteria** | Acceptance Criteria 01:  * **Given that** to access the expense declaration in the system from purchase component, * **When** I click on “Expense Overview” menu option option from the left side navigation bar, * I should be redirected to the expense overview screen with a dynamic tab at the top. This tab will include drop-down menus specific to the expense module as seen in the left side menu bar. * The dynamic tab is divided into three sections, each providing access to specific screens. Clicking on any of these tabs will redirect you to the corresponding screens as follows:   + - Expense Overview - default tab selected which gives access to the transaction table.     - Add New Transaction - which redirects the users to add a new transaction screen where staff can add information about a particular transaction that was made by them which will be represented in the table.     - Expense List- once clicked will redirect to the settings page with the table view of the existing expense. * There is a button called “Add New Transaction” at top right. * There is a search function available to filter the table by unique expense name, requiring at least 3 keywords to list down the relevant expense name. * Next to the search function, there are two icons:   + - Print - should be able to print the table content as it is. **This will be covered in a later phase.**     - Download - should be able to download the table view in a CSV format. (Should follow the same format/ columns as the table & should download until the “Reconcile” column).       * **THE BULK DOWNLOAD should be as follows:**       * With the bulk download,   I should be able to download a zip file which contains the root folder name same as the zip file. (the name of the zip file should be in the format of “Expense Overview\_Start Date To End Date” for example, “Expense Overview\_ 02 April, 2024 To 23 April, 2024”).  Inside the zip file there is an audio file in mp3.  In the CSV file (the file name format is Expense Overview\_Start Date To End Date” for example, “Expense Overview\_ 02 April, 2024 To 23 April, 2024”), up to the “Reconcile” column will be present. There will be three columns in the order of “Delivery Note Images”, “Invoice Images”, & “Credit Note Images”. The 3 columns will represent:   * For “Invoice Images”, & “Credit Note Images” columns, should display the unique barcodes/ names assigned by the system to the images when the user has uploaded in the format of “Invoice Number/credit note number\_Expense Name” for each transaction row.   + If multiple images are uploaded in a single transaction, each image name should be separated by a comma and include the count as “image <<count>>”, from the second image, where the <<count should start with 2>>. (This approach makes it easier for users to identify which images correspond to each transaction).     - For example, Invoice Images: in the format of “1001\_Window Clean.jpeg, 1001\_Window Clean\_image 2.jpeg”     - For example, credit note images: in the format of “130\_Window Clean.jpeg, 130\_Window Clean\_image 2.jpeg” * For “Delivery Note Images” should display the unique barcodes/ names assigned by the system to the delivery note images while uploading the images for each transaction row.   + If multiple images are uploaded in a single transaction, each image name should be separated by a comma and include the count as “image <<count>>”, from the second image, where the <<count should start with 2>>. (This approach makes it easier for users to identify which images correspond to each transaction).     - For example, Delivery Note Images: in the format of “deliverynote.jpeg, 1001\_Window Clean\_image 2.jpeg”   Inside the root folder there will be folders categoorized of based on each Expense Name completed for separate dates & times (for a selected date range, there will be multiple folders for the same expense name dufferent date & times. But if only single date, then only one expense folder) in the formart of “Expense Name\_Date & Time” for example, “Window Clean\_09 April, 2024 18:00”.  Each of these sub folders will contain 3 folders as “Invoices”, “Credit Notes” & “Delivery Notes”.   1. Inside the “Invoices” folder - will contain the images with the corresponding name associated under the column “Invoices Images” in the CSV file. 2. Inside the “Credit Notes” folder - will contain the images with the corresponding name associated under the column “Credit Note Images” in the CSV file. 3. Inside the “Delivery Notes” folder - will contain the images with the corresponding name associated under the column “Delivery Note Images” in the CSV file.  * There is a table view of the expense transactions with a filtration icon to filter the table. Next to the filter icon there are two buttons & a drop down icon:   + - Report - redirects to the “Expense Report” screen.     - Customise Table - redirects to the pop-up to customise the table columns prior to displaying.     - Drop down - represents the “Only Send Invoice to third party” with a checkbox & “Exclude expense from Ledger” with a checkbox * I should see a pagination below the table to view the table in different pages and for ease. * **Then** I can access the expense module with the transactions table and the buttons to perform the necessary functionality.  Acceptance Criteria 02:  * **Given that** to view the existing expense information, * **When** I click on “Expense List” from the menu bar / tab, * I should be redirected to the page with the heading as “Expense List”. * This page will showcase the existing expenses in a table as below, * At the top I should be able to select the store to filter the table. Only the privileged users will have access to select multiple stores (or select all stores option) and filter the table. For unprivileged users, the assigned store name during the creation of their employee profile will be displayed here and prevent them from altering it.   + The first column being the “Row No” where the system automatically assigns numbers in ascending order for the rows.   + The Second column being that particular expense’s corresponding “Expense Name” of the expense.   + The third column being that expense’s associated main category   + The fourth column being that expense’s associated sub category   + The fifth column being the corresponding “Icon” of the expense.   + And sixth & last column being the “Action” that can be performed on each expense row as below,     - Toggle button - to enable or disable the whole expense type, where if the toggle is set to disable then the relevant expense will be hidden from the staff.     - Settings icon - to be taken to the screen where you can view additional details about the individual expense, including their expense basic information, payment settings, and assigned checklist. The user will have the capability to edit existing expense information in this screen. *(Explained in acceptance criteria 04)*   + **Remember** - when a particular expense is disabled in this table, this expense’s existing / previous transactions will remain within the system and shown in the expense transactions table but in the future it will no longer be available for users to perform transactions. * I should have the following pagination options at the bottom right corner after displaying the maximum rows according to page responsiveness per page after the table and consistent across all the pages related to settings. * I am able to see page jumpers in numbers from 1 to 3 where I can click on one and have the content of the table be displayed for that page. * There are previous and next options at the sides to move along the pages. * At the top of the table, there is an “Add New Expense Category” button where once clicked I will be redirected to a page to add a new expense category along with its information and own checklist. * Next to this button, I should see the “Reconciliation Settings” button, where once clicked I will be redirected to the reconciliation module page to customise what types of reconciliation can be performed on expense modules such as (Daily, Weekly, Monthly, Quarterly or Yearly). * **Then** I can view existing expense information, access the existing expense’s information and add new expenses for the system.  Acceptance Criteria 03:  * **Given that** to add a new expense, * **When** I click on the “Add New Expense Category” button from the “Expense List” screen, * I should be redirected to a screen with the heading as “Add New Expense” with a cancel button at the top right corner. * There is a dynamic tab divided into three sections, each providing access to specific screens. Clicking on any of these tabs will redirect you to the corresponding screens for the Add New Expense as follows: * **NOTE: this is the same as supplier acceptance criteria 03, only difference is expense contains main category, & sub category**    + - Basic Information - displays fields to activate or deactivate for expense checklist     - Settings - It displays options to enable or disable drop-down menus for certain fields, applies conditional filters, and dynamically adjusts the attributes in the form settings screen.     - Form Settings - displays fields to activate or deactivate attributes for the checklist  1. By default, users will initially land on the "Basic Information" tab. Here, they will find three drop-down menus. Clicking on each drop-down will expand it to reveal specific fields that can be filled accordingly or left blank.  * First there are 4 fields that needs to be filled by the privileged user: * The following fields must be filled by the privileged user in order, to add the expense category.   + - Store - the user must be able to select a store the particular expense can be assigned to.   Lists down all the store locations / branches  The user can select only one store.  Only privileged users can access the drop down options & unprivileged users will see the pre-selected option in the field box.   * + - Main Category - is a drop down list of which category the expense belongs to   Only a single selection is possible.  Initially will only contain all the common main categories for the selected stores.  The user has the option to add new category types by clicking the "Add New" button.  Once the user clicks on "Add New", they will be directed to a pop-up screen displaying the following:   * Enter the main category name * Click on the "Save" button to confirm the addition.   After clicking "Add" the newly added category type will be listed in the drop down & saved against all the selected stores.   * + - Sub Category - List down all the subcategories for the selected main category,   The user has the option to add new sub category types by clicking the "Add New" button from the list.  Once the user clicks on "Add New", they will be directed to a pop-up screen displaying the following:   * Select the main category name from a drop down list (which lists down the existing main categories) * Enter the main sub category name for the selected main category. * Click on the "Add" button to confirm the addition.   After clicking "Add" the newly added sub category type will be listed in the drop down.   * + - Expense Name - able to type the expense name     - Upload Icon - Users can upload an icon that allows the format of \*.jpeg, \*.jpg, \*.png. The selected icon will then appear in the field box.     - Recurring Type       * Below table shows validations for the fields to be entered by the staff in the checklist form if the particular fields are set as ‘on’.  | **Fields** | **Validation** | | --- | --- | | Expense Name | Minimum of 6 characters and maximum of 24 characteristics. | | Upload Icon | Represented by download icon.   * Allows the format of \*.jpeg, \*.jpg, \*.png. * Allows you to open up the camera, take a picture and upload it. * Allows for multiple images to be uploaded. * If the user tries to upload a file of an unsupported type, a validation message should appear: "Only PDF, DOC, DOCX, JPG, and PNG files are allowed." | | Recurring Type | Can only select one from the below options:   * + None   + Daily   + Weekly   + Monthly   + Quarterly   + Yearly |   **The rest of the “Basic Information” continues as mentioned in supplier Acceptance criteria 03. Please refer to it.**   1. Users can redirect to the "Settings" tab. Here, they will find two drop-down menus. Clicking on each drop-down will expand it to reveal specific fields that need to be activated and filled out.   **The “Settings” functionality is the same as mentioned in supplier Acceptance criteria 03 under “2. Settings”. Please refer to it.**   * + ***First section known as “Payment Settings”***     - In payment types -       * There is a information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Payment types’ for the users as “Please turn on this toggle if this expense is related to a payment option. Select all the applicable methods of payments associated with this expense & if the payment method you use is not in the list, please add your own.”   + ***In the Second section*** known as ***“Other Settings”*** for:     - In Paid From/ Received To -       * There is a information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Paid From/ Received To’ for the users as “Please turn on this toggle if this expense is related to a payment option. Select all the applicable mechanisms of payments associated with this expense & if the mechanisms you use are not in the list, please add your own.”     - In “Only send Invoice to third party” -       * There is a information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Only send Invoice to third party’ for the users as "Please turn on this toggle to indicate if an expense allows invoices to be sent to third parties. Select 'Yes' for expenses that permit third-party invoice handling, and 'No' for those that do not. This selection will enable you to filter and identify expenses who allow third-party invoicing in the expense transaction table.”     - Exclude expense from ledger - the privileged user can choose from the below drop down options:       * There is a information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Exclude expense from ledger’ for the users as "Please turn on this toggle to indicate whether an expense should be displayed in the transaction table. Select 'Yes' for expenses that you want to be shown in the table, and 'No' for those that you do not. This selection will allow you to filter expenses, excluding those marked 'Yes' from the expense transaction table.”       * Yes - meaning this expense should be excluded from the transaction table when filtering the information.       * No - meaning this expense should not be excluded from the transaction table when filtering the information.         + **Remember:** that if no “Exclude expense from ledger” is associated with a particular expense, this can be set ‘OFF’ with the toggle button.     - In Type of transaction -       * There is a information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Type of Transaction’ for the users as "Please turn on this toggle if this expense requires a purchase or visit field. Select all the applicable reasons for a visit associated with this expense. If the reason you need is not listed, please add your own.”  1. Users can redirect to the "Form Settings" tab. Here, they can set the toggles for the fields that will be filled by the staff in the checklist.   **The “Form Settings” functionality is the same as supplier hence continues as mentioned in supplier Acceptance criteria 03 under “3. Form Settings”. Please refer to it.**   * Any selections made while the toggle is in the ON state will be saved by the system, even if the toggle is later turned OFF. When the user turns the toggle back ON, the previously selected options will reappear exactly as they were before. * At the bottom of the screen there are two button as:   + - Previous - once clicked will be redirected to the previous screen.     - “Save” button - to save the changes and create the expense. * All the configured toggles that were set to ‘On’ and fields that were checked will be saved and displayed in the relevant checklist form. * The newly created expense will be displayed in the expense list table and will be available during adding a new transaction with its corresponding main category, sub category, expense name & its icon. * **Then** I click on the confirm button to create an expense along with its checklist for the staff to enter.  Acceptance Criteria 04:  * **Given that** to edit an existing expense information, * **When** I click on the settings icon from the table in the “Expense List” page, * I should be able to see the page where the heading is as “<<relevant expense name>>” with a cancel icon at the top right corner.   + - <<relevant expense name>> - should dynamically load the expense name that was clicked from the table. * The below mentioned details can be editable for the privileged users where certain attributes can be editable by turning ‘On’ or ‘Off’ the toggle button. * Next contains the expense set by user:   + - Stores - edit the store that this expense will appear on. A single selection.     - Main Category - which lists the main category from the list of drop down options & editable. If the store is edited, then main categories will appear according to the store selected.     - Sub Category - which list the subcategories for the expense. If the main category is edited, then sub categories will appear according to the main category selected.     - Expense name - which represents the name of the expense that was clicked from the table.   If the user attempts to change the expense name to one that already exists, an error message will appear: "Expense name already exists. Please enter a new one."   * + - Recurring Type - represents the recurring type select dand should be able to edit.     - Upload icon - which represents the selected corresponding icon. * The “recurring type”, “Contact Details”, “Primary Contact”, “Bank Details” under ‘Basic Information’ are editable according to the expense. * The “Payment Settings” & “Other Settings” under ‘Settings’ are editable according to the expense. * All the sections and fields under each section in the “Expense checklist” form can be editable.   **This continues as mentioned in supplier Acceptance criteria 04. Please refer to it.**   * At the end there is an “Edit” button to make any edit to the existing expense set information.   + - If this button is clicked, I should be able to make any amendments, for example change the expense name, choose a different icon, disable or enable toggle buttons for certain sections & check boxes for fields accordingly.       * I can make any changes I need as mentioned above.     - At this point the button should dynamically change to “Save” and once the amendments are done I should be able to click this button and save all my changes. Thereby, updating the expense information, checklist and Expense List table dynamically according to the saved changes. * At the end next to the “Edit” button there is a “Cancel” button to cancel any changes and return back to the previous screen. * **Then** I view more details of an existing expense and edit any records according to my preference .  Acceptance Criteria 05:  * **Given that** to access “Expense Overview” expense transaction screen, * **When** I can able to view the filter of the system as   + There is a search section at the top right corner to filter the table which is able to search in:     - Expense Name - allows me to search for the expense name and display related names in a list when typing a 3-word keyword.   + At the top, the user can choose the following to get expense details for the particular store & date range:   + **Remember:** All the filter options allow you to perform multiple selections.Hence there will be no restrictions in filtering from the drop down options.     - Store:       * Lists down all the store locations / branches       * An option to select all stores via a checkbox of “All”. This will be the default option.       * The ability to make multiple selections for stores.       * For unprivileged users, the field should automatically display the store location based on their onboarded details. In this case, they will not be able to access the drop down list.       * For privileged users, they can access the drop down list and select one.     - Date:       * A calendar view enables the selection of a date range, with the end date set as the value date or less than the value date. The default shows the current date's details. The format will be “02-April-2024”, **this will be the format used for all dates.**       * **Please note that only privileged users can change the date range. Based on the selected date range, (if selected a previous date) the system will populate their previous data accordingly.**       * **For unprivileged users, only the current date will be represented & they cannot alter this.**   + There is a filter icon at the top of the table. Once clicked the icon (Once clicked it will shrink again and the filter options will only appear when the icon is clicked), a drop down of all the filtration options will be listed in 8 columns as follows. **All the filters can perform multiple selections.**      - Main Category:       * A drop down allows me to select from a list of main categories available.       * An option to select all categories via a checkbox for "All". By default it will be “All”.     - Sub Category:       * After the main categories are selected, the relevant corresponding sub categories will be listed down to be selected as preferred.       * An option to select all categories via a checkbox for "All". By default it will be “All”.     - Payment Status:       * A drop down with the options for “Paid", "Unpaid", “Received”, “Not Received” & “All”       * An option to select both payment status via a checkbox for "All". By default it will be set to “All”.     - VAT or Non-VAT Invoice:       * A drop down with the options for “VAT invoice", "Non-VAT Invoice", & “All”       * An option to select both invoices via a checkbox for "All". By default it will be set to “All”.     - Payment Types:       * A drop down allows me to select the payment types. This list will include all the options of payment types dynamically set for every expense.       * An option to select all types of payments via a checkbox for "All". By default it will be “All”.     - Paid From / Received To:       * A drop down allows me to select the paid to / received to. This list will include all the options dynamically set for every expense.       * An option to select all types of payments via a checkbox for "All". By default it will be “All”.     - Select Type:       * A drop down with options for "Expense", "Credit note", “All”.       * An option to select both invoice types via a checkbox for "All". By default it will be set to “All”.     - Notify To:       * A drop down with the options for first names of the users that have the privilege to view the submitted transactions.       * Ideally, L3 & L4 managers usernames will be listed here.       * An option to select both invoices via a checkbox for "All". By default it will be set to “All”.   + The table can be customised and displayed by clicking on the “Customise Table” button. Note that the "Row No" and "Actions" columns are mandatory and cannot be altered. However, the rest of the columns can be customised and filtered for display.     - When you click the "Customise Table" button, a pop-up screen will appear with a list of column names and checkboxes. You can mark these checkboxes to select which columns should appear in the table.       * An option to select all the columns is available as “Select All”. By default it will be set to “Select All”.   + At the corner there is a drop down button at the top of the table, where once clicked will list down the below two options:     - Only send Invoice to third party - user can tick the checkbox:       * If ticked - only the expenses that were marked as "Yes" during the creation of the expense will appear in the transaction table.       * Initially no tick, hence all expenses will be displayed.     - Exclude expense from ledger - user can tick the checkbox:       * If ticked - only the expenses that were marked as "Yes" during the creation of the expense will not appear in the transaction table.       * Initially no tick, hence all expenses will be displayed.   + Upon confirming the filters mentioned above, the screen will dynamically load the table based on the chosen criterias. * **Then**  the user can utilise the filters and get the relevant information of the expense transactions.  Acceptance Criteria 06:  * **Given that** to access expense transaction based on the filters applied, * **When** I can able to view details of the expense transactions table such as   + The privileged user must be able to view and reconcile/ update the table details.   + When the screen loads, the system will automatically perform the search using the default values specified above and filter the table.   + Expense Transaction Details Table will be as follows:     - Row No: displays the row numbers in ascending order starting from 1.     - Main Category: displays the main category name of the associated expense     - Sub category: displays the sub category name of the associated expense     - Expense Name: Displays the existing expense’s name associated with the ID.     - Representative Name: rep’s name who made the visit     - Date & Time: Shows the relevant arrival date and time of the expense.     - Type of Transaction: Indicates the drop down option/s selected from the list.     - Message to Manager: Allows the user to view a written message to the manager regarding the expense’s transaction.     - Selected Type: Provides either as "Expense" or "Credit Note".       * Expense - paid for a service, with a statement of the sum due for these; a bill.       * Credit Note - A credit note is issued by the service provider to indicate debt, typically with reference to a previously issued invoice and/or purchase. A credit note might be issued to correct a mistake, or if services are returned or if items fail while under guarantee.     - Invoice / Credit Note Received: Indicates if an invoice was received via yes or no.     - Invoice / Credit Note Number: Displays the bill number for the purchased product. Or the number for the credit note received.     - Invoice Period - the period of when the particular invoices were issued from and the end date in the format of “From 02-April-2024 To 16-April-2024”     - Payment Status: Indicates if expenses are "Paid" or "Unpaid" by the relevant staff if the selected type is “Expense”. If selected type is “Credit Note”, then the drop down options should dynamically change to “Received” & “Not Received”     - VAT/ Non-VAT invoice: Indicates if the invoice given includes “VAT” or “without VAT”.     - Sub total: indicates the subtotal that is mentioned in the invoice (ideally the value without the VAT)     - Total VAT: indicates the total VAT as mentioned in the invoice (ideally the total VAT for items)     - Total Amount: indicates the total amount as mentioned in the invoice (ideally the value with subtotal + total VAT).     - Paid Amount/ Credited Amount: indicates the amount that was paid.     - Outstanding Invoice Amount: This column should display any outstanding payments to the expense. **Calculated same as mentioned under acceptance criteria 06 in supplier.**     - Outstanding Credit Note Amount: This column should display any outstanding credit note payments from the expense. **Calculated same as mentioned under acceptance criteria 06 in supplier.**     - Payment Type: Indicates from which type payment has been done, selected from the drop down options.     - Paid From/ Received To: Shows from where the payment has been made, selected from the drop down options.     - Payment Due Date: Shows the date if the payment is unpaid.     - Comments: indicates the user to add any comments to notify the manager.     - Notify To: Indicates L3 / managers based on role privilege. An in-app notification will be sent to these users as explained     - Reconcile - Represented in a maximum of 5 columns and 2 rows.       * First row - Indicates the reconciliation types present for supplier modules that were configured under “Reconciliation Settings”.       * Second row - Indicates the checkbox, initially left alone, will only be ticked when the particular reconciliation is completed.     - Action:       * **Eye Icon: Always visible;** redirects to a page in vertical view with all the details regarding the particular expense when clicked.       * **Edit Icon: Always visible;** redirects to a page in vertical view and can edit any of the fields entered by the staff. The edited field value will be represented in the table grid as well after it is edited.       * **Download Icon: allows downloading of all the row information in a zip file** (the name of the zip file should be in the format of “Row No\_Expense Name) which includes the following:         + There is the audio file in mp3 inside the zip file if any uploaded for that transaction.         + A csv file with the table row information with regards to that expense until the “Reconcile” column.   After the “Reconcile” column, there could be 2 columns (according to the transaction row,  if invoice/ credit note and delivery note images uploaded, then two columns as “Delivery Note Images”, “Invoice Images”, “Credit Note Images”  If only invoice or credit note images uploaded (no delivery notes) then a single column as “Invoice Images” or “Credit Note Images”  For "Invoice Images" / "Credit Note Images," display the unique names assigned by the system in the format "Invoice/Credit Note Number\_Expense Name" for each transaction row. If multiple images are uploaded, separate each barcode with a comma.  If multiple images are uploaded in a single transaction, each image name should be separated by a comma and include the count as “image <<count>>”, where the <<count should start with 2>>. (This approach makes it easier for users to identify which images correspond to each transaction).  For example, invoice images: in the format of “1001\_Window Clean.jpeg, 1001\_Window Clean\_image 2.jpeg”  For "Delivery Note Images," display the unique names assigned by the system or the name given during upload for each transaction row.  If multiple images are uploaded, separate each barcode with a comma and include the count as “image <<count>>”, where the <<count should start with 2>>. (This approach makes it easier for users to identify which images correspond to each transaction).   * + - * + There are folders as for 4 scenarios depending on the images uploaded during the single transaction as:   if invoice and delivery note images are uploaded, then two folders as “Delivery Note”, “Invoice”.  if credit note and delivery note images are uploaded, then two folders as “Credit Notes”, “Delivery Notes”.  If only credit note/ invoice images uploaded then a single folder as “Invoice”/ “Credit Note”  If only delivery note images are uploaded, then a single folder as “Delivery Notes”.   * + - **Reconciliation Icon: Appears dynamically only if any reconciliation/ user edit is completed within any transaction;** when clicked, opens a pop-up screen with the heading "Reconcile Completed" following a table view as follows.       * The first column is “Modified By” - which displays the first name of the user who made the amendment       * The second column is “Modified Date & Time” - which displays the date at which the amendment was made in the format of dd/mm/yyyy & time at which the amendment was made in the format 24 hours.       * The third column is “Reason” - which states if it's a “Reconcile” or “User Edit”. To be “User Edit”, the privileged user must make changes by accessing the edit button in the view more screen/ edit icon from the action column. For "Reconcile," users must go through the reconciliation module and perform the reconciliation for the data & any field modified in this way will be indicated in the table with an informative icon next to the updated grid after clicking save.       * The fourth column is “Modified Field” - which represents the fields that were reconciled.       * The fifth column is “Original Value” - which displays the previous / original value prior to changing it       * The sixth column is “New Value” - which displays the current value/ changed value.       * The seventh column is “Reconcile” - which displays what kind of reconcile was completed with the full name. For example:   ‘D’ - Daily  ‘W’ - Weekly  ‘M’ - Monthly  ‘Q’ - Quarterly  ‘Y’ - Yearly   * + - * + This will be marked accordingly if the reason is “Reconcile” however if the reason is “User Edit”, then this column will be represented with ‘-’         + **REMEMBER: once reconciliation is done users cannot perform user edit.**     - **Play Icon: Appears dynamically only if an audio message is involved with the expense;** allows playing the uploaded audio file within the screen.     - **Image Icon: Appears dynamically according to the images uploaded,** either multiple images of deliver note, invoice images, or credit note images with the income; allows viewing the uploaded images file within the screen.       * **In the later phase,** will have the option for the user to delete an image. * **Remember that** - The table will only display the columns where staff members have provided input. If no input was given for a specific column, it will be represented with a dash ("-") for that income except fields that are entered with digits, where digit fields will be represented with “0.00” for no user input. * **Remember that -** In the transaction table**,** when a privileged user is given reconciliation rights, they can change any staff input. The new value will appear in the relevant field row, marked by an information symbol at the top left corner. * I should have the following pagination options at the bottom right corner after displaying the maximum possible rows with no delay in responsiveness and should remain visible and consistent across all the pages related to settings. * I am able to see page jumpers in numbers from 1 to 3 where I can click on one and have the content of the table be displayed for that page. * There are previous and next options at the sides to move along the pages. * These pagination options should be visible and consistent across all the pages related to settings.   **The rest continues as mentioned in supplier Acceptance criteria 06.**   * **Then** the user can get information on the expense transaction screen.  Acceptance Criteria 07:  * **Given that** to access view more and perform reconciliation, * **When** I click on the “Eye icon”/ “edit icon” in the expense transaction screen, * When the eye icon is clicked, I should be redirected to a screen with the heading as “<<relevant expense name>>” with a cancel icon at the top right corner.   + - <<relevant expense name>> - should dynamically load the expense name that was clicked from the table. * In the view more screen, it indicates the transaction details in the pop-up screen in vertical format with all the staff entered inputs. * At the top of the pop-up screen, there is a button called “Edit”, where once clicked I will be redirected to the same kind of pop-up screen with the “<<relevant expense name>>” at the top with the ability to edit any field straight off.   + **Remember: that this edit pop-up screen will be the same screen that will be popped up when the edit icon in the actions column is clicked.**   + **Remember: that only privileged users will have access to the edit button.** * **Remember: the following fields cannot be editable:** Staff Name, Store, Main Category, Sub Category, Expense Name, as each checklist form is dynamic to different expenses.   + - Staff Name - represents the first name of the staff member (as saved in their profile) who completed this transaction.     - Store - which represents the associated store the expense is assigned to     - Main Category - displays the main category name of the associated expense     - Sub Category - display the sub category name of the associated expense     - Expense name - which represents the name of the expense that was clicked from the table.     - Icon - Autofill based on the expense.     - Select Type - as set according to the transaction either ‘Expense’ or ‘Credit Note’.   + I can be able to edit the checklist form details & the select type.     - “Select Type” : change from either ‘Expense’ or ‘Credit Note’.   + Below this, there is a section titled ‘Expense Checklist' which displays the selected fields for the expense. Then the same fields which were available at the table will be listed down in the following order with the corresponding response from the staff which were ticked during the creation of that particular expense. And all the checklist fields mentioned below can be **editable.**     - * Able to see the “Select Type” : as set according to the transaction. Either ‘Expense’ or ‘Credit Note’       * The below fields will be inside a rectangle with an outline as the first section known as “Expense Information”:     - Date and Time : Visited date and Time     - Message to Manager: Allows the user to view the message made regarding the income’s transaction.       * Here, the user is able to edit the submitted message.     - Audio to Manager: Able to play and download the audio.       * Here, the user is not able to delete the uploaded audio files, they can view the uploaded files & can upload new audio files (they can see the microphone icon and open the same UI as mentioned in acceptance criteria 03).       * Users can even click on the download and download the audio files or delete the uploaded files either by individually or by selecting multiple files at once.       * The below fields will be inside a rectangle with an outline as the second section known as “Delivery”:         + Delivery Note - Allows the upload of formats in \*.jpeg, \*.jpg, \*.png & allows multiple uploads.   Here, the user is not able to delete the uploaded images, they can view the uploaded images & can upload new images (they can see the camera icon and open the same UI to capture the images as mentioned in Acceptance 08):  Camera - Users will be redirected to a pop-up screen as heading “Supporting Images” with a cancel icon at the right corner.  There are three options to upload images:  Users can drag and drop images from the local storage.  Users can click on the “Browse Image” button  Users should be able to access their local device storage to upload an existing image when using the web portal on a desktop. And access the phone gallery to select & upload.  Users can click on the “Take Photo” button  Utilise the device's camera to capture and upload images for both, ensuring functionality across mobile and tablet, and for mobile responsiveness.  There is a section that will showcase all uploaded images in a list.  There is a “Select All” checkbox to be able to select all the images in one go and either delete or download.  Displays all the uploaded images individually with a delete icon and download icon next to each image.  Delete icon will delete the uploaded images  Download icon will download the selected images.  Ability to make multiple selections for the images at once and do bulk download or bulk delete.  Supported formats for uploading images include \*.jpeg, \*.jpg, and \*.png.  Users can upload multiple images.  However, the users cannot delete the original uploaded images.   * + - * The below fields will be inside a rectangle with an outline as the third section known as “Invoice Types”:     - Invoice Received: indicated with ‘Yes’ or ‘No     - Invoice Number: View the invoice number for the third party services     - Invoice Period: indicates the issue date and start date.     - Upload Invoice: Able to view the uploaded invoices in order.       * Here, the user is not able to delete the uploaded images, they can view the uploaded images & can upload new images (they can see the camera icon and open the same UI to capture the images as mentioned in Acceptance 08):       * The below fields will be inside a rectangle with an outline as the fourth section known as “Payment”:     - Payment Status: Indicates if this transaction is “Received” or “Not Received”.     - VAT/ Non-VAT invoice: indicates if invoice is VAT or Non-VAT.     - Sub total: indicates the subtotal that is mentioned in the invoice (ideally the value without the VAT)     - Total VAT: indicates the total VAT as mentioned in the invoice (ideally the total VAT for items)     - Total Amount: indicates the total amount as mentioned in the invoice (ideally the value with subtotal + total VAT).     - Paid Amount/ credited amount: indicates the paid amount.       * Label of the field will be according to the seletec type. If “Expense” = “Paid Amount”, if “Credit Note” = “Credited Amount”     - Outstanding Invoice Amount: This column should display any outstanding payments to the expense. Cannot be editable. **Calculated same as mentioned under acceptance criteria 06 in supplier.**     - Outstanding Credit Note Amount: This column should display any outstanding credit note payments from the expense. Cannot be editable. **Calculated same as mentioned under acceptance criteria 06 in supplier.**     - Payment Type: Indicates from which type payment has been done.     - Paid To/ Received To: Shows from where the payment has been made.       * Label of the field will be according to the seletec type. If “Expense” = “Paid To”, if “Credit Note” = “Received To”     - Payment Due Date: shows the due date of the payment.       * The below fields will be inside a rectangle with an outline as the last section known as “Declaration”:     - Comments: indicates any comments left by the staff.     - Signature: E-signature from staff     - Notify To: Indicates L3 managers based on role privilege   + **Remember: that only privileged users will have access to the edit button.**      - Upon clicking the edit button, the pop-up of the relevant income that was clicked will appear. The select type and only the fields inside the checklist section will become editable. Hence in the reconcile complete table it will be recorded as “User Edit” as reason. For unprivileged users, this button should be frozen.     - At the bottom right corner, there is a button called “Save Changed” to save any modified data.     - The system will automatically record the following details:       * Modified By       * Modified Date & Time       * Reason       * Modified Field       * Original Value       * New Value       * Reconcile     - **NOTE:** Privileged users can arrive to the edit screen from the reconciliation module as well. Hence in the reconcile complete table it will be recorded as “Reconcile” as reason & an information icon will appear in the columns that were reconciled to indicate that the income information has been reconciled.       * **After a field is reconciled in both the view and edit screens, an information icon should appear next to that particular field, indicating that it has already been reconciled.** * **Then** I should be able to successfully access more details with regards to a specific expense and perform reconciliation for the Amount field if needed by clicking the “Reconcile” button.  Acceptance Criteria 08:  * **Given that** to add a new transaction, * **When** I click on the “ Add New Transaction” from the tab, * I should be redirected to a screen with the heading as “Add New Transaction”. * The user can select the below information to add a transaction for an existing expense:   + - Store: A drop down list of all the available stores. Only the privileged users have access to choose different stores. Unprivileged users cannot alter this and it will be pre-selected & appear automatically. Only one selection is possible here.     - Main Category: A drop down list with the existing main category names for the selected store will appear here. Only one selection is possible here.     - Sub Category: A drop down list of all the sub categories will be listed down for that particular main category.     - Expense Name: A drop down list of all the expense names for the selected main category will be listed down.     - Select type: represented with a radio button next to “Expense” or “Credit Note”. By default it is “Expense”. * The user should also be able to add a transaction for a new expense as well:   + - Only the privileged users will have access to the “Add New Expense Category” button at the top. Once the process of adding a new expense is completed, it should be reflected in the new transaction page successfully.     - As a level 4 user (staff member), I will have to manually / physically ask the manager/owner to create / add the new expense for me to enter the new transaction. * Next displays the form settings that were set for the particular expense under the heading as “Expense Checklist”. The following fields will be activated / dynamically appear according to the expense name selected above.   + If the selected type == “Expense”, then the checklist will be as follows where certain labels/ name of the fields must dynamically change according to the selected type:   The below fields will be inside a rectangle with an outline as the first section known as “Expense Information”:   * + - * + Representative Name         + Type of Transaction - dropdown options of:   Can select all that apply (multiselection)  Delivery  Payment  Credit Note  Maintenance or Service  Professional Services  List downs the other predefined options created by the owner:  Training and Development  Client Relations  Sales & Marketing  Operational visits  Compliance and Regulatory  Administrative Tasks   * + - * + Date & Time - Choose a date and time by clicking the relevant calendar icon & clock icon.         + Message to Manager - type out the message in characters         + Audio To Manager - Allows the upload of formats in \*.mp3, \*.mp4.   Allow multiple uploads of audio files.  The system must be able to record after the microphone is clicked.  The below fields will be inside a rectangle with an outline as the second section known as “Delivery”:   * + - * + Delivery Note - Allows the upload of formats in \*.jpeg, \*.jpg, \*.png & allows multiple uploads.   The below fields will be inside a rectangle with an outline as the third section known as “Invoice Types”:   * + - * + Invoice Received - list a dropdown option of:   Can select only one from the options below:  Yes  No   * + - * + Invoice Number - field to state the number         + Upload Invoice - Allows the upload of formats in \*.jpeg, \*.jpg, \*.png & allows multiple uploads.   The below fields will be inside a rectangle with an outline as the fourth section known as “Payment”:   * + - * + Payment Status - Dropdown options of:   Can choose only one from the options below:  Paid - When paid is selected the “Subtotal”, “Total VAT”, “Total Amount”, & “Paid/ Credited Amount” will be mandatory fields.  Non-paid - when Non-paid is selected, the “Payment Due Date” will be a mandatory field.   * + - * + VAT/ Non-VAT invoice - Dropdown options of:   Can choose only one from the options below:  VAT invoice  Non-VAT invoice  If the user selects “VAT invoice” only then the “Total VAT” field will appear in the checklist form  If the user selects “Non-VAT invoice” then the “Total VAT” field will NOT appear in the checklist form   * + - * + Sub total: indicates the subtotal that is mentioned in the invoice (ideally the value without the VAT)         + Total VAT: indicates the total VAT as mentioned in the invoice (ideally the total VAT for items)         + Total Amount: indicates the total amount as mentioned in the invoice (ideally the value with subtotal + total VAT).         + Paid Amount: indicates the amount that was paid.         + Payment Type - Will be available according to what was enabled in the “Payment Types” section by the manager.   Can choose only one from the options below:  Cash Payment  Card Payment  Bank Details   * + - * + Paid From - a drop-down option of what was set ‘On’ during the creation of this expense   Can select only one from the options below:   * + - Safes - dynamically list down the options set at basic store settings   **Remember: if the user has completed a transaction using a safe listed down here, then this transaction's details should reflect dynamically under the “Safe Transaction” screen.**  POS - dynamically list down the options set at basic store settings  POS 1  POS 2  **Remember: if the user selects a POS to perform a particular transaction, then this transaction's details should reflect dynamically under the “Sales - Closing Declaration: MONEY OUT section” screen. This will appear only if the owner has enabled the payout section in the declaration form for “Money Out” during the creation of sales closing. Dynamically following fields will be represented:**   * **Expense Name** * **Paid Amount - if this was reconciled, the reconciled amount will appear.** * **Uploaded Images for this expense transaction** * **Any comments written by the staff member**   Owner’s Fund   * + - * + Payment Due Date - Should open the calendar to choose a date.   The below fields will be inside a rectangle with an outline as the last section known as “Declaration”:   * + - * + Comments - to leave any comments if any.         + Signature - Allows to digitally sign the field by opening an image panel.         + Notify To - drop-down list of employee first name   Can choose only one from the options (which should list down the privileged staff member’s first names)  The system should send a push notification / in-app notification to the user that will be selected from the drop down list after the confirm button is clicked.  The notification message should be as follows: “<<Expense Transaction>> as the main heading  A <<relevant expense name>> transaction was added by <<relevant staff name>>!”  This notification should appear in both the dashboard page under “Important Messages” & inside the “Notification Center” page under the ‘Unread’ section, where users can change the status by clicking on the tick icon at the end after they have read the message which will be represented under the ‘Read’ section.   * + If the selected type == “Credit Note”, then the checklist will be as follows where certain labels/ name of the fields must dynamically change according to the selected type:     - * The below fields will be inside a rectangle with an outline as the first section known as “Expense Information”:     - Representative Name: The person who came to the office on behalf of the expense to govern ordered products. Can be any reason from the list as multi selection is possible.     - Type of Transaction: Indicates the reasons for the visit.     - Date and Time : Visited date and Time     - Message to Manager: Allows the user to view the message made regarding the expense’s transaction.     - Audio to Manager: Able to play and download the audio.   The below fields will be inside a rectangle with an outline as the second section known as “Delivery”:   * + - Upload Delivery Note: View the uploaded image.       * The below fields will be inside a rectangle with an outline as the fourth section known as “Invoice Types”:         + Credit Note Received: indicated with ‘Yes’ or ‘No         + Credit Note Number: View the invoice number for the products purchased by the store.         + Upload Credit Note: able to view the uploaded credit notes in order.       * The below fields will be inside a rectangle with an outline as the third section known as “Payment”:     - Payment Status: Indicates if this transaction is “Received” or “Not Received”.     - VAT/ Non-VAT invoice: indicates if invoice is VAT or Non-VAT.     - Sub total: indicates the subtotal that is mentioned in the invoice (ideally the value without the VAT)     - Total VAT: indicates the total VAT as mentioned in the invoice (ideally the total VAT for items)     - Total Amount: indicates the total amount as mentioned in the invoice (ideally the value with subtotal + total VAT).     - Credited Amount: indicates the amount that was paid.     - Payment Type: Indicates from which type payment has been done.     - Received To: Shows from where the payment has been made.     - Payment Due Date: shows the due date of the payment.       * The below fields will be inside a rectangle with an outline as the fifth section known as “Declaration”:     - Comments: indicates any comments left by the staff.     - Signature: E-signature from staff     - Notify To: Indicates L3 managers based on role privilege * **The newly added transaction will be represented in the first row of the transaction table.** * At the end, there is a “Submit” button to save the changes and a “Cancel” button to cancel the changes and return back to the previous screen. After the submit button is clicked I should be prompted to a pop- up message as “Are you sure you want to submit?” with a “Yes, Submit” button to confirm the action and a “No, go back to edit” button to prevent this action. * Once the “Yes, submit” button is clicked the necessary details should appear in the expense transaction table above. * **REMEMBER**: for the camera option, once it is clicked the following pop-up will appear: **This is followed in the edit screen as well.**    + Camera - Users will be redirected to a pop-up screen as heading “Supporting Images” with a cancel icon at the right corner.     - There are three options to upload images:       * Users can drag and drop images from the local storage.       * Users can click on the “Browse Image” button         + Users should be able to access their local device storage to upload an existing image when using the web portal on a desktop. And access the phone gallery to select & upload.       * Users can click on the “Take Photo” button         + Utilise the device's camera to capture and upload images for both, ensuring functionality across mobile and tablet, and for mobile responsiveness.     - There is a section that will showcase all uploaded images in a list.       * + There is a “Select All” checkbox to be able to select all the images in one go and either delete or download.         + Displays all the uploaded images individually with a delete icon and download icon next to each image.   Delete icon will delete the uploaded images  Download icon will download the selected images.   * + - * + Ability to make multiple selections for the images at once and do bulk download or bulk delete.     - Supported formats for uploading images include \*.jpeg, \*.jpg, and \*.png.     - Users can upload multiple images.   + **The newly added transaction will be represented in the first row of the transaction table.** * **Then** I should be able to successfully add a new transaction and click on the “Confirm” button to add the transaction to the table in the previous screen. | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | Income | **User story ID** | EBOS\_005 |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** | Estimated effort to build this user story. | | |
| **User story** | **As a** owner / user,  **I want** to customise the forms to enter details about income visits,  **So that** accurate records can be maintained by the staff members | | |
| **Acceptance criteria** | Acceptance Criteria 01:  * **Given that** to access the income declaration in the system from income & expense component, * **When** I click on “Income Overview” menu option option from the left side navigation bar, * I should be redirected to the income overview screen as heading “Income Transactions” with a dynamic tab at the top. This tab will include drop-down menus specific to the income module as seen in the left side menu bar. * The dynamic tab is divided into three sections, each providing access to specific screens. Clicking on any of these tabs will redirect you to the corresponding screens as follows:   + - Income Overview - default tab which gives access to the transaction table.     - Add New Transaction - which redirects the users to add a     - new transaction checklist page, where staff can add information about a particular transaction that was made by them which will be represented in the table.     - Income List - once clicked will redirect to the settings page with the table view of the existing incomes. * There is a button called “Add New Transaction” at top right which will only be accessible for the privileged users to perform a new transaction record. * There is a search function available to filter the table by unique income name, requiring at least 3 keywords to list down the relevant income name. * Next to the search function, there are two icons:   + - Print - should be able to print the table content as it is. **This will be covered in a later phase.**     - Download - should be able to download the table view in a CSV format. (Should follow the same format/ columns as the table & should download until the “Reconcile” column).       * **THE BULK DOWNLOAD should be as follows:**       * With the bulk download,  1. I should be able to download a zip file which contains the root folder name same as the zip file. (the name of the zip file should be in the format of “Income Overview\_Start Date To End Date” for example, “Income Overview\_ 02 April, 2024 To 23 April, 2024”).   Inside the zip file there is an audio file in mp3.  In the CSV file (the file name format is Income Overview\_Start Date To End Date” for example, “Income Overview\_ 02 April, 2024 To 23 April, 2024”), up to the “Reconcile” column will be present. There will be three columns in the order of “Delivery Note Images” & “Invoice Images”. The 2 columns will represent:   * For “Invoice Images”, columns should display the unique barcodes/ names assigned by the system to the images when the user has uploaded in the format of “Invoice Number\_Income Name” for each transaction row.   + If multiple images are uploaded in a single transaction, each image name should be separated by a comma and include the the count as “image <<count>>”, where the <<count should start with 2>>. (This approach makes it easier for users to identify which images correspond to each transaction).     - For example, Invoice Images: in the format of “1001\_AGM Bakery.jpeg, 1001\_AGM Bakery\_image 2.jpeg”   Inside the root folder there will be folders categoorized of based on each Income Name completed for separate dates & times (for a selected date range, there will be multiple folders for the same income name different date & times. But if only single date, then only one income folder) in the format of “Income Name\_Date & Time” for example, “Ceylon Electricity\_09 April, 2024 18:00”.  Each of these sub folders will contain 1 folder as “Invoices”.   1. Inside the “Invoices” folder - will contain the images with the corresponding name associated under the column “Invoices Images” in the CSV file.  * There is a table view of the income transactions with a filtration icon to filter the table. Next to the filter icon there are two buttons & a drop down icon:   + - Report - redirects to the “Income Report” screen.     - Customise Table - redirects to the pop-up to customise the table columns prior to displaying.     - Drop down - represents the “Only Send Invoice to third party” with a checkbox & “Exclude Income from Ledger” with a checkbox   + **Remember**: The buttons will only be available to the privileged users.   + **Only the privileged user will be equipped to view the income transaction table as well.** * **NOTE: This should repeat for all pages where tables in a page exceed more than 20 rows.** I should see a pagination below the table to view the table in different pages if there are more than 20 rows. * **Then** I can access the income module with the transactions table and the buttons to perform the necessary functionality.  Acceptance Criteria 02:  * **Given that** to view the existing income information, * **When** I click on “Income List” from the menu bar / tab, * I should be redirected to the page with the heading as “Income List”. * At the top I should be able to select the store to filter the table. Only the privileged users will have access to select multiple stores (or select all stores option) and filter the table. For unprivileged users, the assigned store name during the creation of their employee profile will be displayed here and prevent them from altering it. * This page will showcase the existing incomes in a table as below,   + The first column being the “Row No” where the system automatically assigns numbers in ascending order for the rows.   + The second column being the “Main Category” which displays the corresponding income’s category.   + The third column being the “Income Name” which displays the corresponding income’s name   + Fourth column being the corresponding “Icon” of the income if any.   + And last column being the “Actions” that can be performed on each income row as below,     - Toggle button - to enable or disable the whole income type, where if the toggle is set to disable then the relevant income will be hidden from the staff.     - Settings icon - to be taken to the screen where you can view additional details about the individual income, including their income basic information, & payment settings, and assigned checklist. The user will have the capability to edit existing income information in this screen. *(Explained in acceptance criteria 04)*   + **Remember** - when a particular income is disabled in this table, this income’s existing / previous transactions will remain within the system and shown in the income transactions table but in the future it will no longer be available for users to perform transactions. * I should have the following pagination options at the bottom right corner after displaying the maximum number of rows without any delay responsiveness per page and should remain visible and consistent across all the pages related to settings. * I am able to see page jumpers in numbers from 1 to 3 where I can click on one and have the content of the table be displayed for that page. * There are previous and next options at the sides to move along the pages. * At the top of the table, there is an “Add New Income Category” button where once clicked I will be redirected to a page to add a new income category along with its information and own checklist. * Next to this button, I should see the “Reconciliation Settings” button, where once clicked I will be redirected to the reconciliation module page to customise what types of reconciliation can be performed on income modules such as (Daily, Weekly, Monthly, Quarterly or Yearly). * **Then** I can view existing income information, access the existing income’s information and add new incomes for the system.  Acceptance Criteria 03:  * **Given that** to add a new income category, * **When** I click on the “Add New Income Category” button, * I should be redirected to a pop-up screen with the heading as “Add New Income Category” with a cancel button at the top right corner. * There is a dynamic tab divided into three sections, each providing access to specific screens. Clicking on any of these tabs will redirect you to the corresponding screens as follows:   + - Basic Information - displays fields to activate or deactivate for income checklist & fill them in.     - Payment Settings - It displays options to enable or disable drop-down menus for certain fields, applies conditional filters, and dynamically adjusts the attributes in the form settings screen.     - Form Settings - displays fields to activate or deactivate attributes for the checklist  1. By default, users will initially land on the "Basic Information" tab. Here, they can create the income & they will find three drop-down menus. Clicking on each drop-down will expand it to reveal specific fields that can be filled accordingly or left blank.  * First there are three fields that needs to be filled by the privileged user:   + The following fields must be filled by the privileged user in order to add the income category.     - Store - the user must be able to select the stores the particular income can be assigned to.       * Lists down all the store locations / branches       * Only privileged users can access the drop down options & unprivileged users will see the pre-selected option in the field box.       * The user can only select one store     - Main Category     - Income Name     - Upload Icon - Users can upload an icon that allows the format of \*.jpeg, \*.jpg, \*.png. The selected icon will then appear in the field box.     - Recurring Type       * Below table shows validations for the fields to be entered by the staff in the checklist form if the particular fields are set as ‘on’.  | **Fields** | **Validation** | | --- | --- | | Main Category | **Drop down**   * **Only a single selection is possible.** * Initially will only contain all the common main categories for the selected stores. * The user has the option to add new category types by clicking the "Add New" button. * Once the user clicks on "Add New", they will be directed to a pop-up screen displaying the following: * Enter the main category name in the text field * Click on the "Save" button to confirm the addition. * After clicking "Add" the newly added category type will be listed in the drop down & saved against all the selected stores. | | Income Name | Minimum of 6 characters and maximum of 24 characteristics. | | Upload Icon | Represented by the upload icon.   * Allows the format of \*.jpeg, \*.jpg, \*.png. * Allows you to open up the camera, take a picture and upload it. * Allows for multiple images to be uploaded. * If the user tries to upload a file of an unsupported type, a validation message should appear: "Only PDF, DOC, DOCX, JPG, and PNG files are allowed." | | Recurring Type | **Dropdown**   * Can only select one from the below options:   + None   + Daily   + Weekly   + Monthly   + Quarterly   + Yearly |  * + ***The three dropdowns are by default in the ‘off’ toggle stage.***   + ***First dropdown*** known as ***“Contact Details”*** extends to the subsequent fields, each initialised to be entered by the privileged user,     - Door No     - Address 1     - Address 2     - City/ Town     - Postal / Zip Code     - Country     - Email address     - Phone numbers  | **Fields** | **Validation** | | --- | --- | | Door No | Minimum 3 digits & maximum 10 digits | | Address 1 & Address 2 | Minimum of 10 to a maximum of 200 characteristics. | | City / Town | Minimum of 10 to a maximum of 50 characteristics. | | Postal / ZIP Code | Check against every country code. | | Country | Minimum of 10 to a maximum of 100 characteristics. | | Email Address | Allows for relevant email with @sign. | | Phone Numbers | Maximum number of digits differs from the county code selected during the signup process.   * Can add multiple phone numbers and should be separated by a comma. |  * + - * + The privileged users who have access to create a new income can fill these details or leave the fields blank if there are no details to be filled.   + ***Second dropdown*** known as ***“Primary Contact”*** extends to the subsequent fields, each initialised to be entered by the manager,     - First Name     - Last Name     - Email     - Phone/ Mobile  | **Fields** | **Validation** | | --- | --- | | First Name | Minimum 0 to maximum 50 characteristics | | Last Name | Minimum 0 to maximum 50 characteristics | | Email | Allows for relevant email with @sign. | | Phone/Mobile | Maximum number of digits differs from the county code during the signup process. |  * + - * + The privileged users who have access to create a new income can fill these details or leave the fields blank if there are no details to be filled.   + ***Third dropdown*** known as ***“Bank Details”*** extends to the subsequent fields, each initialised to be entered by the manager,     - Bank Name     - Account Name     - Account Number     - Sort Code     - IBAN * Below table shows validations for the fields to be entered by the staff in the checklist form if the particular fields are set as ‘on’.  | **Fields** | **Validation** | | --- | --- | | Bank Name | * Maximum of 24 characters (can enter less than 32) * Cannot contain any special characters & left empty | | Account Name | * Maximum of 32 characters (can enter less than 32) * Cannot be left empty & cannot contain any special characters | | Account Number | * Maximum of 12 digits (can enter digits less than 12 according to the bank) * Cannot be left empty & contain any special characters | | Sort Code | Minimum 0 and maximum of 6 digits | | IBAN | Minimum 0 and maximum of 22 characters |  * + - * + The privileged users who have access to create a new income can fill these details or leave the fields blank if there are no details to be filled. * At the bottom of the screen there are two button as:   + - Cancel - once clicked will be redirected to the previous screen either being income list.     - Next - redirect to the next corresponding page to configure the settings for the income. * All the configured fields will be saved when clicking the “Next” button.  1. Users can redirect to the "Settings" tab. Here, there are two sections. Under each section there are parts that can be activated.    * In default all the section’s toggles will be set ‘Off’ and the users can enable the toggles, tick checkboxes that are necessary & if the toggle is disabled then the ticked checkboxes should be saved but the component will be deactivated & it will not be represented in the ‘Form Settings’    * ***First section*** known as ***“Payment Settings”*** extends to the subsequent sections,  * Payment Types - the privileged user can choose to activate or deactivate this field.   + - * Once the toggle is set ‘On’, the relevant drop down list will be extended, else when set to ‘Off’, this section will not be extended. Additionally, if the toggle is set ‘On’, then this field should appear dynamically inside the “Form Settings” page at the “Payment” segment.       * There is a information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Payment types’ for the users as “Please turn on this toggle if this income is related to a payment option. Select all the applicable methods of payments associated with this income & if the payment method you use is not in the list, please add your own.”       * After the toggle is enabled, the section will extend to the following predefined list of options with corresponding checkboxes that the user can select. The customized drop down list for payment types will be saved for this income and be displayed in the checklist form settings (Can select all that applies).       * Cash Payment       * Card Payment       * Bank Transfer Check       * & users has the option to add additional payment types according to their preference by clicking the “Add New” button:   once clicked I will be redirected to a pop-up screen with the heading as “Add New” displaying the following:  Enter the new payment type in the designated text box next to the “Name”.  Click on "Add" to confirm the addition.  After clicking "Add," the newly added payment type will be listed within the payment types.  Each newly added payment type will include a checkbox, initially marked but can control whether it will appear in the drop down list or not.  **This will repeat in the Paid From section as well.**   * + - * + **Remember:** that if no “Payment type” is associated with a particular income or to dynamically appear in the “Form Settings”, this can be set ‘OFF’ with the toggle button. * Received To - the privileged user can choose to activate or deactivate this field.   + - * Once the toggle is set ‘On’, the relevant drop down list will be extended, else when set to ‘Off’, this section will not be extended. Additionally, if the toggle is set ‘On’, then this field should appear dynamically inside the “Form Settings” page at the “Payment” segment.       * There is a information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Received To’ for the users as “Please turn on this toggle if this income is related to a payment option. Select all the applicable mechanisms of payments associated with this income & if the mechanisms you use are not in the list, please add your own.”       * After the toggle is enabled, the section will extend to the following predefined list of options with corresponding checkboxes that the user can select (Can select all that applies).       * Safes - should dynamically list down all the safe categories that were configured at store settings       * POS - should dynamically list down all the POS categories that were configured at store settingsOwner’s Fund       * & users has the option to add additional payment types according to their preference by clicking the “Add New” button:   **Same as mentioned under “1. Payment Types”**   * + - * + **Remember:** that if no “Received To” is associated with a particular income or to dynamically appear in the “Form Settings”, this can be set ‘OFF’ with the toggle button.   + ***Second section*** known as ***“Other Settings”*** extends to the subsequent sections where the user can decide what fields should appear dynamically in the form settings screen i.e. set to ‘On’ by the toggle. * Only send Invoice to third party - the privileged user can tick from the below checkbox options:   + - * Once the toggle is set ‘On’, the relevant drop down list will be extended, else when set to ‘Off’, this section will not be extended.       * There is a information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Only send Invoice to third party’ for the users as "Please turn on this toggle to indicate if an income allows invoices to be sent to third parties. Select 'Yes' for incomes that permit third-party invoice handling, and 'No' for those that do not. This selection will enable you to filter and identify incomes who allow third-party invoicing in the income transaction table.”       * After the toggle is enabled, the section will extend to the following predefined list of options with corresponding checkboxes that the user can select (Can only select one choice)       * Yes - meaning can send the invoice to the third party so during filtration the income with the “Yes” option can be filtered.       * No - meaning cannot send the invoice to the third party during filtration (of the transaction table) the income with the “No” option can be filtered.         + **Remember:** if no “Send Invoice to third party” is associated with a particular income, this can be set ‘OFF’ with the toggle button. * Exclude income from ledger - the privileged user can choose from the below drop down options:   + - * Once the toggle is set ‘On’, the relevant drop down list will be extended, else when set to ‘Off’, this section will not be extended.       * There is a information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Exclude income from ledger’ for the users as "Please turn on this toggle to indicate whether an income should be displayed in the transaction table. Select 'Yes' for incomes that you want to be shown in the table, and 'No' for those that you do not. This selection will allow you to filter incomes, excluding those marked 'Yes' from the income transaction table.”       * After the toggle is enabled, the section will extend to the following predefined list of options with corresponding checkboxes that the user can select (Can only select one choice)       * Yes - meaning this income should be excluded from the transaction table when filtering the information.       * No - meaning this income should not be excluded from the transaction table when filtering the information.         + **Remember:** that if no “Exclude income from ledger” is associated with a particular income, this can be set ‘OFF’ with the toggle button.  1. Users can redirect to the "Form Settings" tab. Here, they can turn on the toggles for the segments to expand each section, revealing the associated fields with checkboxes.    * There are 5 sections in this tab that users can activate to appear in the checklist for the particular income.    * **Remember:** Once the toggle is set ‘On’, the relevant section will be extended, else when set to ‘Off’, the section will not be extended. Additionally, if the toggle is set ‘On’, then this section should appear dynamically inside the “Checklist” page along with the relevant fields that were checked/ activated during the creation of the particular income.      + **Remember:** that if a particular segment is not associated with a particular income, this can be set ‘OFF’ with the toggle button, so the whole section will be deactivated. However the fields with the previous marked checkboxes should be saved within the system because when I turn on the toggle again I should be able to see them as marked.    * The ***first section*** is **“Income Information”**.      + By default this section will be disabled by the toggle button.      + There is an information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Income Information’ for the users as “Please turn on this toggle to activate this section for the income in the checklist form. This section includes fields for entering basic information during a visit. Select all applicable fields associated with this income.”      + Following are the list of fields that can be activated by marking the checkboxes next to each field, to be shown in the checklist.      + **NOTE:** when a particular field is marked, then that field automatically becomes a mandatory field for the staff to enter in the checklist page.      + Below are the validations that the staff members need to follow when they are entering for the fields during a transaction.  | **Fields** | **Validation** | | --- | --- | | Representative Name | **Short Description**   * Minimum of 12 characters and maximum of 100 characters | | Date & Time | Represented by two fields, the first featuring a date field accompanied by a calendar icon, and the second presenting a time field with a clock icon.  **Calendar icon**   * Should open the calendar to choose a date   ***SHOULD FOLLOW THE FORMAT WHEREVER DATE IS USED, 02-April-2024***  **Clock icon**   * Should open the clock to choose a time   ***SHOULD FOLLOW THE 24 HOUR FORMAT WHEREVER TIME IS USED*** | | Message to Manager | **Long Description**   * Minimum of 12 characters and maximum of 300 characters | | Audio to Manager | Represented with a mic icon  **Record and upload the vocal file**   * Be able to record the vocal within the system itself & upload that file. * Be able to upload multiple files.   Should open the following pop-up UI when clicked on the microphone icon:   * Should be able to view the microphone icon from the system within using the microphone icon, where when the user clicks on the microphone the system will start recording automatically.   + Then the user can view the time duration it is being recorded for.   They can name the file by clicking on the edit icon.   * + If they havent added a name, the system will assign as “Record\_<<starting from 1>>.mp3”     - <<starting from 1>>, continues in ascending order for the uploaded files.   There is a section that will showcase all uploaded files in a list.   * There is a “Select All” checkbox to be able to select all the files in one go and either delete or download. * Displays all the uploaded files individually with a delete icon and download icon next to each image.   + - Delete icon will delete the uploaded files     - Download icon will download the selected files.     - Ability to make multiple selections for the files at once and do bulk download or bulk delete. |  * + The ***second section*** is **“Invoice Types”** with its own list of fields.     - By default this section will be disabled by the toggle button.     - There is an information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Invoice for the users as “Please turn on this toggle to activate this section for the income in the checklist form. This section includes fields for entering regarding any invoices during a visit. Select all applicable fields associated with this income.”     - Following are the list of fields that can be enabled to be shown in the checklist which will be visible to users who have the privilege to add a new transaction.     - **NOTE:** when a particular field is marked, then that field automatically becomes a mandatory field for the staff.     - Below are the validations that the staff members need to follow when they are entering for the fields during a transaction.  | **Fields** | **Validation** | | --- | --- | | Invoice Received | **Dropdown**   * Can select only one from the options below: * Yes * No | | Invoice Number | **Short text**   * Minimum of 2 characters and maximum of 8 characters * Cannot contain any empty spaces | | Invoice Period | Represented by a **Calendar icon**.   * Should open the calendar to choose a start date and an end date. * Should be represented by “From <<start date>> To <<end date>>” | | Upload Invoice  (Ensure clear quality picture)   * The system must save the uploaded images in the name format of "Invoice Number\_Income Name" | Represented with a camera icon  **Upload Image**   * Allows the upload of formats in \*.jpeg, \*.jpg, \*.png. * Allows you to open up the camera, take a picture and upload it. * Allows for multiple images to be uploaded. * If the user tries to upload a file of an unsupported type, a validation message should appear: "Only PDF, DOC, DOCX, JPG, and PNG files are allowed." |  * + The ***third section*** is **“Payment”** with its own list of fields.     - By default this section will be disabled by the toggle button.     - There is an information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Payment’ for the users as “Please turn on this toggle to activate this section for the income in the checklist form. This section includes fields for entering regarding any payments associated during a visit. Select all applicable fields associated with this income.”     - Following are the list of fields that can be enabled to be shown in the checklist which will be visible to users who have the privilege to add a new transaction.     - **NOTE:** when a particular field is marked, then that field automatically becomes a mandatory field for the staff.     - Below are the validations that the staff members need to follow when they are entering for the fields during a transaction.  | **Fields** | **Validation** | | --- | --- | | Payment Status | **Dropdown**   * Can choose only one from the options below: * Received * Not Received | | VAT/ Non-VAT invoice | **Dropdown**   * Can choose only one from the options below: * VAT invoice * Non-VAT invoice | | Sub Total (currency)   * The currency displayed here will correspond to the country selected during the sign-up process. * For instance, if you selected the UK flag when providing your phone number in “create your account page”, the currency shown here will be the British pound. | **Digit**   * Minimum of 0 digits and maximum of 12 digits * Cannot contain any empty spaces or any special characters. * Allow to enter decimal values in the sample format, for example, 120.00 * ***If no input the system should automatically replace this field with “0.00”*** | | Total VAT (currency)   * Same as mentioned above. | **Digit**   * Minimum of 0 digits and maximum of 12 digits * Cannot contain any empty spaces or any special characters. * Allow to enter decimal values in the sample format, for example, 120.00 * ***If no input the system should automatically replace this field with “0.00”*** | | Total Amount (currency)   * Same as mentioned above. | **Digit**   * Minimum of 0 digits and maximum of 12 digits * Cannot contain any empty spaces or any special characters. * Allow to enter decimal values in the sample format, for example, 120.00 * ***If no input the system should automatically replace this field with “0.00”*** | | Payment Type   * This will be dynamically enabled if it was set ‘On’ from the “settings” page. However users can customize according to what they prefer. * The drop down list will display the options which are marked for the “Payment Types” in the “Settings” page when a staff member is trying to enter this field. | **Dropdown**   * Can choose only one from the options below: * Cash Payment * Card Payment * Bank Details * Credit | | Received To   * This will be dynamically enabled if it was set ‘On’ from the “settings” page. However users can customize according to what they prefer. * The drop down list will display the options which are marked for the “Received To” in the “Settings” page when a staff member is trying to enter this field. | **Dropdown**   * Can select only one from the options below: * Safe * POS * Owner’s Fund | | Payment Due Date | **Calendar icon**   * Should open the calendar to choose a date |  * + The  ***fourth section*** is **“Declaration”** with its own list of fields.     - By default this section will be disabled.     - There is an information icon next to the outline where once clicked will give a side pop-up displaying informative insights about the relevant section i.e. ‘Declaration’ for the users as “Please turn on this toggle to activate this section for the income in the checklist form. This section includes fields for entering regarding any declaration during a particular transaction. Select all applicable fields associated with this income.”     - Following are the list of fields that can be enabled to be shown in the checklist which will be visible to users who have the privilege to add a new transaction.     - **NOTE:** when a particular field is set marked, then that field automatically becomes a mandatory field for the staff.     - Below are the validations that the staff members need to follow when they are entering for the fields during a transaction.  | **Fields** | **Validation** | | --- | --- | | Comments | **Long Description**   * Minimum of 12 characters and maximum of 300 characters | | Signature | Represented with a signature pen icon  **Signature**   * Allows to digitally E-sign the field by saving as an image file. | | Notify To | **Dropdown**   * Can choose only one from the options (which should lists down the privileged staff member’s first names) |  * At the bottom of the screen there are two button as:   + - Previous - once clicked will be redirected to the previous screen.     - “Save” button - to save the changes and create the income. * All the configured toggles that were set to ‘On’ and fields that were checked will be saved and displayed in the relevant checklist form. * The newly created income will be displayed in the Income List table and will be available during adding a new transaction with its corresponding main category, income name & its icon. * **Then** I click on the confirm button to create an income along with its checklist for the staff to enter.  Acceptance Criteria 04:  * **Given that** to edit an existing income, * **When** I click on the settings icon from the table in the “Income List” page, * I should be able to see the pop-up screen where the heading is as “<<relevant income name>>” with a cancel icon at the top right corner.   + - <<relevant income name>> - should dynamically load the income name that was clicked from the table. * The below mentioned details can be editable for the privileged users where certain attributes can be editable. The same layout will be presented as when adding a new income category.   + **Basic Information tab will** be the **first tab,** that may contain the following entered information:     - Store - edit the stores that this income will appear/ associated on     - Main Category - which represents the main category associated for the income.     - Income name - which represents the name of the income that was clicked from the table.   If the user attempts to change the income name to one that already exists, an error message will appear: "Income name already exists. Please enter a new one."   * + - Upload icon - which represents the selected corresponding icon.     - Recurring type - selected from the drop down list available below:       * Can only select one from the below options:         + None         + Daily         + Weekly         + Monthly         + Quarterly         + Yearly * Below this, there are 3 drop downs, they expand to reveal specific fields which were set by the owner/ privileged user. All the subsequent fields will be represented with its entry if any & if blank that means there is no entry.   + - ***First Section*** *known as “****Contact Details****”* extends to the subsequent fields, each entered by the privileged user if they have else left blank:       * Door No       * Address 1       * Address 2       * City/ Town       * Postal / Zip Code       * Country       * Email address       * Phone numbers - allow multiple with comma separation     - ***Second Section*** *known as* ***“Primary Contact”*** extends to the subsequent fields, each entered by the privileged user if they have else left blank:       * First Name       * Last Name       * Email       * Phone/ Mobile     - ***Third Section*** *known as* ***“Bank Details”*** extends to the subsequent fields, each entered by the privileged user if they have else left blank:       * Bank Name       * Account Name       * Account Number       * Sort Code       * IBAN   + ***Second tab*** *know as* ***“ Settings”*** may contain the following configuration made by the privileged user:     - **First section** known as ***“Payment Settings”*** extends to the subsequent fields,       * Payment Types - the section will be enabled at the checklist page if toggle is set to ‘On’.         + List down all the options with checkboxes & for the fields that were marked by the owner:   Cash Payment  Card Payment  Bank Transfer  Check  “Add new” button   * + - * + As a privileged user I should be able to uncheck a box or toggled off this section to not appear in the checklist page.       * Paid From - the section will be enabled at the checklist page if toggle is set to ‘On’.         + List down all the options with checkboxes & for the fields that were marked by the owner:   Safes  POS  Owner’s Fund   * + - * + As a privileged user I should be able to uncheck a box or toggled off this section to not appear in the checklist page.     - **Second section** known as ***“Other Settings”*** extends to the subsequent fields,       * Only send Invoice to third party - the section will be enabled at the checklist page if the toggle is set to ‘On’. The privileged user can edit from the below drop down options:         + Yes - meaning can send the invoice to the third party so during filtration the incomes with the ‘Yes’ option can be filtered.         + No - meaning cannot send the invoice to the third party so during filtration the incomes with the ‘No’ option can be filtered.       * Exclude income from ledger - the section will be enabled at the checklist page if toggle is set to ‘On’. The privileged user can edit from the below drop down options:         + Yes - meaning this income should be excluded from the transaction table when filtering the information.         + No - meaning this income should not be excluded from the transaction table when filtering the information.   + ***Third tab know as “Form Settings”*** may contain the following configuration made by the privileged user:     - * I can edit the status of the toggle button for each section which means it will deactivate the whole section.       * However, the previous marked checkboxes should be saved within the system because when I turn on the toggle again I should be able to see them as marked.       * I can edit the status of each individual field by marking/ unmarking the checkbox. * At the end there is an “Edit” button to make any edit to the existing income set information.   + - If this button is clicked, I should be able to make any amendments, for example change the income name, choose a different icon, disable or enable toggle buttons for certain sections & check boxes for fields accordingly.       * I can make any changes I need as mentioned above.     - At this point the button should dynamically change to “Save” and once the amendments are done I should be able to click this button and save all my changes. Thereby, updating the income information, checklist and ‘Income List’ table dynamically according to the saved changes. * At the end next to the “Edit” button there is a “Cancel” button to cancel any changes and return back to the previous screen. * **Then** I view more details of an existing income and edit any records according to my preference .  Acceptance Criteria 05:  * **Given that** to access “Income Overview” table, * **When** I can able to view the filter of the table as   + At the top, the user can choose the following to get income details for the particular store & date range:   + **Remember:** All the filter options allow you to perform multiple selections.Hence there will be no restrictions in filtering from the drop down options.     - Store:       * Lists down all the store locations / branches       * An option to select all stores via a checkbox of “All”. This will be the default option.       * The ability to make multiple selections for stores.       * For unprivileged users, the field should automatically display the store location based on their onboarded details. In this case, they will not be able to access the drop down list.       * For privileged users, they can access the drop down list and select one.     - Date:       * A calendar view enables the selection of a date range, with the end date set as the value date or less than the value date.       * The default shows the current date's details. The format will be “02-April-2024”, **this will be the format used for all dates.**       * **Please note that only privileged users can change the date range. Based on the selected date range, (if selected a previous date) the system will populate their previous data accordingly.**       * **For unprivileged users, only the current date will be represented & they cannot alter this.**   + There is a search section at the top of the table to filter it which is able to search in:     - Income Name - allows me to search for the income name and display related names in a list when typing a 3-word keyword.   + There is a filter icon at the top of the table. Once clicked the icon (Once clicked it will shrink again and the filter options will only appear when the icon is clicked), a drop down of all the filtration options will be listed in 6 columns as follows. **All the filters can perform multiple selections.**      - Income Name:       * A drop down allows me to search for the income name and display related names in the dropdown when typing a 3-word keyword.       * An option to select all incomes via a checkbox for "All". By default it will be “All”.     - Payment Status:       * A drop down with the options for “Received", "Not Received", & “All”       * An option to select both payment status via a checkbox for "All". By default it will be set to “All”.     - VAT / Non-VAT Invoice:       * A drop down with the options for “VAT invoice", "Non-VAT Invoice", & “All”       * An option to select both invoices via a checkbox for "All". By default it will be set to “All”.     - Payment Type:       * A drop down allows me to select the payment types. This list will include all the options of payment types dynamically set for every income.       * An option to select all types of payments via a checkbox for "All". By default it will be “All”.     - Notify To:       * A drop down with the options for usernames of the users that have the privilege to view the submitted transactions.       * Ideally, L3 & L4 managers usernames will be listed here.       * An option to select both invoices via a checkbox for "All". By default it will be set to “All”.   + The table can be customized and displayed by clicking on the “Customize Table” button. Note that the "Row No" and "Actions" columns are mandatory and cannot be altered. However, the rest of the columns can be customized and filtered for display.     - When you click the "Customise Table" button, a pop-up screen will appear with a list of column names and checkboxes. You can mark these checkboxes to select which columns should appear in the table.       * An option to select all the columns is available as “Select All”. By default it will be set to “Select All”.   + At the corner there is a drop down button at the top of the table, where once clicked will list down the below two options:     - Only send Invoice to third party - user can tick the checkbox:       * If ticked - only the incomes that were marked as "Yes" during the creation of the income will appear in the transaction table.       * Initially no tick, hence all transactions will be displayed.     - Exclude income from ledger - user can tick the checkbox:       * If ticked - only the incomes that were marked as "Yes" during the creation of the income will not appear in the transaction table.       * Initially no tick, hence all transactions will be displayed.   + Upon confirming the filters mentioned above, the screen will dynamically load the table based on the chosen criterias. * **Then**  the user can utilise the filters and get the relevant information of the income transactions.  Acceptance Criteria 06:  * **Given that** to access income transaction based on the filters applied, * **When** I can able to view details of the income transactions table such as   + The privileged user must be able to view and reconcile/ user edit the table details.   + When the screen loads, the system will automatically perform the search using the default values specified above and filter the table.   + Income Transaction Details Table will be as follows:     - Row No: displays the row numbers in ascending order starting from 1.     - Main Category: Displays the relevant income’s main category     - Income Name: Displays the existing income’s name associated with the main category     - Representative name: relevant rep’s name for the transaction visit.     - Date & Time: Shows the relevant arrival date and time of the income.     - Message to Manager: Allows the user to view a written message to the manager regarding the insomce’s transaction.     - Payment Status: Indicates if incomes are “Received” & “Not Received”     - VAT/ Non-VAT invoice: Indicates if the invoice given includes “VAT” or “without VAT”.     - Sub total: indicates the subtotal that is mentioned in the invoice (ideally the value without the VAT)     - Total VAT: indicates the total VAT as mentioned in the invoice (ideally the total VAT for items)     - Total Amount: indicates the total amount as mentioned in the invoice (ideally the value with subtotal + total VAT).     - Payment Type: Indicates from which type payment has been done, selected from the drop down options.     - Received To: Shows from where the payment has been made, selected from the drop down options.     - Payment Due Date: Shows the date if the payment is unpaid.     - Invoice Received: Indicates if an invoice was received via yes or no.     - Invoice Number: Displays the bill number for the purchased product. Or the number for the credit note received.     - Invoice Period - the period of when the particular invoices were issued from and the end date in the format of “From 02-April-2024 To 16-April-2024”     - Comments: Allows the user to add any comments to notify the manager.     - Notify To: Indicates L3 / L4 - managers based on role privilege. An in-app notification will be sent to these users as explained ***under Acceptance Criteria 08.***     - Reconcile - Represented in a maximum of 5 columns and 2 rows.   First row - Indicates the reconciliation types present for income modules that were configured under “Reconciliation Settings”.  **Remember:** the rows will dynamically appear according to what was ‘ticked’ during reconciliation settings.  Second row - Indicates the checkbox, initially left alone, will only be ticked when the particular reconciliation is completed.   * + - * Daily reconciliation - only presented with a “D” with a checkbox which will be automatically ticked if that was completed.         + Can only be completed daily.       * Weekly reconciliation - only presented with a “W” with a checkbox which will be automatically ticked if thai was completed.         + If weekly is activated, once daily completed, the same reconciled details will be represented under next week.         + In a year there are 52 weeks. Until the weekly is completed, it will keep falling under every week to be reconciled.         + Reconciled week data will be ready to reconcile at the start of next month.       * Monthly reconciliation - only presented with a “M” with a checkbox which will be automatically ticked if that was completed.         + In a year there are 12 months. If the store decides to perform monthly reconciliation until the monthly is completed once, it will keep falling under every month to be reconciled.         + Reconciled month data will be ready to reconcile at the start of the first quarter.       * Quarterly reconciliation - only presented with a “Q” with a checkbox which will be automatically ticked if this was completed.         + Same concept as above, can perform after every 4 months       * Yearly reconciliation - only presented with a “Y” with a checkbox which will be automatically ticked if this was completed.         + Same concept as above, can be performed yearly.     - Action:       * **Eye Icon: Always visible;** redirects to a page in vertical view with all the details regarding the particular income when clicked.       * **Edit Icon: Always visible;** redirects to a page in vertical view and can edit any of the fields entered by the staff. The edited field value will be represented in the table grid as well.       * **Download Icon: allows downloading of all the row information in a zip file** **Download Icon: allows downloading of all the row information in a zip file** (the name of the zip file should be in the format of “Row No\_Income Name) which includes the following:         + There is the audio file in mp3 inside the zip file if any uploaded for that transaction.         + A csv file with the table row information with regards to that supplier until the “Reconcile” column.   After the “Reconcile” column, there is 1 column (according to the transaction row,  Only invoice images uploaded then always will be single column as “Invoice Images”.  For "Invoice Images" column displays the unique names assigned by the system in the format "Invoice Number\_Income Name" for each transaction row. If multiple images are uploaded, separate each barcode with a comma.  If multiple images are uploaded in a single transaction, each image name should be separated by a comma and include the count as “image <<count>>”, where the <<count should start with 2>>. (This approach makes it easier for users to identify which images correspond to each transaction).  For example, invoice images: in the format of “1001\_Paypoint.jpeg, 1001\_Paypoint\_image 2.jpeg”   * + - * + There Is one folder as:   if invoice images uploaded, then one folder as “Invoice”.   * + - * **Reconciliation Icon: Appears dynamically only if any reconciliation/ user edit is completed within any transaction;** when clicked, opens a pop-up screen with the heading "Reconcile Completed" following a table view as follows.         + The first column is “Modified By” - which displays the first name of the user who made the amendment         + The second column is “Modified Date & Time” - which displays the date at which the amendment was made in the format of dd/mm/yyyy & time at which the amendment was made in the format 24 hours.         + The third column is “Reason” - which states if it's a “Reconcile” or “User Edit”. To be “User Edit”, the privileged user must make changes by accessing the edit button in the view more screen/ eye icon screen. For "Reconcile," users must go through the reconciliation module and perform the reconciliation for the data & any field modified in this way will be indicated in the table with an informative icon next to the updated grid after clicking save.         + The fourth column is “Modified Field” - which represents the fields that were reconciled.         + The fifth column is “Original Value” - which displays the previous / original value prior to changing it         + The sixth column is “New Value” - which displays the current value/ changed value.         + The seventh column is “Reconcile” - which displays what kind of reconcile was completed with the full name. For example:   ‘D’ - Daily  ‘W’ - Weekly  ‘M’ - Monthly  ‘Q’ - Quarterly  ‘Y’ - Yearly  This will be marked accordingly if the reason is “Reconcile” however if the reason is “User Edit”, then this column will be represented with ‘-’  **REMEMBER: once reconciliation is done users cannot perform user edit.**   * + - * **Play Icon: Appears dynamically only if an audio message is involved with the income;** allows playing the uploaded audio file within the screen.       * **Image Icon: Appears dynamically according to the images uploaded**, i.e invoice images; allows viewing the uploaded images file within the screen.         + **In the later phase,** will have the option for the user to delete an image.   + **Remember that** - The table will only display the columns where staff members have provided input. If no input was given for a specific column, it will be represented with a dash ("-") for that income except fields that are entered with digits, where digit fields will be represented with “0.00” for no user input.   + **Remember that -** In the transaction table**,** when a privileged user is given reconciliation rights, they can change any staff input. The new value will appear in the relevant field row, marked by an information symbol at the top left corner.   + I should have the following pagination options at the bottom right corner after the table after displaying the maximum rows according to page responsiveness and should remain visible and consistent across all the pages related to settings. * I am able to see page jumpers in numbers from 1 to 3 where I can click on one and have the content of the table be displayed for that page. * There are previous and next options at the sides to move along the pages. * These pagination options should be visible and consistent across all the pages related to settings. * **Then** the user can get information on the income transaction screen.  Acceptance Criteria 07:  * **Given that** to access view more and perform reconciliation/edit, * **When** I click on the “Eye icon”/ “Edit icon”, * When the eye icon is clicked, I should be redirected to a screen with the heading as “<<relevant income name>>” with a cancel icon at the top right corner.   + - <<relevant income name>> - should dynamically load the income name that was clicked from the table. * In the view more screen, it indicates the transaction details in the pop-up screen in vertical format with all the staff entered inputs. * At the top of the pop-up screen, there is a button called “Edit”, where once clicked I will be redirected to the same kind of pop-up screen with the “<<relevant supplier name>>” at the top with the ability to edit any field straight off.   + **Remember: that this edit pop-up screen will be the same screen that will be popped up when the edit icon in the actions column is clicked.**   + **Remember: that only privileged users will have access to the edit button.** * **Remember: the following fields cannot be editable for example:** Staff Name, Store, Main Category, Income Name.   + - Staff Name - represents the first name of the staff member (as saved in their profile) who completed this transaction.     - Store - which represents the associated store the income is assigned to     - Main Category - which represents the main category selected from the drop down     - Income name - which represents the name of the income that was clicked from the table.   + The next section is as “**Income Checklist**” indicates the fields that were activated during ‘Settings’ & ‘’Form Settings’ which will dynamically load the attributes that were ticked for the income selected during the creation of that particular income. And all the checklist fields mentioned below can be **editable.**     - * The below fields will be inside a rectangle with an outline as the first section known as “Income Information”:     - Representative Name: The person who came to the office on behalf of the income to govern ordered products.     - Date and Time : Visited date and Time     - Message to Manager: Allows the user to view the message made regarding the income’s transaction.     - Audio to Manager: Able to play and download the audio.       * Here, the user is not able to delete the uploaded audio files, they can view the uploaded files & can upload new audio files (they can see the microphone icon and open the same UI as mentioned in acceptance criteria 03).       * Users can even click on the download and download the audio files or delete the uploaded files either by individually or by selecting multiple files at once.         + The below fields will be inside a rectangle with an outline as the fourth section known as “Invoice Type”:       * Invoice Received: indicated with ‘Yes’ or ‘No       * Invoice Number: View the invoice number for the products purchased by the store.       * Invoice Period: indicates the issue date and start date.       * Upload Invoice: Able to view the uploaded invoices in order.   Here, the user is not able to delete the uploaded images, they can view the uploaded images & can upload new images (they can see the camera icon and open the same UI to capture the images as mentioned in Acceptance 08):  Camera - Users will be redirected to a pop-up screen as heading “Supporting Images” with a cancel icon at the right corner.  There are three options to upload images:  Users can drag and drop images from the local storage.  Users can click on the “Browse Image” button  Users should be able to access their local device storage to upload an existing image when using the web portal on a desktop. And access the phone gallery to select & upload.  Users can click on the “Take Photo” button  Utilise the device's camera to capture and upload images for both, ensuring functionality across mobile and tablet, and for mobile responsiveness.  There is a section that will showcase all uploaded images in a list.  There is a “Select All” checkbox to be able to select all the images in one go and either delete or download.  Displays all the uploaded images individually with a delete icon and download icon next to each image.  Delete icon will delete the uploaded images  Download icon will download the selected images.  Ability to make multiple selections for the images at once and do bulk download or bulk delete.  Supported formats for uploading images include \*.jpeg, \*.jpg, and \*.png.  Users can upload multiple images.  However, the users cannot delete the original uploaded images.   * + - * The below fields will be inside a rectangle with an outline as the third section known as “Payment”:     - Payment Status: Indicates if this transaction is “Received” or “Not Received”.     - VAT/ Non-VAT invoice: indicates if invoice is VAT or Non-VAT.     - Sub total: indicates the subtotal that is mentioned in the invoice (ideally the value without the VAT)     - Total VAT: indicates the total VAT as mentioned in the invoice (ideally the total VAT for items)       * Remember - only appears if VAT invoice is selected else does not appear.     - Total Amount: indicates the total amount as mentioned in the invoice (ideally the value with subtotal + total VAT).     - Payment Type: Indicates from which type payment has been done.     - Received To: Shows from where the payment has been made.     - Payment Due Date: shows the due date of the payment.       * The below fields will be inside a rectangle with an outline as the fifth section known as “Declaration”:     - Comments: indicates any comments left by the staff.     - Signature: E-signature from staff     - Notify To: Indicates L3 managers based on role privilege   + **Remember: that only privileged users will have access to the edit button.**      - Upon clicking the edit button, the pop-up of the relevant income that was clicked will appear & only the fields inside the checklist section will become editable. Hence in the reconcile complete table it will be recorded as “User Edit” as reason. For unprivileged users, this button should be frozen.     - At the bottom right corner, there is a button called “Save Changed” to save any modified data.     - The system will automatically record the following details:       * Modified By       * Modified Date & Time       * Reason       * Modified Field       * Original Value       * New Value       * Reconcile     - **NOTE:** Privileged users can arrive to the edit screen from the reconciliation module as well. Hence in the reconcile complete table it will be recorded as “Reconcile” as reason & an information icon will appear in the columns that were reconciled to indicate that the income information has been reconciled. * **Then** I should be able to successfully access more details with regards to a specific income and perform reconciliation/ edit the fields if needed by clicking the “edit” button or edit icon.  Acceptance Criteria 08:  * **Given that** to add a new transaction, * **When** I click on the “Add New Transaction” from the tab, * I should be redirected to a screen with the heading as “Add New Transaction”. * There is a button at the top right corner as “Add New Income Category” which will redirect to the adding a new income tab where only privileged users have access to this button. * The user can select the below information to add a transaction for an existing income:   + - Store: A drop down list of all the available stores. Only the privileged users have access to choose different stores. Unprivileged users cannot alter this and it will be pre-selected & appear automatically. Only one selection is possible here.     - Main Category: A drop down list with the existing main category names for the selected store will appear here which means only the common categories for the selected store. Only one selection is possible here.     - Income Name: Will list down all the associated income names for that specific main category selected. * Next displays the form settings that were set for the particular income under the heading as “Income Checklist”. The following fields will be activated / dynamically appear according to the income name selected above.   The below fields will be inside a rectangle with an outline as the first section known as “Income Information”:   * + - * + Representative Name         + Date & Time - Choose a date and time by clicking the relevant calendar icon & clock icon.         + Message to Manager - type out the message in characters         + Audio To Manager - Allows the upload of formats in \*.mp3, \*.mp4.   The below fields will be inside a rectangle with an outline as the third section known as “Payment”:   * + - * + Payment Status - Dropdown options of:   Can choose only one from the options below:  Paid - When paid is selected the “Subtotal”, “Total VAT”, “Total Amount”, & “Paid/ Credited Amount” will be mandatory fields.  Non-paid - when Non-paid is selected, the “Payment Due Date” will be a mandatory field.   * + - * + VAT/ Non-VAT invoice - Dropdown options of:   Can choose only one from the options below:  VAT invoice  Non-VAT invoice  If the user selects “VAT invoice” only then the “Total VAT” field will appear in the checklist form  If the user selects “Non-VAT invoice” then the “Total VAT” field will NOT appear in the checklist form   * + - * + Sub total: indicates the subtotal that is mentioned in the invoice (ideally the value without the VAT)         + Total VAT: indicates the total VAT as mentioned in the invoice (ideally the total VAT for items)         + Total Amount: indicates the total amount as mentioned in the invoice (ideally the value with subtotal + total VAT).         + Payment Type - Will be available according to what was enabled in the “Payment Types” section by the manager.   Can choose only one from the options below:  Cash Payment  Card Payment  Bank Details   * + - * + Received To - a drop-down option of what was set ‘On’ during the creation of this income   Can select only one from the options below:   * + - Safes - dynamically list down the options set at basic store settings       * Main Safe       * Mini Safe   **Remember: if the user has completed a transaction using a safe listed down here, then this transaction's details should reflect dynamically under the “Safe Transaction” screen.**  POS - dynamically list down the options set at basic store settings for example:  POS 1  POS 2  Owner’s Fund   * + - * + Payment Due Date - Should open the calendar to choose a date.   The below fields will be inside a rectangle with an outline as the fourth section known as “Invoice Types”:   * + - * + Invoice Received - list a dropdown option of:   Can select only one from the options below:  Yes  No   * + - * + Invoice Number - field to state the number         + Upload Invoice - Allows the upload of formats in \*.jpeg, \*.jpg, \*.png & allows multiple uploads.   The below fields will be inside a rectangle with an outline as the fifth section known as “Declaration”:   * + - * + Comments - to leave any comments if any.         + Signature - Allows to digitally sign the field by opening an image panel.         + Notify To - drop-down list of employee first name   Can choose only one from the options (which should list down the privileged staff member’s first names)  The system should send a push notification / in-app notification to the user that will be selected from the drop down list after the confirm button is clicked.  The notification message should be as follows: “<<Income Transaction>> as the main heading  A <<relevant Income name>> transaction was added by <<relevant staff name>>!”  This notification should appear in both the dashboard page under “Important Messages” & inside the “Notification Center” page under the ‘Unread’ section, where users can change the status by clicking on the tick icon at the end after they have read the message which will be represented under the ‘Read’ section.   * **The newly added transaction will be represented in the first row of the transaction table.** * At the end, there is a “Submit” button to save the changes and a “Cancel” button to cancel the changes and return back to the previous screen. After the submit button is clicked I should be prompted to a pop- up message as “Are you sure you want to submit?” with a “Yes, Submit” button to confirm the action and a “No, go back to edit” button to prevent this action. * Once the “Yes, submit” button is clicked the necessary details should appear in the income transaction table above. * **REMEMBER:** for the camera option in upload invoice, once it is clicked the following pop-up will appear:   + Camera - Users will be redirected to a pop-up screen as heading “Supporting Images” with a cancel icon at the right corner.     - There are three options to upload images:       * Users can drag and drop images from the local storage.       * Users can click on the “Browse Image” button         + Users should be able to access their local device storage to upload an existing image when using the web portal on a desktop. And access the phone gallery to select & upload.       * Users can click on the “Take Photo” button         + Utilise the device's camera to capture and upload images for both, ensuring functionality across mobile and tablet, and for mobile responsiveness.     - There is a section that will showcase all uploaded images in a list.       * + There is a “Select All” checkbox to be able to select all the images in one go and either delete or download.         + Displays all the uploaded images individually with a delete icon and download icon next to each image.   Delete icon will delete the uploaded images  Download icon will download the selected images.   * + - * + Ability to make multiple selections for the images at once and do bulk download or bulk delete.     - Supported formats for uploading images include \*.jpeg, \*.jpg, and \*.png.     - Users can upload multiple images. * **Then** I should be able to successfully add a new transaction and click on the “Confirm” button to add the transaction to the table in the previous screen. | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | Scratch Card | **User story ID** | EBOS\_006 |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** | Estimated effort to build this user story. | | |
| **User story** | * **As a user** responsible for managing scratch cards * **I want** to create the scratch card mechanisms * **So that** accurate records are maintained, and stock movements are transparent within the staff. | | |
| **Acceptance criteria** | Acceptance Criteria 01:  * **Given that** to access the scratch card component, * **When** the user arrives at “Scratch Card Management” page,   + There are two dynamic tabs, with the first tab being the default one as ‘Scratch Card’ & second tab being ‘Scratch Card Reports’   + In the ‘Scratch Card’ tab, there are two buttons such as:     - Sales Declaration → where once clicked gets redirected to the pages to perform sales opening & closing in regards to scratch card     - Stock Management → where once clicked I should be able to manage the scratch card stock before/after putting them in the scratch card machine dispenser.   + **Once I click on the “Sales Declaration”** button where I will be redirected to the relevant tabs to perform as “Scratch Card Opening” or “Scratch Card Closing” screens.   + **If I click on the “Scratch Card Opening” tab, I should be redirected to the page with the heading as “Scratch Card Opening Declaration”.**   + I should be able to configure the following drop down options:     - Store:       * A list of all the stores available dynamically from the store settings       * Users can only select one store.       * Only privileged users can access the drop down options & unprivileged users will see the pre-selected option in the field box.     - Date: able to select a date from the calendar option       * The default shows the current date's details. The format will be “02-April-2024”, this will be the format used for all dates.       * **Please note that only privileged users can access the previous dates. Based on the selected date, (if selected a previous date) the system should populate the previous data accordingly. (Can change shift and POS and populate the data, but can't submit again)**       * For unprivileged users, only the current date will be represented & they cannot alter this.   + There are two drop down options available for the users to make the selection to input data for scratch card opening:     - Shift - ability to select from a drop down menu. These options will be dynamically loaded from what will be set in the shift settings under store settings.       * Given that the user has not selected a shift and the user attempts to submit the declaration, then an error message should be displayed prompting the user to select a shift as “Error: Shift Not Selected. Please select a shift before submitting the declaration.”     - POS - ability to select a POS that I have worked on. The dropdown options will be dynamically loaded here according to what will be set under store settings.       * Given that the user has not selected a POS, when the user attempts to submit the declaration, then an error message should be displayed prompting the user to select a POS as “Error: POS Not Selected. Please select a POS before submitting the declaration.”   + After the shift & POS has been selected, the system should dynamically load the previous scratch card closing declaration (which is yesterday's closing declaration).   + The table will be segmented into sections & will dynamically appear according to the game configuration set during declaration:     - Box no - displays the box number set during declaration for that game name     - Image - will be loaded from what was uploaded during stock management according to the game number set for this box number     - Price - will be loaded from what was uploaded during stock management according to the game number set for this box number.     - Closing card no - will load the previous entered closing card no entered.     - Opening card no - empty box to allow the staff to enter the opening card no.       * Ideally this must be the same as closing card no.       * Initially there is no warning message when filling the checklist page.   + There is a checkbox to tick for “I hereby confirm that all entered data is accurate and correct to the best of my knowledge. I understand that once I submit this information, it cannot be undone or modified.”   + At the end, there is a “Confirm” button to save the changes and a “Cancel” button to cancel the changes. After the submit button is clicked I should be prompted to a pop- up message as “Are you sure you want to submit?” with a “Yes” button to confirm the action and a “Cancel” button to prevent this action.   + **If I click on the “Scratch Card Closing” tab, I should be redirected to the page with the heading as “Scratch Card Closing Declaration”.**   + All the filters and dropdowns will be available as in the scratch card opening declaration.   + After the shift & POS has been selected, the system should dynamically load the previous scratch card opening declaration (which is ideally today’s opening declaration).   + The table will be dynamically displayed as follows:     - Box no - displays the box number set during declaration for that game name     - Image - will be loaded from what was uploaded during stock management according to the game number set for this box number     - Price - will be loaded from what was uploaded during stock management according to the game number set for this box number.     - Opening card no - will load the previous entered opening card no entered.     - Closing card no - empty box to allow the staff to enter the closing card no.       * Ideally this must not be the same as opening card no.       * After all the closing card numbers are entered, the system must calculate the total scratch card sales amount.         + For each box number, the system must calculate the difference between closing card no and opening card no to get the sales made by each box number.   Sales (for box number 1) = closing card no - opening card no.   * + - * + Then according to the price for each box number we have to calculate the sales amount for each individual box number as;   Amount (for box number 1) = Sales \* Price (of box number 1),   * + - * + Then to get the total scratch card sales amount we need to sum all the sales amount for each box number, **assuming there is no reset that happened. If reset has happened, the system must use a different calculation to find the sales.**         + For example: the total amount of scratch card sales made are 149.00//      * + **Remember:** * Once all the cards in a bundle for a specific box number are used up, the system must recognize that the cards for this box number are depleted. The system should then reset and start again to prevent any negative scratch card sales. * In real-life situations, a store receives bundles of scratch cards for each game name from the supplier. The store places one bundle in the scratch card dispenser and stores the remaining bundles in the scratch card safe. In the dispenser, the scratch cards will be read starting from 0 onwards. * Suppose a game name has 5 bundles, with each bundle containing 100 cards numbered from 0 to 99. Typically, for a specific game name or box number, all the bundles will have an identical number of cards. **Assuming that in the dispenser the starting card will be 0 onwards.** * In EBOS, this scenario should proceed as follows:  1. The manager or personnel with access to the scratch card stock/safe management should retrieve a new bundle and scan the barcode in "Stock Out," since it is an existing game in the system the details will be automatically recorded. 2. When performing the stock-out process(when reason is selected as ‘To Display’), and submits the form the system will automatically reset that box number and the manager will be prompted with a warning message about the reset to be aware. This is to avoid negative scratch card sales.   Hence, the system must reset that box number to prevent negative scratch card sales.  The system must be aware that this box number has been resetted by the privileged users when doing stock out. **The system should reset (meaning starting card no of the new bundle) to begin with the new bundle which is 0. If the system has reset, the sales will be calculated as follows:**  **For example:** In box number 4,   * One bundle = 50 cards → 0-49 cards * Opening card no = 25, closing card no = 35. Assuming, reset has happened for this box number. This 35 is in the new bundle. We need to know how much is sold in the previous bundle to find the total sales for a particular box number. * Previous Bundle’s Sales = bundle’s maximum number - current opening card number   + Bundles maximum number = cards per bundle - 1   + For example : 49 - 25 = 24 * New bundle’s Sales = current closing card no - 0 (based on the reset, reset is triggered when stock out is performed with the ‘To display’ selected as reason)   + For example: 35 - 0 = 35 * Total Sales = Previous Bundle’s Sales + New bundle’s Sales   + For example: 24+35 = 59//   Amount =Total Sales x price  For above example:   * Amount = 59 x 5 = 295//   This way every other box number will be calculated as above if the relevant box number has been reset to 0.   * **Then** I can successfully make a scratch card opening or closing declaration.  Acceptance Criteria 02:  * **Given**  access to the starch card Component * **When** the user clicks on the “Scratch card settings” I should be redirected to the configuration screen, where the page displays the heading "Scratch Card Display Configuration" at the top, along with a cancel icon.   + A section allows me to configure the Dispenser Layout Configuration table format, with the following options:     - Store: A dropdown list featuring available store     - Columns: A dropdown list featuring values from 1 to 4, with the range displayed as "1-4."     - Rows: A dropdown list featuring values from 1 to 10, with the range displayed as "1-10."   + The table will be displayed in rows \* columns, resulting in 40 grids for the maximum rows (10) and columns (4).The Column name will display as Game Number and Game Name   + A "Create Layout " button allows the table to be formatted according to the inputted rows and columns, defining the columns from left to right. Each column provides a space to define the associated column name.   + After formatting the table, I can add relevant fields in the Game configuration section, which includes:     - Game Name: A dropdown list featuring available game names in the stock, as updated during stock management.     - Box Number: A dropdown list featuring available box numbers in the stock, as updated during stock management.     - Status: A toggle enabling the configuration for the particular row and column.   + When the game card quantity reaches zero, the game will no longer appear in the game name dropdown, preventing the reassignment of the game.   + A "Save Configuration" button allows me to save the particular configuration in the corresponding columns. The numbering of the table follows from left to right, with a space between each column to indicate the specific name. For example, configuring "Game 7" as the game name and "10" as the box number will represent the box number in the particular grid 10, with the adjacent empty column indicating the game name.   + The user can select the game and box number, and then deactivate the toggle status, resulting in the deactivation of the game, preventing it from displaying on the scratch card declaration screen. * **Then** the user/manager can manage the starch card configuration  Acceptance Criteria 03:   * **Given that** edit  **game configuration** details, * **When** clicking the edit icon in the game configuration * Able to edit the specific game configuration form * The user role detailed form includes the following information : * Game   + Dropdown able to select any game along with the number * Box Number   + Able to change the box number based on the selection * Status   + Able to active and Deactive the starch card * When the user attempts to make a change to the game and box number, a pop-up will appear asking, “Do you want to make the change?” Once the user clicks on confirm, the changes will be applicable. * For example, if the user changes Game 7 from box #10, a pop-up message will appear, mentioning that Game 7 is already in box #1 and asking, 'Do you want to make the change?' If the customer confirms the change, Game 7 will be displayed in box #1. The previous location of Game 7 will be replaced by the game that was previously in box #1 * **Then** click the “save” button to update the game configuration.  Acceptance Criteria 04:  * **Given that** to access the game configuration * **When** the user clicks on the delete icon,   + A pop-up message will appear as “Are you sure?” with options to confirm (yes) or cancel. * **Then** the user can manage the game configuration.  Acceptance Criteria 05:  * **Given that** to access the scratch card management * **When** the user clicks on the “Stock Management” button,   + There are two tabs as “Stock In” and “Stock Out”, where once clicked I should be redirected to that specific page.   + In both the 'Stock In' and 'Stock Out' screens, the UIs will be identical, but the concepts will differ. In 'Stock In', you can view the available stocks and add scratch card bundles to the inventory when a particular bundle is depleted. In 'Stock Out', you will be able to withdraw scratch card bundles from the machine and record these transactions in the system.   + I should enter the store before stock management is performed: * On the ‘Stock In’ screen, I should be able to store the scratch card bundles in the scratch card safe and record them within the system.   + I should be able to enter the shift I am working on from a list of drop downs.     - Store - list down all the stores dynamically.       * Users can only select one store.       * For level 4 and level 3 users, access to store lists will be restricted based on their privileges, hence the store location field should automatically populate according to their onboarding details.     - Shift - ability to select from a drop down menu. These options will be dynamically loaded from what will be set in the shift settings under store settings.       * Given that the user has not selected a shift and the user attempts to submit the declaration, then an error message should be displayed prompting the user to select a shift as “Error: Shift Not Selected. Please select a shift before submitting the declaration.”   + I should be able to enter the ‘Reason’ for the stock in:     - Reason - is a list of drop down options as:       * From Delivery - this basically means new bundles that arrived from suppliers       * From Display - sometimes lottery / suppliers may rename/ reconfigure the game names (rarely happen) & request stores to take them out of the machines   + Should contain a field to scan the barcode of an existing scratch card bundle as ‘Scan Barcode’     - The system will recognize the barcode as an existing scratch card bundle previously added and automatically fill in the fields.     - Upon scanning the barcode of a specific scratch card bundle already in the system, the following fields should auto-populate.       * Game Name       * Game Number       * Game Top Price       * Card Price       * Cards Per Bundle       * Add Image - If an image was captured previously for that game name, it should automatically appear here within the system.   + Can be able to manually enter the below fields as well.     - Game Name - particular game name.     - Bundle Quantity - corresponding number of bundles for that game name. (Initially will be the total bundle quantity we get from the supplier, then it will decrease as we do stock out)     - Game Number - the game number associated with the game name     - Game Top Price     - Card Price - price of that game name     - Cards Per Bundle - cards per each bundle.     - Add Image - ability to upload an image to represent the scratch card bundle  | **Fields** | **Validation** | **Mandatory** | | --- | --- | --- | | Game Name | * Minimum 6 characters & maximum 30 characters * Cannot be left empty | Yes | | Bundle Quantity | * Minimum 1 & maximum 12 digits * Cannot be left empty | Yes | | Game Number | * Minimum 1 & maximum 12 digits * Cannot be left empty | Yes | | Game Top Price | * Minimum 6 characters & maximum 30 characters * Cannot be left empty | No | | Card Price | * Minimum characters & maximum 24 digits * Cannot be left empty | Yes | | Cards Per Bundle | * Minimum 1 & maximum 10 digits * Cannot be left empty | Yes | | Add Image | * Allows the upload of formats in \*.jpeg, \*.jpg, \*.png. * Allows you to open up the camera, take a picture and upload it. * Can upload only one image. | No |  * + At the end, there is a “Confirm” button to save the changes and a “Cancel” button to cancel the changes. After the submit button is clicked I should be prompted to a pop- up message as “Are you sure you want to submit?” with a “Yes” button to confirm the action and a “Cancel” button to prevent this action. * On the ‘Stock Out’ screen, I should be able to take scratch card bundles from the scratch card safe and record them within the system.   + I should be able to enter the shift I am working on from a list of drop downs.     - Store - list down all the stores dynamically.       * Users can only select one store.       * For level 4 and level 3 users, access to store lists will be restricted based on their privileges, hence the store location field should automatically populate according to their onboarding details.     - Shift - ability to select from a drop down menu. These options will be dynamically loaded from what will be set in the shift settings under store settings.       * Given that the user has not selected a shift and the user attempts to submit the declaration, then an error message should be displayed prompting the user to select a shift as “Error: Shift Not Selected. Please select a shift before submitting the declaration.”   + I should be able to enter the ‘Reason’ for performing a stock out:     - Reason - is a list of drop down options as:       * Return To Supplier - this indicates that specific bundles are being removed due to their expiration date or some other reason.       * To Display - this means a bundle is taken from the safe to replace a finished bundle in the scratch card dispenser.   *If the selected reason is 'To Display' and the user submits the form, the system must identify the relevant game name for that box number and automatically reset that box number to 0 to prevent negative sales.*  *The system will display a warning message to alert users about the reset: "The Box Number <<relevant box number >> bundle has <<relevant remaining cards>> cards left in the display. Do you want to reset now or cancel? " Users can click the "Display & Reset" button to confirm and reset the box number to 0 or select the "Cancel" button to prevent this action. For example: “The Box Number 04 bundle has 24 cards left in the display. Do you want to reset now or cancel?”*   * *<<relevant remaining cards>> →* this is calculated by the system:   + Maximum card number (for this particular bundle for the box number) - last opening card number     - If box number 04, has 50 cards per bundle, with its last opening card number being 25.       * Maximum card number = 49 (cards per bundle - 1) hence 49 - 25 = 24 //   + Should contain a field to scan the barcode of an existing scratch card bundle as ‘Scan Barcode’.     - Upon scanning the barcode of a specific scratch card bundle already in the system, the following fields should auto-populate.     - The system will recognize the barcode as an existing scratch card bundle previously added and automatically fill in the fields below.       * Game Name - particular game name.       * Game Number - the game number / box number for that game.       * Game Top Price       * Card Price - price of that game name   + Can be able to manually enter the below fields as well. **The validation is the same as the table above.**     - Game Name - particular game name.     - Bundle Quantity - corresponding number of bundles for that game name.     - Game Number - the game number / box number for that game.     - Game Top Price     - Card Price - price of that game name     - Cards Per Bundle - cards per each bundle.     - Add Image - ability to upload an image to represent the scratch card bundle.   + At the end, there is a “Confirm” button to save the changes and a “Cancel” button to cancel the changes. After the submit button is clicked I should be prompted to a pop- up message as “Are you sure you want to submit?” with a “Yes” button to confirm the action and a “Cancel” button to prevent this action.   + At the right corner of both the screens, I should be able to see a table where the added stock managements dynamically be reflected with the following columns according to the selected store, (Initially the table will load the Image, game name & price if that game name is added)     - Image - represents the corresponding image of the scratch card bundle uploaded     - Game Name - represents the corresponding name of the game     - Price - represents the price of the particular scratch card bundle     - Stock - if the bundle is in “In Stock” or “Out of Stock”.       * It will be “In Stock” - if the particular game name’s current ‘Bundle Quantity’ entered is not equal to 0 & the current bundle quantity is less / equal than initial bundle and within the range, i.e   ‘Bundle Quantity’ != ‘0’  &  ‘Initial Bundle Quantity >= Current Bundle Quantity > 0’   * + - * It will be “Out of Stock” - if the particular game name’s current ‘Bundle Quantity’ entered is equal to 0, i.e,   ‘Bundle Quantity’ == ‘0’   * + - Bundle Quantity - initially shows the particular bundle quantity added during stock in & stock out by the user.       * Then if “Stock In” performed: the previous bundle quantity (for that game name) + entered bundle quantity = new bundle quantity.       * Then if “Stock Out” performed: the previous bundle quantity (for that game name) - entered bundle quantity = new bundle quantity.   + There is a search function available to filter the table by unique game name, or bundle quantity requiring at least 3 keywords to list down the relevant game names & bundle quantity. * **Then** I should be able to access the stock in & stock out for scratch card stock. | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | Sales Opening | **User story ID** | EBOS\_008 |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** | Estimated effort to build this user story. | | |
| **User story** | * **As a** user / store owner * **I want** to manage the opening sales declaration checklist * **So that** the staff can have access to the sales checklist to perform their opening declaration when starting the shift. | | |
| **Acceptance criteria** | Acceptance Criteria 01:  * **Given that** to access the safe opening declarations submitted by staff, * **When** I click on the “Sales Opening” from the side menu bar,   + I should be redirected to the page with the heading “Sales Opening Declaration”.   + This button will be available based on the user privileges defined by the owner. For instance, an L4 staff member will not have access to this button and will not be able to see it, whereas L3, L2, and L1 users will have access.   + There is a button in the top right as “Opening Declaration Settings” button where once clicked should open the pop-up screen with the settings options. Only available for privileged users.   + The dynamic tab is divided into two sections, each providing access to specific screens. Clicking on any of these tabs will redirect you to the corresponding screens as follows:     - * Overview - default tab which gives access to the sales opening declarations submitted by the users.       * Add Opening Declaration - which redirects the users to add a new opening declaration checklist page, where staff can add information about a particular declaration after their shift has started.   + I should be redirected to the screen with the heading “Sales Opening Overview” as default screen/ tab which demonstrates the submitted sales opening declarations according to the selected store/s and date range.     - Store - Users need to select the specific store they work at to input values from the store list down which will be populated according to what is configured under store settings       * Users can only select one store.       * For level 4 and level 3 users, access to store lists will be restricted based on their privileges, hence the store location field should automatically populate according to their onboarding details.     - Date range - A calendar view enables the selection of a date in the format of “02 April, 2024”, **this will be the format used for all dates**        * **Please note that only privileged users can change the date range.**       * **For unprivileged users, only the current date will be represented & they cannot alter this.**       * **By default, display the date range from the beginning of the year to the current date.**   + There are two icons:     - * Print icon - should be able to print the table content as it is.       * Download icon - should be able to download the table view in a CSV format. (Should follow the same format/ columns as the table & should download until the “Comments” column).       * Report Button - redirects to the “Sales Report” screen.       * The table can be customised and displayed by clicking on the “Customise Table” button. Note that the "Row No" and "Actions" columns are mandatory and cannot be altered. However, the rest of the columns can be customised and filtered for display.         + When you click the "Customise Table" button, a pop-up screen will appear with a list of column names and checkboxes. You can mark these checkboxes to select which columns should appear in the table.   An option to select all the columns is available as “All”. By default it will be set to “All”.  Staff Name  Date & Time  Shift  Scratch Card Declaration  POS  Float  <<Safe declarations>> like coin safe, petty cash  Comments   * + There is a filter section with 4 filter options as follows:     - Staff Name - which list downs:       * List down all the relevant usernames (First name + Last Name) of all the employees during staff onboarding with ‘All’ option to select all the names       * Ability to make multiple selections       * By default it will be set to ‘All’     - Shift - which list downs:       * List will be dynamically loaded from what will be set in the shift settings with ‘All’ option to select all the names.       * Ability to make multiple selections       * By default it will be set to ‘All’     - POS - which list downs:       * List will be dynamically loaded here according to what will be set under store settings with ‘All’ option to select all the names.       * Ability to make multiple selections       * By default it will be set to ‘All’     - Scratch Card Declaration - which list downs:       * List down the follow:         + Matched → that only includes transactions where there is no difference found in box numbers between the closing card no and opening card no.         + Mismatch → that only includes transactions where there is a difference found in box numbers between the closing card no and opening card no.       * Ability to make multiple selections.       * By default it will be set to ‘All’   + Next, based on the applied filters, I will be able to view the corresponding sales opening declaration table completed by staff members for the selected store(s) and date range as follows:   + **NOTE: any system calculated values will be represented with decimal points (sample format: 0.00).**   + **Remember that -** For staff members the table will list down only their own submitted checklist information within that date range. They can view & whoever has edit access can edit the entered details.   + **Remember that -** The table will only display the columns where staff members have provided input. If no input was given for a specific column, it will be represented with a dash ("-") except fields that are entered with digits, where digit fields will be represented with “0.00” for no user input (such as Float Start, Coin safe, Petty Cash)   + **Remember that -** In the table**,** when a privileged user is given user edit/ reconcile rights, they can change any staff input. The new value will appear in the relevant field row, marked by an information symbol at the top left corner.   + This table columns will be dynamically appear according to the safe declarations available / set in the opening declaration settings     - Row No - displays the row numbers in ascending order starting from 1.     - Staff Name - represents the username / first name of the staff member (as saved in their profile) who completed the declarations for each row.     - Date & Time - represents the date in which the declaration was completed on & time of completion in the 24 hours format     - Shift - represents the relevant shift that the staff has completed the declaration on (as selected by the member when they were performing sales opening declaration)     - Scratch Card Declaration - represents if the particular sales opening declaration’s box numbers has a ‘Mismatch’ or ‘Matched’ for that shift     - POS - represents the relevant POS that the staff has completed the declaration on (as selected by the member when they were performing sales opening declaration)   + There is a heading at top as ‘Float’ which provides comprehensive details on float-related information, with all relevant columns organized under this heading as follows:   + Remember short is represented by RED colour and over is represented by GREEN colour.     - Previous - displays the previous float end value from the previous closing declaration for the selected POS (as dynamically appears after the POS was selected by the particular staff member during their opening declaration)     - Current - represents the staff entered float start under ‘POS Declaration’     - Different - the system must be able to calculate the difference for Floats:       * Calculates the difference between previous float end and float start. The formula as:         + Cash Float Diff = Previous (Float End) - Current (Float Start)         + For example, 100 - 100 = 0.00 //       * If the previous (float end) value is = current (float start), then the cash different value will be represented in normal black colour as there is no difference.       * If the previous (float end) value is > current (float start), then the cash different value (short) will be represented in red colour with a minus sign.       * If the previous (float end) value is < current (float start), then the cash different value (over) will be represented in green colour with a plus sign.   + The following table columns will dynamically appear according to what is set in the sales opening declaration settings under ‘Safe Declaration’. For example, if ‘coin Safe’ & ‘Petty Cash’ are set under safe declaration then:   + There is a heading at top as ‘Coin Safe’ which provides comprehensive details on coin safe-related information, with all relevant columns organised under this heading as follows:     - Previous (Coin Safe) - displays the previous closing declaration made for coin safe for the selected POS (as dynamically appears after the POS was selected by the particular staff member during their opening declaration)     - Current (Coin Safe) - represents the staff entered coin safe under ‘ Safe Declaration     - Different: the system must be able to calculate the difference for coin safe:       * Calculates the difference between previous (coin safe) and current (coin safe) values. The formula as:         + Coin Safe = Previous (Coin Safe) - Current (Coin Safe)         + For example, 200 - 200 = 0.00 //       * If the previous (coin safe) value is = current (coin safe) value, then the cash different value will be represented in normal black color as there is no difference.       * If the previous (coin safe) value is > current (coin safe), then the cash different value (short) will be represented in red colour with a minus sign.       * If the previous (coin safe) value is < current (coin safe), then the cash different value (over) will be represented in green colour with a plus sign.   + There is a heading at top as ‘Petty Cash’ which provides comprehensive details on petty cash-related information, with all relevant columns organised under this heading as follows:     - Previous (Petty Cash) - displays the previous closing declaration made for petty cash for the selected POS (as dynamically appears after the POS was selected by the particular staff member during their opening declaration)     - Current (Petty Cash) - represents the staff entered petty cash under ‘ Safe Declaration’     - Different: the system must be able to calculate the difference for petty cash:       * Calculates the difference between previous petty cash and current petty cash values. The formula as:         + Previous (Petty Cash) - Current (Petty Cash)         + For example, 200 - 200 = 0.00 //       * If the previous (petty cash) value is = current (petty cash), then the cash diff value will be represented in normal black color as there is no difference.       * If the previous (petty cash) value is > current (petty cash), then the cash diff value (short) will be represented in red color with a minus sign.       * If the previous (petty cash) value is < current (petty cash), then the cash diff value (over) will be represented in green color with a plus sign.     - Comments: indicates any comments left by the users, if no comments then represented using a ‘-’.     - Actions: Contains the following:-       * **Eye Icon: Always visible;** redirects to a page in vertical view with all the details regarding the particular opening declaration when clicked.       * **Edit Icon: Always visible;** redirects to a page in vertical view and can edit any of the fields entered by the staff. The edited field value will be represented in the table after it is edited.       * **Reconciliation Icon: Appears dynamically only if any reconciliation/ user edit is completed within any transaction;** when clicked, opens a pop-up screen with the heading "Reconcile Completed" following a table view as follows.         + The first column is “Modified By” - which displays the first name of the user who made the amendment         + The second column is “Modified Date & Time” - which displays the date at which the amendment was made in the format of dd/mm/yyyy & time at which the amendment was made in the format 24 hours.         + The third column is “Reason” - which states if it's a “Reconcile” or “User Edit”. To be “User Edit”, the privileged user must make changes by accessing the edit button in the view more screen/ edit icon from the action column. For "Reconcile," users must go through the reconciliation module and perform the reconciliation for the data & any field modified in this way will be indicated in the table with an informative icon next to the updated grid after clicking save.         + The fourth column is “Modified Field” - which represents the fields that were reconciled.   If certain fields were reconciled at once, represent them within the same row.   * + - * + The fifth column is “Original Value” - which displays the previous / original value prior to changing it         + The sixth column is “New Value” - which displays the current value/ changed value.         + The seventh column is “Reconcile” - which displays what kind of reconcile was completed with the full name. For example:   ‘D’ - Daily  ‘W’ - Weekly  ‘M’ - Monthly  ‘Q’ - Quarterly  ‘Y’ - Yearly  This will be marked accordingly if the reason is “Reconcile” however if the reason is “User Edit”, then this column will be represented with ‘-’   * + - * **REMEMBER: once reconciliation is done users cannot perform user edit.**   + I should have the following pagination options at the bottom right corner after the table if the rows exceed more than maximum rows allowed by the system and should remain visible and consistent across all the pages related to settings. * I am able to see page jumpers in numbers from 1 to 3 where I can click on one and have the content of the table be displayed for that page. * There are previous and next options at the sides to move along the pages. * **Then** I should be able to successfully view the safe opening transactions table.  Acceptance Criteria 02:  * **Given that** to access view more details of a declaration, * **When** I click on the “Eye icon”,   + I should be redirected to the screen with the heading as “Opening Declaration - <<relevant Staff Name>>”:     - <<relevant Staff Name>> - should dynamically load the staff name that was clicked from the table.   + There is an "Edit" button, accessible only to privileged users. When clicked, it redirects to the same UI, allowing them to perform edits to the relevant fields.   + There are 4 drop downs filled by the staff:     - Store - represents the store the user is working at.       * *Remember that:* only privileged users are able to access the store drop down options and select one store.     - Date - represents the date I have completed on.     - Shift - represents the relevant shift the user worked on     - POS - represents the relevant POS the user worked on   + Then on the top right corner, I can view the dynamically loaded previous sales closing declarations:     - Safe declaration will be loaded dynamically according to what is set in the sales opening declaration settings where per row only maximum 3 columns/ fields:       * For example: coin safe, petty cash       * Coin Safe - displays the previous closing declaration made for coins safe.       * Petty Cash - displays the previous closing declaration made for petty cash.     - Previous Float End - displays the previous float end value from the previous closing declaration.   + The following main components will be dynamically loaded to the screen if they are set ‘on’ during sales opening declaration settings and I can view the staff entered values as shown below:     - Float Start → Ideally must be Minimum only digits 0 and maximum 20 digits     - Scratch Card Declaration: if toggle is set ‘On’ in the “Opening Declaration Settings”       * Once the ‘Click Here’ is clicked, I should be redirected to the “Scratch Card Opening Declaration” pop-up screen.       * **Remember:** If a mismatch is detected, a red warning icon should appear next to the field to alert the user that there is a discrepancy with the box numbers.   **NOTE:** Here, the “Scratch Card Opening Declaration” pop-up screen will be opened and the shift & POS drop down will be automatically filled with the shift & POS the user selected at the sales opening screen.  The layout of this pop-up screen is the same as the one available at the sales declaration scratch card opening declaration.   * + I can view the closing card numbers & the entered opening card numbers for the boxes.   + Ideally these must be the same to identify that no theft has happened. That means it’s represented as ‘Matched’ in the ‘Sales Opening Declaration table’ under ‘Scratch Card Declaration’   + If Mismatch is found → that means there is a difference found in box numbers between the closing card no and opening card no.     - The relevant row will be highlighted in red to differentiate mismatched rows from matched rows.     - A red color warning icon will appear next to the ‘click here’ field.     - This also means it’s represented as ‘Mismatch’ in the ‘Sales Opening Declaration table’ under ‘Scratch Card Declaration’   Safe Declaration - if set ‘On’ in the “Opening Declaration Settings”, the below fields that were dynamically set ‘On’ under the ‘Safe Declaration’ should be displayed here:  For example:   * + Coin Safe → Minimum only digits 0 and maximum 20 digits   + Petty Cash → Minimum only digits 0 and maximum 20 digits     - I can view any added comments inside the comment box.     - There is a checkbox that is ticked for “I hereby confirm that all entered data is accurate and correct to the best of my knowledge. I understand that once I submit this information, it cannot be undone or modified.”   + If the ‘Edit’ button is clicked, for privileged users I can be able to edit straight off.   + At the end there is a submit button and a cancel button just as the same UI.   + When a field was reconciled, next to it, the information icon should be present indicating that reconciliation was completed for this field. * **Then** I should be able to view the staff entered details and perform edits if given privilege.  Acceptance Criteria 03:  * **Given that** to access edit screen to perform reconciliation/edit, * **When** I click on the “Edit” icon/ the “Edit” button from the view more screen,   + Only privileged users will have access to the edit button/ icon and be redirected to the below mentioned screen. Upon being redirected to this screen, I should be able to directly edit any fields as needed, such as:     - Store drop down - only can select one store     - Date drop down - can only select a single date     - Shift drop down - only can select one     - POS drop down - only can select one     - Float start     - Scratch card opening card numbers for the box numbers     - Safe declarations (i.e. coin safe, petty cash)   + And if anything is modified such as float start, or safe declarations, I should be able to view the updated table details for each ‘Different’ column in ‘Float’, ‘Coin Safe’, & ‘Petty Cash’.   + I should be redirected to the same screen / UI that pops up to completed sales opening declaration with the user entered details as follows:   + The heading should be dynamic as “Opening Declaration”:     - There are two drop downs performed by the user indicating which store & date:       * Store - **editable**         + users can view/edit the relevant store the staff has performed the declaration for. Only a single store is possible at one time.       * Date range - **editable**         + A calendar view indicates a date in the format of “02 April, 2024”.     - Following this, there are two dropdown options where users can select and input data for the sales opening.       * Shift - **editable**         + shows the particular shift the user has worked on. These options will be dynamically loaded from what will be set in the shift settings under store settings.       * POS - **editable**         + shows the particular POS that the user has worked on. The dropdown options will be dynamically loaded here according to what will be set under store settings.     - The system would dynamically load the previous sales closing declarations (which is the yesterday’s closing declaration) on the top right corner as follows:       * Safe declaration loaded here dynamically:         + For example: coin safe, petty cash       * Float End     - I can edit the staff entered values as shown below:       * POS Declaration - Will be predefined as configured at the store settings, the below field will dynamically appear here:         + **Float Start - editable**   Validation:  Minimum only digits 0 and maximum 20 digits   * + - * **Scratch Card Declaration - editable**         + I should be redirected to the “Scratch Card Opening Declaration” table to input the opening card no’s for the available boxes.   **NOTE:** Here, the “Scratch Card Opening Declaration” pop-up screen will be opened and the shift & POS drop down will be automatically filled with the shift & POS the user selected at the sales opening screen. **The user’s cannot alter/ reconcile / edit the shift into an option that's not the one selected in the previous screen. If they attempt to do so, a toast message will appear stating, "Error: Please select the same shift/ POS as the previously selected one."**   * I should be able to view the closing card numbers and edit the user entered opening card numbers for each box. * **We need to ensure that the opening card no of each box matches the closing card no. If it doesn't, the system should alert the user with a warning pop-up.**   + When the user tries to submit the form/ clicks the submit button, the system will automatically check if the current entry matches the closing card no for each box no. If the entries do not match, the user can see a:     - Warning Pop-Up with Title: Warning     - Message: “The current declaration does not match the closing card no. Do you want to continue?”     - Buttons as       * Yes, Proceeds with the entry.       * No, Go back to edit - Cancels the current entry, allowing the user to make corrections until the warning message disappears. * **Remember that,** when opening card no is edited, the system should identify if there is a ‘Matched’ or ‘Mismatch’ and update the ‘Sales Opening Declaration table’ under ‘Scratch Card Declaration’ accordingly.   + Matched → that means there is no difference found in box numbers between the closing card no and opening card no.   + Mismatch → that means there is a difference found in box numbers between the closing card no and opening card no.     - The row will be highlighted in red.     - A warning icon will appear accordingly at the ‘View’ screen.   Safe Declaration - if set ‘On’ in the “Opening Declaration Settings”, the below fields that were dynamically set ‘On’ in the ‘Safe Declaration’ should be displayed here and **be editable**:   * + - * + Coin Safe   Minimum only digits 0 and maximum 20 digits  Can be left blank   * + - * + Petty Cash   Minimum only digits 0 and maximum 20 digits  Can be left blank   * + - I can edit any added comments inside the comment box.       * **Validation:** Long Description - Minimum of 12 characters and maximum of 300 characters.       * It's not a mandatory field.     - There is a checkbox that is ticked for “I hereby confirm that all entered data is accurate and correct to the best of my knowledge. I understand that once I submit this information, it cannot be undone or modified.” **The users that are performing reconciliation or user edit cannot untick the checkbox.**     - At the end, there is a “Submit” button to save the changes and a “Cancel” button to cancel the changes. After the submit button is clicked I should be prompted to a pop- up message as “Are you sure you want to submit?” with a “Yes, Submit” button to confirm the action and a “No, Go back to exit” button to prevent this action.     - **NOTE**: **We need to ensure that the POS Float start or Safe declaration (Coin safe, petty cash) matches the previous float or the previous entry. If it doesn't, the system should alert the user with a warning pop-up.**       * When the user tries to click the “Submit” button, the system will automatically check if the current entry matches the previous float or the previous entry (ideally which must be last closing declarations, that are dynamically loaded at the top right corner). If the entries do not match, the user can see a:       * Warning Pop-Up with Title: Warning       * Message: “The current declaration does not match the previous float/entry. Do you want to continue?”       * Buttons as         + Yes,Proceeds with the entry.         + No, Go back to edit - Cancels the current entry, allowing the user to make corrections until the warning message disappears.   + **When a field is reconciled/ user edited, the modified / new amount should be represented in the table. However, the information icon will only appear in the table grid if the field was reconciled.**   + **After a field is reconciled in both the view and edit screens, an information icon should appear next to that particular field, indicating that it has already been reconciled.** * **Then** I should be able to successfully access more details with regards to a specific declaration and perform reconciliation/ edit the fields if needed by clicking the “edit” button.  Acceptance Criteria 04:  * **Given that** to access sales opening declaration checklist, * **When** I click on the “Add Opening Declaration ” tab, * Any level user can submit a sales declaration based on the privileges set by the owner. However, level 4 users, such as staff members working during a shift, are the ones most likely to perform sales declarations.   + I should be redirected to the screen with the heading as “Sales Opening Declaration” with two drop downs to be performed by the user before entering for the sales as:     - Store - Users need to select the specific store they work at to input values. Only can select one store from the list.       * For level 4 and level 3 users (staff members), access to store lists will be restricted based on their privileges, hence the store location field should automatically populate according to their onboarding details. However, who is given the privilege to access the store drop down, will be able to access and change between stores to filter the safe list. (the drop down will only list the relevant users onboarded store names). Only can select one store at a time.       * For a store manager - list down all the stores that were configured and the particular has access to & will be able to access and change between stores to filter the safe list. Only can select one store at a time.     - Date range - A calendar view enables the selection of a date in the format of “02 April, 2024”, **this will be the format used for all dates. By default it will be the current date.**        * **Please note that only privileged users can change the date range. Based on the selected date range, (if selected a previous date) the system will populate their previous data accordingly.**       * **For unprivileged users, only the current date will be represented & they cannot alter this.**   + There are two drop down options available for the users to make the selection to input data for sales opening:     - Shift - ability to select from a drop down menu. These options will be dynamically loaded from what will be set in the shift settings under store settings.       * Given that the user has not selected a shift and the user attempts to submit the declaration, then an error message should be displayed prompting the user to select a shift as “Error: Shift Not Selected. Please select a shift before submitting the declaration.”     - POS - ability to select a POS that I have worked on. The dropdown options will be dynamically loaded here according to what will be set under store settings.       * Given that the user has not selected a POS, when the user attempts to submit the declaration, then an error message should be displayed prompting the user to select a POS as “Error: POS Not Selected. Please select a POS before submitting the declaration.”   + After the POS has been selected, the system should dynamically load the previous safe closing declarations (which is the yesterday’s closing declaration) on the top right corner as follows: (This will be displayed 3 columns per row, where the rows will dynamically appear according to the number of safes configured)     - Coin Safe - displays the previous closing declaration made for coins safe.     - Petty Cash - displays the previous closing declaration made for petty cash.     - Previous Float End - displays the previous float end value from the previous closing declaration.   + The following main components will be dynamically loaded to the screen if they are set ‘on’ during sales opening declaration:     - POS Declaration - Will be predefined as configured at the store settings, the below field will dynamically appear here:       * Float Start         + Minimum only digits 0 and maximum 20 digits     - Scratch Card Declaration: if toggle is set ‘On’ in the “Opening Declaration Settings”,       * I should be redirected to the “Scratch Card Opening Declaration” table to input the opening card no’s for the available boxes.   **NOTE:** In here the “Scratch Card Opening Declaration” pop-up screen will be opened and the shift drop down will be automatically filled with the shift the user selected at the sales opening screen. The user’s cannot alter/ manually change the shift. The layout of this pop-up screen is the same as the one available at the sales declaration scratch card opening declaration.   * + - Safe Declaration - if set ‘On’ in the “Opening Declaration Settings”, the below fields that were dynamically added on the safe / store settings should be displayed here:       * Coin Safe - will only appear if the toggle was set ‘On’ when creating sales opening declaration in settings.         + Minimum only digits 0 and maximum 20 digits         + Can be left blank       * Petty Cash - will only appear if the toggle was set ‘On’ when creating sales opening declaration in settings.         + Minimum only digits 0 and maximum 20 digits         + Can be left blank   + I can add comments inside the comment box.     - **Validation:** Long Description - Minimum of 12 characters and maximum of 300 characters.     - It's not a mandatory field.   + There is a checkbox to tick for “I hereby confirm that all entered data is accurate and correct to the best of my knowledge. I understand that once I submit this information, it cannot be undone or modified.”     - If the user submits the Sales Opening without clicking this box, do not allow them to submit and gives a toast message as “Please tick the checkbox to acknowledge and submit the form!''     - Let the user tick the box and then proceed to submit.   + At the end, there is a “Confirm” button to save the changes and a “Cancel” button to cancel the changes. After the submit button is clicked I should be prompted to a pop- up message as “Are you sure you want to submit?” with a “Yes” button to confirm the action and a “Cancel” button to prevent this action.   + There is a button at the top as:     - Opening Declaration Settings - which redirects to the screen to declare the sales opening layout       * Only privileged users can have access to this button. * **Then** I can perform the sales opening declaration and click on the submit button to confirm the declaration.  Acceptance Criteria 05:  * **Given that** to access / modify sales opening declaration settings/ checklist page, * **When** the user can view Sales Opening,   + The user can see a button labelled "Open declaration settings" in the right corner of the screen.   + Once the user selects the button, a pop-up will appear with the following details:   + Screen Name: Opening declaration settings     - No: The number will be auto-generated     - Declaration Name: These names will appear in the sales opening screen as the main components which are predefined.       * POS Declaration - this will be a must to be displayed in the screen as added during the store settings.       * Scratch Card Declaration - this will be a must to be displayed in the screen       * Safe Declaration - can be set ‘On’ or ‘Off’ by the owner and be showed in the screen     - Action:       * Toggle bar, able to activate and deactivate the main component         + Will only appear in the “Scratch Card Declaration” & “Safe Declaration”       * Settings icon: View the attributes of the main component which will be reflected in the sales opening screen         + **Only Safe Declaration will have the settings icon.** * **Then** the user can manage the sales opening components.  Acceptance Criteria 06:  * **Given that** to access the opening declaration settings * **When** the user clicks on the settings icon of the “Safe Declaration”   + The user will navigate to a new pop-up called "Safe Declaration Settings" with a table shown under the subheading as “Safe configuration”     - * No:         + Auto-generated number based on the added type attribute       * Type Name         + Sub Attributes of the main declaration         + These type names will dynamically be loaded here according to what was added in the safe / cash management       * Action:         + Toggle the bar to activate and deactivate the type name to be displayed under the main component.   + I should have the following pagination options at the bottom right corner after the table and should remain visible and consistent across all the pages related to settings. **(Only appears there are more than entries in a single table view)** * I am able to see page jumpers in numbers from 1 to 3 where I can click on one and have the content of the table be displayed for that page. * There are previous and next options at the sides to move along the pages. * **Then** the user can manage the safe Declaration Settings component. | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | Sales Closing | **User story ID** | EBOS\_009 |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** | Estimated effort to build this user story. | | |
| **User story** | * **As a** user / store owner * **I want to** manage closing sales declarations in the system, * **So** that I can accurately manage and categorize different types of declarations for closed sales and do sales closing accurately. | | |
| **Acceptance criteria** | Acceptance criteria 01:  * **Given** **that** the user wants to view the sales closing transactions, * **When** the user clicks on the on the “Sales Closing” from the navigation side menu bar,   + In sales closing there are two tabs as:     - “Overview” tab - the default tab through which the user will be redirected to the “Sales Closing Overview” screen where users can see the sales closing overview table.     - “Add Closing Declaration” tab - this tab will redirect to the “Sales Closing” screen where users can add “Shift End” & “Day End” declarations.   + The “Overview” tab will have the following functionalities:     - There will be two filters for       * Store:         + A list of all the stores available dynamically from the store settings.         + Can select only one store from the list         + For unprivileged users, the field should automatically display the store location based on their onboarded details. In this case, they will not be able to access the drop down list.         + For privileged users, they can access the drop down list and select a store.       * **Date Range Picker:**          + The “Sales Closing Overview” table should display the data for the last working day by default.         + The date range picker should allow users to select a single date and generate the table.         + The date range picker filter should allow users to filter the table for a selected date range with a start date & end date.         + The start date and end date selection should be facilitated through a calendar view.         + The End Date must not be earlier than the Start Date.         + The start date / end date should not be a future date   + There is a button in the top right as “Closing Declaration Settings” button where once clicked should open the pop-up screen with the “Sales Closing Settings” options. Only available for privileged users.   + There will be quick actions features as follows:     - Print icon - should be able to print the table content as what is represented in the screen after customising. (The ‘Action’ column will not be there).     - Download icon - should be able to download the table view in a CSV format where the “Action” column will not be downloaded. (Should follow the same format/ columns as the table after applying customising as well).     - “Report” Button - redirects to the “Sales Report” screen to view the report.     - “Customise Table” Button - The table can be customised and displayed by clicking on the “Customise Table” button. Note that the "Row No", “Date”, and "Actions" columns are mandatory and cannot be altered. However, the rest of the columns can be customised and filtered for display.       * When you click the "Customise Table" button, a pop-up screen will appear with a list of column names and checkboxes. You can mark these checkboxes to select which columns should appear in the table.         + An option to select all the columns is available as “All”. By default it will be set to “All”.   Declaration Type  POS  Staff Name  Shift  Declaration Time  Short / Over  Total Money In  <<Declaration categories>> defined at the sales closing declaration settings such as “Total Services Payout”, “Total Supplier Payouts”, “Total Expense Payout”.  Total Money In Breakdown  Float  <<Safe declarations>> like “Coin Safe”, “Petty Cash” defined at the sales opening declaration settings.  Comments   * + - “Add Closing Declaration'' - once clicked I will be redirected to the screen to perform shift end or day end closing declaration transaction.   + The table shows the sales closing transactions completed by staff for the selected date/ date range,   1. If single date - the “day end” & shift end sales will be filled for that single date per row wise.   2. If date range - all the day end & shift end sales completed will be represented for each date in a single row and continue till the end date.   + **Assumptions: The following business rules should be considered for closing declarations.** * **BR1 :**  If “Shift End” closing declaration records are needed by the business, the business must enforce shift end declarations for each user based on their active shifts & active POS. (The manager can configure shift end in the store settings) * **BR 2 :** A “Day End” sales closing declaration should be done at the end of the day.   + If a “Day End” declaration is done for ‘All POS’, “Day End” declarations for individual POS will be disabled in the system.     - Then “Day End” declarations for ‘All POS’ will be disabled in the system for the other users once completed one time.   + If a “Day End” declaration is done for an ‘individual POS’, “Day End” declarations for ‘All POS’ will be disabled in the system.     - If a “Day End” declaration is done for an ‘individual POS’, “Day End” declarations for those individual POSes will be disabled in the system for the other users.   NOTE: Only one of the above approaches ( either ‘All POS’ or ‘individual POS’) for “Day End” declarations should be followed.   * **BR 3:** If “Day End” declarations are completed for the particular POS, “Shift End” declarations are not mandatory.   + **NOTE: any system calculated values will be represented with decimal points (sample format: 0.00).**   + The table should load the data based on the logged in user privilege. For example     - If a staff member is logged in, only their shift and day end declarations done by them should be visible     - If a manager has logged in, all staff members' declarations should be visible.   + The table columns will dynamically appear & will be filled according to the applied filters.   + The content of the table will be as follows:  | **Column** | **Description** | | --- | --- | | Row No | Displays the row numbers in ascending order starting from 1.  **A whole row number will represent the transactions of all the sales closing declarations completed by staff members for a particular day (Day End: All POS, Day End: (individual POS wise, & Shift End)** | | Date | Represents the current date that the declaration was completed in the format of “12 April, 2024”. | | Declaration Type | Represents all the type of sales closing complete by the staffs,  There are 2 indications possible:   * If staff have selected ‘Day End’ button and completed : will be indicated as “Day End” * If staff have selected ‘Shift End’ button and completed : will be indicated as “Shift End” | | POS | Displays the selected POS by the staff member for that declaration type based on POS configurations  There could be 3 scenarios for the two declaration types as mentioned above,   1. Day End → ‘All POS’ 2. Day End → individual POS wise (example, POS 1, POS 2) 3. Shift End → individual POS wise (example, POS 1, POS 2) | | Staff Name | Represents the first name of the staff member (as saved in their profile) who completed the declarations for each declaration type. | | Shifts | Displays the relevant shift’s name that was selected by the staff when submitting the declaration based on shift settings. | | Declaration Time | Represents the actual time in which the declaration was submitted in the 24 hours format. For example: hours, minutes as “18:00” | | Short / Over | The system must calculate this using the below formula:  TOTAL DIFF = Total Money In - (Total Money Out + Total Money In Breakdown)   * Total Money Out = (sum of the total money out declaration categories) for example:   = Total Service Payout + Total Supplier Payout + Total Expense Payout  SHORT / OVER = (Total Diff + Float Different)   * Float Different == “Different” value in the float column.   + - * + If the short/ over is a negative value, then it will be represented in red colour with a minus sign.         + If the short/ over is a positive value, then it will be represented in green colour with a plus sign.   For example:  Ex: 1. Total Diff= -20, Float Diff= -10  Short/Over = -30 (Short)  Ex: 2. Total Diff= 20, Float Diff= -10  Short/Over = 10 (Over)  Ex: 3. Total Diff= 20, Float Diff= 10  Short/Over = 30 (Over) | | Total Money In | Displays the total "Money In" which will be calculated:   * By summing all the type names under the ‘Money In’ section from the sales closing declaration acquired from ‘From POS Report’ field. * For example:   + **Total Shop Sales** - 5000   + **Paypoint** - 2000   + **Lottery** - 500   + **Scratch Card** - 500   + **Deliveroo** - 1000   + **Just Eat** - 1500   **Total Money In =** Total Shop Sales + Paypoint + Lottery + Scratch Card + Deliveroo + Just Eat | | *Dynamically list down the declaration categories created under “Money Out” - ‘Closing Declaration Settings’* | | | Total Services Payout  (Currently we don't have categorization for money out therefore, acquire all the type names under Money Out except the ones under ‘Supplier Payout’ or ‘Expense Payout’ as “Total Services Payout”) | Displays the total "Service Payouts" which will be calculated:   * By summing all the type names under “Money Out” section **which are not under the ‘Supplier Payout’ or ‘Expense Payout’ category in the sales closing** acquired from ‘From POS Report’ per day. * For example:   + **Lottery Pay** - 225   + **Scratch Card Pay** - 225 (This sales will be calculated as mentioned in acceptance criteria ??, to get the total scratch card sales)   + **Paypoint Pay**- 225   + **Payzone pay** - 225   **Total Services Payout =** Lottery Pay + Scratch Card Pay + Paypoint Pay + Payzone pay | | Total Supplier Payout | Displays the total suppliers listed on the "Supplier Payouts" section which will be calculated:   * By summing all the supplier’s ‘Paid Amount’ that have completed transactions within the date range using the active POSes listed under ‘Supplier Payouts’ section for the particular day. * For example:   + **Total Supplier Payout =** addition of listed supplier’s ‘Paid Amount’ under ‘Supplier Payouts’ section in ‘Money Out’ | | Total Expense Payout | Displays the total expenses listed on the "Expense Payouts" section which will be calculated:   * By summing all the expense’s ‘Paid Amount’ that have completed transactions within the date range using the active POSes listed under ‘Expense Payouts’ section for the particular day. * For example:   + **Total Expense Payout =** addition of listed expense’s ‘Paid Amount’ under ‘Expense Payouts’ section in ‘Money Out’ | | Total Money In Breakdown | Displays the total "Money In Breakdown" which will be calculated:   * By summing all the type names under all the ‘Money In Breakdown’ section from the sales closing declaration acquired from ‘From POS Report’ fields for the particular day. * For example:   + **Total Safe Drop** - 4000   + **Total Card Payments** - 3000   + **Deliveroo** - 500   + **Just Eats** - 2500   + **Total Credit Amount** - 500   **Total Money In Breakdown =** Total Safe Drop + Total Card Payments + Deliveroo + Just Eats + Total Credit Amount   * *Ideally, Total Money In Breakdown == Total Money In.* | | Float | | | Start | Displays the previously entered float start value from the last opening declaration for the selected POS. | | End | Displays the value the users manually enter for the float end value from the POS report for their active working POS.   * *Ideally, these values should match to ensure no discrepancies or theft have occurred.* | | Different | The system must be able to calculate the difference for the float by using the following formula:  Diff = Start (previous float start) - End (Current float end)   * + - * + If the previous (float start) value is = current (float end), then the different value will be represented in normal black colour as there is no difference.         + If the previous (float start) value is > current (float start), then the cash different value (short) will be represented in red colour with a minus sign.         + If the previous (float start) value is < current (float end), then the cash different value (over) will be represented in green colour with a plus sign. | | *Dynamically list down the safe declarations activated under ‘Opening Declaration Settings - Safe Declaration’* | | | Coin Safe | | | Start | Displays the auto-filled previously entered coin safe value from the last opening declaration. | | End | Displays the value users manually enter for the closing coin safe value.   * *Ideally, these values should match to ensure no discrepancies or theft have occurred.* | | Different | The system must be able to calculate the difference for the coin safe by using the following formula:  Diff = Start (Previous Coin Safe) - End (Current Coin Safe)   * + If the previous (coin safe) value is = current (coin safe) value, then the cash different value will be represented in normal black colour as there is no difference.   + If the previous (coin safe) value is > current (coin safe), then the cash different value (short) will be represented in red colour with a minus sign.   + If the previous (coin safe) value is < current (coin safe), then the cash different value (over) will be represented in green colour with a plus sign. | | Petty Cash | | | Start | Displays the auto-filled previously entered petty cash start value from the last opening declaration. | | End | Displays the value users manually enter for the closing coin safe value.   * *Ideally, these values should match to ensure no discrepancies or theft have occurred.* | | Different | The system must be able to calculate the difference for the petty cash by using the following formula:  Diff = Start (Previous Petty Cash) - End (Current Petty Cash)   * + If the previous (petty cash) value is = current (petty cash) value, then the cash different value will be represented in normal black colour as there is no difference.   + If the previous (petty cash) value is > current (petty cash), then the cash different value (short) will be represented in red colour with a minus sign.   + If the previous (petty cash) value is < current (petty cash), then the cash different value (over) will be represented in green colour with a plus sign. | | Comments | Indicates any comments left by the users, if no comments then represented using a ‘-’. | | Action | **Eye Icon: Always visible;** redirects to a page in vertical view with all the details regarding the particular closing declaration performed by the relevant staff member when clicked.   * Will be redirected to the same UI/UX with the staff entered values for the fields. They can view the sales closing declaration submitted for the declaration type. * There is an "Edit" button, accessible only to privileged users. When clicked, it redirects to the same UI, allowing them to perform edits to the fields.   **Edit Icon: Always visible;** redirects to a page in vertical view as same as the view more screen and can edit any of the fields entered by the staff.   * Only privileged users will have access to the edit button/ icon to perform ‘User Edit’ and be redirected to the relevant screen with the staff entered inputs. Upon being redirected to this screen, I should be able to directly edit the below fields as needed:   + Shift drop down - only can select one   + POS drop down - only can select one   + Current float end, current safe declarations such as coin safe, petty cash & All the type names under the “Money In”, “Money Out”, “Money In Breakdown” can be **editable.**     - After the shift and POS is changed, the previous float start, previous safe declarations should be dynamically changed and appear according to the last opening declarations **which are not editable.**   + In the “Next POS”, shift dropdown(should change dynamically according to the previous screen), POS drop down & all the type names under the “Money In”, “Money Out”, “Money In Breakdown” can be **editable.**   + The users cannot delete the original images but they can upload new images by clicking on the camera icon   + Users can edit their own comments as well by opening the comment UI.   + The store managers performing reconciliation from the reconcile module are able to edit all the drop down options such as:     - Store drop down - can select single store based on what stores the manager have access     - Shift drop down     - POS drop down       * After the shift and POS is changed, the previous float start, previous safe declarations should be dynamically changed and appear according to the last opening declarations **which are not editable.**     - Current float end, current safe declarations such as coin safe, petty cash & all of the type names under “Money In”, “Money Out”, “Money In Breakdown” can be **editable.**     - Users can edit comments as well by opening the comment UI.     - In the “Next POS”, shift dropdown(should change dynamically according to the previous screen), POS drop down & all the type names under the “Money In”, “Money Out”, “Money In Breakdown” can be **editable.**   + In the scratch card, when the edit is confirmed, the sales for each box number will be calculated again (using the calculation mentioned under Acceptance Criteria 03). This will affect the ‘Total Services Payout’ section value in the table.   + After edit has been performed for the type name fields, the ‘Total Money In’, ‘Total Service Payout’, ‘Total Supplier Payout’, ‘Total Expense Payout’ values will be recalculated & displayed in the table.   + There is a checkbox that is ticked for “I hereby confirm that all entered data is accurate and correct to the best of my knowledge. I understand that once I submit this information, it cannot be undone or modified”, available in both primary screen and “Next POS” screens. ***The users that are performing reconciliation or user edit cannot untick the checkbox.***   + When a field is reconciled/ user edited, the modified / new amount should be represented in the table. However, the information icon will only appear in the table grid if the field was reconciled.     - **To perform reconciliation, the users must perform through the reconciliation module.**     - **After a field is reconciled in both the view and edit screens, an information icon should appear next to that particular field, indicating that it has already been reconciled.**   + At the end, there is a “Submit” button to save the changes and a “Cancel” button to cancel the changes. After the submit button is clicked I should be prompted to a pop- up message as “Are you sure you want to submit?” with a “Yes, Submit” button to confirm the action and a “No, Go back to exit” button to prevent this action & go back to the table.   **Reconciliation Icon: Appears dynamically only if any reconciliation/ user edit is completed within any transaction;** when clicked, opens a pop-up screen with the heading "Reconcile Completed" following a table view as follows.   * The first column is “Modified By” - which displays the first name of the user who made the amendment. * The second column is “Modified Date & Time” - which displays the date at which the amendment was made in the format of dd/mm/yyyy & time at which the amendment was made in the format 24 hours. * The third column is “Reason” - which states if it's a “Reconcile” or “User Edit”. To be “User Edit”, the privileged user must make changes by accessing the edit button in the view more screen/ edit icon from the action column. For "Reconcile," users must go through the reconciliation module and perform the reconciliation for the data & any field modified in this way will be indicated in the table with an informative icon next to the updated grid after clicking save. * The fourth column is “Modified Field” - which represents the fields that were reconciled.   + If certain fields were reconciled at once/ consecutively, represent them within the same row. * The fifth column is “Original Value” - which displays the previous / original value prior to changing it * The sixth column is “New Value” - which displays the current value/ changed value. * The seventh column is “Reconcile” - which displays what kind of reconcile was completed with the full name.   + For example:   ‘D’ - Daily  ‘W’ - Weekly  ‘M’ - Monthly  ‘Q’ - Quarterly  ‘Y’ - Yearly  This will be marked accordingly if the reason is “Reconcile” however if the reason is “User Edit”, then this column will be represented with ‘-’  **REMEMBER: once reconciliation is done users cannot perform user edit.** |  * + When the camera icon is clicked in the edit pop-up screen,     - Users will be redirected to a pop-up screen as heading “Supporting Images” with a cancel icon at the right corner.       * They can view the original uploaded images but cannot delete them.       * There are three options to upload images:         + Users can drag and drop images from the local storage.         + Users can click on the “Browse Image” button   Users should be able to access their local device storage to upload an existing image when using the web portal on a desktop. And access the phone gallery to select & upload.   * + - * + Users can click on the “Take Photo” button   Utilise the device's camera to capture and upload images for both, ensuring functionality across mobile and tablet, and for mobile responsiveness.   * + - * There is a section that will showcase all uploaded images in a list.   There is a “Select All” checkbox to be able to select all the images in one go and either delete or download.  Displays all the uploaded images individually with a delete icon and download icon next to each image.  Delete icon will delete the uploaded images  Download icon will download the selected images.  Ability to make multiple selections for the images at once and do bulk download or bulk delete.   * + - * Supported formats for uploading images include \*.jpeg, \*.jpg, and \*.png.       * Users can upload multiple images.   + The pagination option becomes visible only if the number of rows to be displayed for the selected date range exceeds the system's maximum limit without requiring scrolling.     - I should have the following pagination options at the bottom right corner after the table if the rows exceed more than maximum rows allowed by the system and should remain visible and consistent across all the pages related to settings. * I am able to see page jumpers in numbers from 1 to 3 where I can click on one and have the content of the table be displayed for that page. * There are previous and next options at the sides to move along the pages. * **Then** the user is able to view the relevant submitted sales closing declarations for the selected date/ date range.  Acceptance criteria 02:  * **Given** the user wants to add a closing declaration for day end or shift end, * **When** the user clicks on the “Add Closing Declaration” button or the second tab, * Will be redirected to the screen with the name as “Sales Closing” displaying two buttons as “Shift End” and “Day End.” The availability of these options will depend on the store settings configuration.   + - The two buttons should dynamically appear on the sales closing screen as configured in store settings.     - “Day End” button → this option is selected when the business day is over, and users are ready to finalise all transactions for that day.       * Example: At the end of the day, after all sales have been completed, you can perform a closing declaration to finalise and record the day's financial activities.     - “Shift End” button → Use this option to close your POS system at the end of a specific shift, typically for individual cashiers or shifts.       * NOTE: when selected “Shift End” from “Basic Store Settings”, will display both “Day End” & “Shift End”       * Example: When a cashier's shift ends, they need to close their shift in the POS system and complete a closing declaration to record and finalise the financial transactions for that shift. * **Remember:**    + - **For "Shift End,"** users can input data for their active POS they have worked on during their shift, & add references for the rest of the active POSes (active means POSes that have completed opening declaration for that day). For example, if there are three POS & my active POS was POS 1, I should be able to add entries for my POS 1 & the POS 2, POS 3 by clicking the next button.     - **For "Day End,"** has two ways users can perform:       * All POS - users can perform a single declaration to close all the poses at once. This depends on what the business prefers to perform.       * Individual POS - users can enter data for each individual POS wise simultaneously and close them separately. * **Then** the user can select what they prefer to perform closing declaration for.  Acceptance criteria 03:  * **Given** that to perform “Day End” closing declaration, * **When** the user clicks on the “Day End” button, * I should be redirected to a screen where I can view the heading as “Closing Declaration - Day End” at the top left corner of the screen. * There is a buttons as:   + - Closing Declaration Settings       * The “Closing Declaration Settings” will only be available for the privileged users. And once selected, I should be able to declare/ add/ modify the type names for the main components in the closing declaration screen. * There are two functionality to be performed by the user before entering for the sales as:   + - Store:       * A list of all the stores available.       * Can select only one store from the list       * For unprivileged users, the field should automatically display the store location based on their onboarded details. In this case, they will not be able to access the drop down list.       * For privileged users, they can access the drop down list and select one.     - Date range - A calendar view enables the selection of a date in the format of “02 April, 2024”, **this will be the format used for all dates. By default it will be the current date.**       * **For unprivileged users, only the current date will be represented & they cannot alter this.**       * **Please note that only privileged users can change the date range.** * There are two drop down options available for the users to make the selection to input data for sales closing:   + Shift - ability to select a single shift from a drop down menu. These options will be dynamically loaded from what will be set in the shift settings.     - *Given that the user has not selected a shift and the user attempts to submit the declaration, then a toast message should be displayed prompting the user to select a shift as “Error: Shift Not Selected. Please select a shift before submitting the declaration.”*     - **I should be able to select from a list of predefined shifts listed down dynamically.**   + POS - ability to select the active POS that I have worked on. The dropdown options will be dynamically loaded here according to what will be set under store settings:     - *Given that the user has not selected a POS, when the user attempts to submit the declaration, then a toast message should be displayed prompting the user to select a POS as “Error: POS Not Selected. Please select a POS before submitting the declaration.”*     - **I should be able to select from the dynamic list of POS’s as follows**       * **POS 1**       * **POS 2**       * **POS 3**       * **….**       * **All POS -** this can only be selected to enter inputs if the user decides to manually calculate for all the POS’s and enter or if a POS generates the Zett report (which is the combination of all active POS records (POS 1, POS 2, etc) )         + ***In the shift end*, there is no ‘All POS’ option.**     - **IMPORTANT: Users can only perform a day end at the close of each day to finalise and close the transactions/accounts for the POS terminals for that day. So if a POS terminal is closed at Day End, then that POS is closed for the rest of the day until opening declaration is done on the next day for that POS.**       * If a “Day End” declaration is done for ‘All POS’, “Day End” declarations for individual POS will be disabled in the system.         + Then “Day End” declarations for ‘All POS’ will be disabled in the system for the other users once completed one time.       * If a “Day End” declaration is done for an ‘individual POS’, “Day End” declarations for ‘All POS’ will be disabled in the system.         + And “Day End” declarations for those individual POSes will be disabled in the system for the other users. (That means only one ‘Day End’ declaration can be performed for each individual POS for that day)  1. ***If the user selects “All POS”,***  * In the POS dropdown - * **Then all the active POSes such as POS 1, POS 2, POS 3 options including ‘All POS’ options in the “Day End” is disabled for the other users until the opening declaration is completed for the next day for those POSes.** * Will not affect in “Shift End” * When the selection is finalised the screen loads & the user can see general functions at the top right corner of the screen. * These functions will appear dynamically in the screen according to what was set ‘On’ in the sales opening declaration’s safe declaration settings. It will be populated in 3 column grids per row.   + **NOTE: Float Start and Float End are directly related to the selected POS.** **However, Coin Safe and Petty Cash are independent safes and are not directly related to the POS.**     - When 'All POS' is selected, the system must calculate the total of the previous opening declarations made for all active POS systems on that day, considering the Float Start, previous coin safe amounts, and previous petty cash. * Float Start - Displays the previously entered float start value from the last opening declaration for the selected POS. If ‘All POS’, should display the total of all active POSes on that day. * Float End - Allows users to manually enter the float end value from the POS report. This value:   + Must be between 1 and 12 digits.   + Cannot be empty.   + Must not contain any special characters.   + **Ideally, these values should match to ensure no discrepancies or theft have occurred.** * Coin Safe - The first text box is auto-filled with the previous latest opening declaration’s entered coin safe value. If ‘All POS’, should display the total of all active POSes on that day.   + The next field allows users to manually enter the closing coin safe value for ‘All POS’ (users will have to manually calculate this value by summing the active POSes for that day)   + This value:     - Must be between 1 and 12 digits.     - Cannot be empty.     - Must not contain any special characters.   + **Ideally, these values should match to ensure no discrepancies or theft have occurred.** * Petty Cash - The first text box is auto-filled with the previous opening declaration’s entered petty cash value. If ‘All POS’, should display the total of all active POSes on that day.   + The next field allows users to manually enter the closing petty cash value for ‘All POS’     - This value:       * Must be between 1 and 12 digits.       * Cannot be empty.       * Must not contain any special characters.   + **Ideally, these values should match to ensure no discrepancies or theft have occurred.** * There are three closing declaration main components that will be displayed according to what is set ‘On’ by the owner during the creation of this form * Money In * Money out * Money In Breakdown * Under these components, the relevant type names that were set ‘on’ during the creation of the closing form will be displayed dynamically. For each type name, the following fields dynamically appear if ticked by the owner during the creation of this form,   + - “From POS <<number>> Report” text box - should allow users to manually input the values from the POS report       * This value:         + Must be between 1 and 12 digits.         + Cannot be empty.         + Must not contain any special characters.   + <<number>> this should appear dynamically inside the field once the POS is selected. *For example if POS 1 was selected then it will be ‘From POS 1 Report’.*      - “From Terminal Report'' text box - should allow users to manually input the values from the Terminal report       * This value:         + Must be between 1 and 12 digits.         + Cannot be empty.         + Must not contain any special characters.     - Comment - Users can add comments by clicking the comment icon. Once clicked I should get a pop-up screen with a text box to enter my comments and submit under each type name by clicking the “Save” button.       * Minimum of 12 characters and maximum of 300 characters.       * Not a Mandatory field       * I can edit the field if I click on the comment icon again.     - Camera - Users will be redirected to a pop-up screen as heading “Supporting Images” with a cancel icon at the right corner.       * There are three options to upload images:         + Users can drag and drop images from the local storage.         + Users can click on the “Browse Image” button   Users should be able to access their local device storage to upload an existing image when using the web portal on a desktop. And access the phone gallery to select & upload.   * + - * + Users can click on the “Take Photo” button   Utilize the device's camera to capture and upload images for both, ensuring functionality across mobile and tablet, and for mobile responsiveness.   * + - * There is a section that will showcase all uploaded images in a list.   There is a “Select All” checkbox to be able to select all the images in one go and either delete or download.  Displays all the uploaded images individually with a delete icon and download icon next to each image.  Delete icon will delete the uploaded images  Download icon will download the selected images.  Ability to make multiple selections for the images at once and do bulk download or bulk delete.   * + - * Supported formats for uploading images include \*.jpeg, \*.jpg, and \*.png.       * Users can upload multiple images.       * Remember if the camera field is activated it will be displayed next **to both POS & terminal field (if any).** * Following are the 3 main components of closing declaration:   The below mentioned sections with its type names for the main components (such as ‘Money In’, ‘Money Out’, ‘Money In Breakdown’) will be pre-defined within the system according to what was set ‘On’ by the user during sales closing creation.   1. Money In   This section includes the various type names created for money received, such as any sales gained during the specified shift or day. The type names can be as follows according to what was activated:   * Total shop sales **(This is predefined)** - have the above mentioned fields activated and displayed in the following order:   + From POS <<number>> report text field - with camera icon next to the text field to capture or upload images for the POS report field   + Comment icon   The rest appears as created by the user dynamically, for example:   * Pay point - have the above mentioned fields activated and displayed in the following order:   + “From POS <<number>> report” text field - with camera icon next to the text field to capture or upload images for the POS report field   + “From terminal report” text field - with camera icon next to the text field to capture or upload images for the terminal report field   + Comment icon * Lottery - have the above mentioned fields activated and displayed in the following order:   + “From POS <<number>> report” text field - with camera icon next to the text field to capture or upload images for the POS report field   + “From terminal report” text field - with camera icon next to the text field to capture or upload images for the terminal report field   + Comment icon * Scratch Card have the above mentioned fields activated and displayed in the following order:   + “From POS <<number>> report” text field - with camera icon next to the text field to capture or upload images for the POS report field   + “Click here” field - once clicked should be redirected to the “Scratch Card Closing Declaration” pop-up screen to enter the closing numbers for the boxes with camera icon.     - In this here, the scratch card table will be dynamically displayed as follows:     - The shift drop down and POS drop down will be pre-selected according to what was set in the previous screen & cannot be altered by the user.       * Box no - displays the box number set during declaration       * Image - will be loaded from what was uploaded during stock management according to the game number set for this box number       * Price - will be loaded from what was uploaded during stock management according to the game number set for this box number.       * Opening card no - will load the previous entered opening card no entered.       * Closing card no - empty box to allow the staff to enter the closing card no.         + Ideally this must be the same as opening card no.     - After all the closing card numbers are entered, the system must calculate the total scratch card sales amount and display it within the field.       * For each box number, the system must calculate the difference between closing card no and opening card no to get the sales made by each box number.         + Sales (for box numbers) = closing card no - opening card no       * Then according to the price for each box number we have to calculate the sales amount for each individual box number as;         + Amount (for box number 1) = Sales \* Price (of box number 1)       * Then to get the total scratch card sales amount we need to sum all the sales amount for each box number & display it in the ‘Click Here’ field.     - The amount will be displayed here, and the field will still be clickable for the user to reenter if anything.     - For example:      * + **Remember:** * Once all the cards in a bundle for a specific box number are used up, the system must recognize that the cards for this box number are depleted. The system should then reset and start again to prevent any negative scratch card sales. * In real-life situations, a store receives bundles of scratch cards for each game name from the supplier. The store places one bundle in the scratch card dispenser and stores the remaining bundles in the scratch card safe. In the dispenser, the scratch cards will be read starting from 0 onwards. * Suppose a game name has 5 bundles, with each bundle containing 100 cards numbered from 0 to 99. Typically, for a specific game name or box number, all the bundles will have an identical number of cards. **Assuming that in the dispenser the starting card will be 0 onwards.** * In EBOS, this scenario should proceed as follows:  1. The manager or personnel with access to the scratch card stock/safe management should retrieve a new bundle and scan the barcode in "Stock Out," since it is an existing game in the system the details will be automatically recorded. 2. When performing the stock-out process(when reason is selected as ‘To Display’), and submits the form the system will automatically reset that box number and the manager will be prompted with a warning message about the reset to be aware. This is to avoid negative scratch card sales.   Hence, the system must reset that box number to prevent negative scratch card sales.  The system must be aware that this box number has been resetted by the privileged users when doing stock out. **The system should reset (meaning starting card no of the new bundle) to begin with the new bundle which is 0. If the system has reset, the sales will be calculated as:**  **For example:** In box number 4,   * One bundle = 50 cards → 0-49 cards * Opening card no = 25, closing card no = 35. Assuming, reset has happened for this box number. This 35 is in the new bundle. We need to know how much is sold in the previous bundle to find the total sales for a particular box number. * Previous Bundle’s Sales = bundle’s maximum number - current opening card number   + Bundles maximum number = cards per bundle - 1   + For example : 49 - 25 = 24 * New bundle’s Sales = current closing card no - 0 (based on the reset, reset is triggered when stock out is performed with the ‘To display’ selected as reason)   + For example: 35 - 0 = 35 * Total Sales = Previous Bundle’s Sales + New bundle’s Sales   + For example: 24+35 = 59//   Amount =Total Sales x price  For above example:   * Amount = 59 x 5 = 295//   This way every other box number will be calculated as above if the relevant box number has been reset to 0.   * + Comment icon  1. Money Out   This section includes the various type names created for money given out along with any payouts made during the specified shift or day.  Will appear dynimacallay according to what was created in ‘Closing Declaration Settings’ for example:   * Lottery Pay - have the above mentioned fields activated and displayed in the following order:   + “From POS <<number>> report” text field - with camera icon next to the text field to capture or upload images for the POS report field   + “From terminal report” text field - with camera icon next to the text field to capture or upload images for the terminal report field   + Comment icon * S/Card Pay - have the above mentioned fields activated and displayed in the following order:   + “From POS <<number>> report” text field - with camera icon next to the text field to capture or upload images for the POS report field   + “From terminal report” text field - with camera icon next to the text field to capture or upload images for the terminal report field   + Comment icon * Pay Point Pay - have the above mentioned fields activated and displayed in the following order:   + “From POS <<number>> report” text field - with camera icon next to the text field to capture or upload images for the POS report field   + “From terminal report” text field - with camera icon next to the text field to capture or upload images for the terminal report field   + Comment icon * Payzone Pay - have the above mentioned fields activated and displayed in the following order:   + “From POS <<number>> report” text field - with camera icon next to the text field to capture or upload images for the POS report field   + “From terminal report” text field - with camera icon next to the text field to capture or upload images for the terminal report field   + Comment icon * Supplier Payouts - only appears if this was enabled under the “Money Out” category in closing declaration settings   + This section dynamically displays all supplier transactions made within the selected date. Each entry includes the supplier's name, the paid amount, any comments present, and any uploaded invoice images.   + Once a comment icon is clicked, the user cannot edit this comment here but only view.   + Once the camera icon is clicked, the upload buttons will be deactivated for this and they can only view the uploaded images. * Expense Payouts - only appears if this was enabled under the “Money Out” category in closing declaration settings   + This section dynamically displays all expense transactions made within the selected date. Each entry includes the expense’s name, the paid amount, and any uploaded invoice images.   + Once a comment icon is clicked, the user cannot edit this comment here but only view.   + Once the camera icon is clicked, the upload buttons will be deactivated for this and they can only view the uploaded images.  1. Money In Breakdown   This section details the breakdown of “Money In”, categorising it by cash, credit card, vouchers, or other payment methods/ type names, as recorded in the POS report.  Will appear dynimacallay according to what was created in ‘Closing Declaration Settings’ for example:   * Total safe drop - represents the “From POS <<number>> report” text field   + With comment icon   + With camera icon next to the text field to capture or upload images for the POS report field * Total credit Amount - represents the “From POS <<number>> report” text field   + With comment icon   + with camera icon next to the text field to capture or upload images for the POS report field * Total card payments - represents the “From POS <<number>> report” text field   + With comment icon   + with camera icon next to the text field to capture or upload images for the POS report field * At the end, the users can access the comment section to add any comments as they wish, where when the declaration is submitted then the comments should be saved and viewable in the final submission.   + - Minimum of 12 characters and maximum of 300 characters.     - Not a Mandatory field. * There is a checkbox to tick for at every screen as “I hereby confirm that all entered data is accurate and correct to the best of my knowledge. I understand that once I submit this information, it cannot be undone or modified.” **If this is not ticked I should not be able to submit the form,** and display an error message as “Please tick the checkbox to confirm your inputs!” * At the end, there is a “Submit” button to save the changes and a “Cancel” button to cancel the changes and take back to the previous screen with the two button options. After the submit button is clicked I should be prompted to a pop- up message as “Are you sure you want to submit?” with a “Yes, Submit” button to confirm the action and a “No, Go back to edit” button to prevent this action.   **2. If users perform individual POS in “Day End”**   * In the POS drop down - * Then those individual POSes will be disabled in the ‘Day End’ POS drop down for the other users **AND** declarations for ‘All POS’ will be disabled in the system.   + **This will not affect the “NEXT POS” screen’s POS drop down or “Shift End” screen.**   + **Will not affect in shift end** * The initial UI is the same as explained above & users enter for their main working POS. Then users can continue to enter for the ‘Next POS’ screens for all the active POSes.   ***If the user selects an individual POS in Shift End” or in “Day End”, I should be able to perform sales closing for all the active POS at that time / during that day in the store:***   * **We need to perform sales closing for all the available POS’s because some third party services can be commonly shared among POS’s for example the scratch card machine, Lottery machine, Payzone, Paypoint etc.**   ***For example, if a store has 5 POS and only 3 POS are active(meaning the POSes that have completed open declaration for) while 2 are off, we don't want to show the inactive POS.***   * After the user has finished entering for the first UI for the working POS. The submit button becomes the ‘Next’ button in which once clicked will be redirected to another screen to enter the sales for the rest of the active POS’s. * I can view the heading as “Closing Declaration- Next POS” at the top of the screen.   + *For shift drop down* - It should be the same shift that was defined in the previous screen and it cannot be altered once in the ‘Next POS’ screen.   + *For POS drop down* - The system should automatically display the next available / active POS that was not defined in the previous screen. Users can alter this selection, but previously selected POS options will not appear in the dropdown list. (A POS is active if open declaration is completed for that day). * Once the selection is finalised, the screen will load with the four functions at the top right corner (float start, float end, coin safe, petty cash) dynamically displayed based on the previous screen’s entered values.   + **In conclusion, this form will be the same as the previous screen (i.e. “Closing Declaration - Day End”) & will be loaded into all the ‘Next POS’ screens for reference purpose.** * The screen will be loaded according to what was configured in the closing declaration settings for the main UI(initial UI). The main difference here is that users only require to enter the POS report for whatever terminals (Ex: Lottery, Scratch card) commonly used by the POSes. Since the user has already entered the terminal report details in the previous entry we don't need to enter again here.   + Therefore, all the ‘Next POS’ screens should load each main component’s (Money In, Money Out (However, in ‘Money Out’ we do not represent the Supplier Payouts & expense payouts), Money In Breakdown) type name’s according to what was set for that screen. But each type name’s associated attributes will only be the:     - “From POS <<number>> report” text field     - Comment icon     - Camera icon  1. Money In   The following type names will dynamically appear in “Money In” from what was set in closing declaration settings. However, here the user only requires to enter the POS report field, hence only the “From POS <<number>> report” attribute will be displayed here along with a comment & camera functions  For example:   * Total shop sales **(This should be predefined for now)**- have the below mentioned attributes activated and displayed in the following order:   + From POS <<number>> report text field - with camera icon next to the text field to capture or upload images for the POS report field   + Comment icon   Others will be listed according to the closing declaration settings except for ‘“From terminal report” text field’, for example:   * Pay point - have the below mentioned attributes activated and displayed in the following order:   + “From POS <<number>> report” text field - with camera icon next to the text field to capture or upload images for the POS report field   + Comment icon * Lottery - have the below mentioned attributes activated and displayed in the following order:   + “From POS <<number>> report” text field - with camera icon next to the text field to capture or upload images for the POS report field   + Comment icon * Scratch Card have the below mentioned fields activated and displayed in the following order:   + “From POS <<number>> report” text field - with camera icon next to the text field to capture or upload images for the POS report field   + Comment icon  1. Money Out   The following type names will dynamically appear in “Money Out” from what was set in closing declaration settings except the payouts section. However, here the user only requires to enter the POS report field, hence only the “From POS <<number>> report” attribute will be displayed here along with the camera and comment functionality.  For example, with what was set in closing declaration settings:   * Lottery Pay - have the below mentioned fields activated and displayed in the following order:   + “From POS <<number>> report” text field - with camera icon next to the text field to capture or upload images for the POS report field   + Comment icon * S/Card Pay - have the above mentioned fields activated and displayed in the following order:   + “From POS <<number>> report” text field - with camera icon next to the text field to capture or upload images for the POS report field   + Comment icon * Pay Point Pay - have the above mentioned fields activated and displayed in the following order:   + “From POS <<number>> report” text field - with camera icon next to the text field to capture or upload images for the POS report field   + Comment icon * Payzone Pay - have the above mentioned fields activated and displayed in the following order:   + “From POS <<number>> report” text field - with camera icon next to the text field to capture or upload images for the POS report field   + Comment icon  1. Money In Breakdown   The following type names will dynamically appear in “Money In Breakdown” from what was set in closing declaration settings. However, here the user only requires to enter the POS report field, hence only the “From POS <<number>> report” attribute will be displayed here along with the camera and comment functionality.  For example, with what was set in closing declaration settings:   * Total safe drop - represents the “From POS <<number>> report” text field   + With comment icon   + With camera icon next to the text field to capture or upload images for the POS report field * Total credit Amount - represents the “From POS <<number>> report” text field   + With comment icon   + with camera icon next to the text field to capture or upload images for the POS report field * Total card payments - represents the “From POS <<number>> report” text field   + With comment icon   + with camera icon next to the text field to capture or upload images for the POS report field * Total vouchers - represents the “From POS <<number>> report” text field   + With comment icon   + with camera icon next to the text field to capture or upload images for the POS report field * At the end, the users can access the comment section to add any comments as they wish.   + - Minimum of 12 characters and maximum of 300 characters.     - Not a Mandatory field. * There is a checkbox to tick for at every ‘Next POS’ screens as “I hereby confirm that all entered data is accurate and correct to the best of my knowledge. I understand that once I submit this information, it cannot be undone or modified.” **If this is not ticked I should not be able to submit the form,** and display an error message as “Please tick the checkbox to confirm your inputs!” * At the end, there is a “Submit” button to save the changes and a “Cancel” button to cancel the changes & revert back to the previous screen which is “Closing Declaration - Day End” screen or “Closing Declaration - Shift End” according to what was selected. After the submit button is clicked I should be prompted to a pop- up message as “Are you sure you want to submit?” with a “Yes, Submit” button to confirm the action and a “No, Go back to edit” button to prevent this action. * The submit button will function as the "Next" button if individual POS are selected, until sales closing entries for all POS are completed. It will redirect to the same UI mentioned above, with the shift predefined and unchangeable, and the POS set to the next active one (e.g., if the initial entry was for POS 2, the next screen will display active POS 1, POS 3, and so on) & the user will be able to alter the POS according to what they prefer. * **Then** I will be able to successfully declare the sales closing for the particular day end / shift end.  Acceptance Criteria 04:  * **Given that** I am on the "Closing declaration” pages, * **When** I click on the "Close Declaration settings" button,   + This button will only be available for the privileged users.   + A screen ”Closing Declaration Settings” should appear allowing the user to select the declaration category. There is a close icon at the top right corner of the screen. There are three types of categories. The table will have:     - No: The number will be auto-generated     - Declaration Name: These names will appear in the sales closing screen as the main components which are predefined.       * Money In - will be predefined and displayed       * Money Out - will be predefined and displayed       * Money In Breakdown - will be predefined can be set ‘On’ or ‘Off’ by the owner and be showed in the screen   + Action:     - Toggle bar, able to activate and deactivate the component       * **Only present for the Money In Breakdown component**          + **Remember -** when this is disabled in this table, this sale’s existing / previous transactions will remain within the system and shown in the transactions table but in the future it will no longer be available for users to perform transactions.     - Settings icon: View the type names & their attributes of the main component which will be reflected in the sales closing screen       * **Present for all the three components.** * Money In   This category is mandatory for sales closing declaration. There is a setting icon to redirect to the pop-up screen “closing Declaration settings - Money In” screen.   * Money Out   This category is mandatory for sales closing declaration. There is a setting icon to redirect to the pop-up screen “closing Declaration settings- Money out” screen.   * Money In Breakdown   This category is not mandatory for sales closing declaration. There is a setting icon to redirect to the pop-up screen “closing Declaration settings - Money In Breakdown” screen.   * Note: the ‘Closing Declaration Settings’ in shift end should align the changes for the shift end declaration form (as well as its “Next POS” screens) and the ‘Closing Declaration Settings’ in day end should align the changes for the day end declaration form (as well as its “Next POS” screens). * **Then** view the page “Closing Declaration Settings".  Acceptance Criteria 05:   * **Given that** I click on the relevant “settings” icon from the table above, * **When** I will be redirected to “Closing Declaration settings - Money In”, closing Declaration settings - Money out” ,closing Declaration settings - Money In Breakdown” screens,   + There is a subheading that will dynamically appear as redirected from the relevant settings icon as “Money In”, “Money Out” or “Money In Breakdown”.   + Then the table will be as follows:     - No - which is auto generated by the system starting from 1. The "No" column should display the sequential number of each type name added for the main component,     - Type Name       * The "Type Name" column should display the name of the type added/ modified.     - Functions       * The "Functions" column should display icons / attributes that were enabled for each type name (e.g., icons for POS Report, Terminal Report, Add Comments, Upload Images),       * In here         + A "P" icon for "From POS Report"         + A "T" icon for "From Terminal Report"         + A comment icon for "Add Comments"         + A camera icon for "Upload Images" , this enabled means its active for both POS & terminal fields.     - Action -       * The "Action" column should display icons for         + Toggle button - toggle switch for activating/ deactivating the type name. **In default the toggle buttons will be enabled for all.**         + Edit icon - to edit the type name. Will redirect to the add safe pop-up screen with the following fields auto filled and attributes ticked.   Type Name - represents the same type name that was clicked from. Can be edible  Select Attributes - checkboxes can be edited (making ticked boxes untick or ticking unticked boxes as needed)  Clicking on the “Add” button to modify the data and this should be reflected in the table as well.   * + The table 1.0 represents the “Money In” table & for example the type names that can be added by the user:     - NOTE: Total Shop Sales will be predefined for now.  | **No** | **Type Name** | **Functions** | | --- | --- | --- | | 01 | Total Shop Sales  (**This is predefined**) | Comment icon  Camera icon  P icon | | 02 | Paypoint | Comment icon  Camera icon  P icon  T icon | | 03 | Lottery | Comment icon  Camera icon  P icon  T icon | | 04 | Scratch Card | Comment icon  Camera icon  P icon  T icon |  * + The table 1.1 represents the “Money Out” table & for example the type names that can be added by the user:  | **No** | **Type Name** | **Functions** | | --- | --- | --- | | 01 | Lottery Pay | Comment icon  Camera icon  P icon  T icon | | 02 | Scratch Card Pay | Comment icon  Camera icon  P icon  T icon | | 03 | Paypoint Pay | Comment icon  Camera icon  P icon  T icon | | 04 | Payzone Pay | Comment icon  Camera icon  P icon  T icon | | 05 | Supplier Payouts |  | | 06 | Expense Payouts |  |   **Remember that the type names will be numbered in ascending order until the last added type name for example in above example its ‘04’. Then the “Supplier Payout” will have the next ascending number, per the above example it will be “05”.**  In the Money out table only the ‘Supplier Payouts’ & ‘Expense Payouts’ rows will appear where in the action columns it will only have the toggle button to activate/ deactivate the payout.   * If toggle is activated - automatically in the relevant sales closing screen the supplier / expense payouts completed for that date will appear dynamically with the paid amount field, any comments and uploaded invoice images.   + The table 1.2 represents the “Money In Breakdown” table & for example the type names that can be added by the user:  | **No** | **Type Name** | **Functions** | | --- | --- | --- | | 01 | Total Safe Drop | Comment icon  Camera icon  P icon | | 02 | Total Card Payment | Comment icon  Camera icon  P icon | | 03 | Total Credit Amount | Comment icon  Camera icon  P icon | | 04 | Total Vouchers | Comment icon  Camera icon  P icon |  * + In each of the three pop-up screens we can view the “Add New Type” button where if a new type is added it should dynamically be represented under the relevant component’s table. * **Then** I should be able to successfully access the available / existing type names for these main categories.  Acceptance Criteria 06:  * **Given that** I am on “Closing Declaration settings - Money In”, closing Declaration settings - Money out” ,closing Declaration settings - Money In Breakdown” screens, * **When** the user clicks” Add New Type” button, a screen “Add New Type” should appear with attributes to configure for the type. * The pop-up screen should appear with the following sub heading:   + Sub heading as “Declaration category: <<main component>>“, will dynamically change according to which screen the user will be redirected to:     - * If I click the “Add New Type” button from the “Closing Declaration Settings - Money In”, the heading will be autofilled as “Money In”       * If I click the “Add New Type” button from the “Closing Declaration Settings - Money Out”, the heading will be autofilled as “Money Out”       * If I click the “Add New Type” button from the “Closing Declaration Settings - Money In Breakdown”, the heading will already be selected as “Money In Breakdown” * The pop-up screen should appear with the following fields:   + Type Name - manually enter the field name     - **Description**     - Not a mandatory field     - Can be a minimum of 6 & maximum of 24 characters.   + Select Attributes * there are checkboxes for each of the four attributes( POS Report, From Terminal Report, comments icon, and camera icon). * Once the camera icon & comment icon is ticked, for a type name, then this option will be available for both “From POS Report” & “From Terminal Report”. * The user can enable or disable each attribute by ticking the corresponding checkbox. * When a checkbox is enabled, the relevant attribute becomes available for that type name in the main declaration category.   + I should have the following pagination options at the bottom right corner after the table, if there are more than 8 rows and should remain visible and consistent across all the pages related to settings. * I am able to see page jumpers in numbers from 1 to 3 where I can click on one and have the content of the table be displayed for that page. * There are previous and next options at the sides to move along the pages. * **Then** clicks on the "Add" button, processes the inputs and saves the new type name with the selected attributes for that particular main category. | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | Safe Management | **User story ID** | EBOS\_007 |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** | Estimated effort to build this user story. | | |
| **User story** | * **As a** user / store owner * **I want** to customize the categorization of safes to enter details about cash withdrawal and transactions, * **So that** the cash stock is accurately maintained and complies with relevant policies. | | |
| **Acceptance criteria** | Acceptance Criteria 01:  * **Given that** I am on the safe Management module, * **When** I arrive, * I should see buttons which represent the added categories in 3 columns and varying rows. * There is a store drop down to filter the safe modules available for each branch. This button can be accessed only by privileged users.   + - Lists down all the store locations / branches     - An option to select all stores via a checkbox of “All”. This will be the default option.     - The ability to make multiple selections for stores.   + To low level users, the store will already be predefined and they cannot alter it. * After the stores are selected, the list of safes will be displayed in 3 columns varying rows.   + Remember this will depend on the store manager according to different stores. * Main safe, * Mini safe, * Cash machine, * Cash Drop Safe * Coin safe, * Petty cash safe. * There are two buttons at the right top corner as:   + - Transactions     - Safe Declaration Settings * Once a safe is clicked from the list, I should be redirected to the relevant safe checklist page to enter my details to record my transaction performed. * **Then** the user can see the active safes & submit transactions necessary.  Acceptance Criteria 02:  * **Given that** toadd a transaction for a safe, * **When** I click on any of the listed safe’s buttons,   + Once a safe type is clicked, I should be redirected to that specific page to enter the relevant details where the heading will be dynamic.   + **Store: (drop down option) - Filter the safes available per store.** If only one store this will be pre-selected and list down the added stores.     - For a staff member - who is given the privilege to access the store drop down, will be able to access and change between stores to filter the safe list. (the drop down will only list the relevant users onboarded store names). Only can select one store at a time.     - For a store manager - list down all the stores that were configured and the particular has access to & will be able to access and change between stores to filter the safe list. Only can select one store at a time.   + A particular safe will be able to be clicked or accessible only if the user has given the privilege. If “Main Safe” button is clicked from the list, I should be redirected to a pop-up screen as “Main Safe Transactions”,   + In here I should be able to enter for the below fields:     - Store: which will be predefined from the store selected from the previous screen when filtering the safes.     - Safe Name     - Transaction date & time     - Cash in/ cash out     - Amount     - Reason     - Description  | **Fields** | **Validation** | **Mandatory** | | --- | --- | --- | | Safe Name | **Drop down**   * This will be pre-selected & will dynamically appear according to the safe type selected. * This cannot be altered | Yes | | Transaction date & time | Represented by two fields, the first featuring a date field accompanied by a calendar icon, and the second presenting a time field with a clock icon.  **Calendar icon**   * Should open the calendar to choose a date   **Clock icon**   * Should open the clock to choose a time | Yes | | Cash in/ cash out | **Drop down**   * "Cash In" - when depositing money into the safe * "Cash Out" - when withdrawing money from it. | Yes | | Amount | **Digit**   * Minimum of 1 digit and maximum of 24 digits | Yes | | Reason | **Drop down**   * This will be predefined list of dropdowns that were added during the creation of this safe. Hence, this list will dynamically appear according to the safe type selected. * Privileged users will have access to the ‘Add New’ button at the end of the list, where users can add a new reasons description. | Yes | | Description | **Long Description**   * Minimum of 12 characters and maximum of 300 characters | Yes |  * + If “Main Safe” button is clicked from the list, I should be redirected to a pop-up screen as “Main Safe Transactions”,   + To ensure accuracy, I should be able to verify my input by selecting the checkbox labeled “I hereby confirm that all entered data is accurate and correct to the best of my knowledge. I understand that once I submit this information, it cannot be undone or modified.”   + At the end, there is a “Submit” button to save the changes and a “Cancel” button to cancel the changes and return back to the previous screen. After the submit button is clicked I should be prompted to a pop- up message as “Are you sure you want to submit?” with a “Yes, Submit” button to confirm the action and a “No, go back to edit” button to prevent this action. * **Then** I should be able to add a transaction successfully available within the store.  Acceptance Criteria 03:  * **Given that** tomanage cash safes * **When** I click on “Safe Declaration Settings” button in the safes module,   + I should be redirected to a screen where I can   + There is a heading called “Safe Declaration Settings" , where I am able to view the available safe management configurations.   + There is a filter option as a store to filter the below table for the existing stores. (Only privileged user can alter the store drop down)     - Lists down all the store locations / branches     - Can only select a single store.     - Unprivileged users will have the store pre-selected.   + There is a table as follows that shows all the existing safes added in the store:     - No - list down in ascending order the rows starting from 1     - Safe Name - the name of the relevant added safe     - Reasons - list down all the reasons the drop down list will occupy for the reason field in this safe’s checklist.     - Action - have two icons that can be used to perform:       * Toggle button - to enable or disable the whole safe type, where if the toggle is set to disable then the relevant safe will be hidden from the staff.     - **Remember** - when a particular safe is disabled in this table, this safe’s existing / previous transactions will remain within the system and shown in the transactions table but in the future it will no longer be available as a safe category for users to perform transactions.       * Edit icon - to be taken to the screen where you can view additional details about the individual safe. The user will have the capability to edit existing safe information on this screen. *(Explained in acceptance criteria 04)*   + There is a “Add Safe” button where once clicked I should be redirected to a pop-up screen to add a safe. * **Then** I can view the existing safes in the system for the relevant stores.  Acceptance Criteria 04:  * **Given that** toadd a new safe category * **When** I click on the “Add Safe” button,   + I should be redirected to a pop-up screen with the heading as “Safe Settings” with a cancel button at the top right corner.   + Then I should be able to fill the below details/ fields:     - Store - Lists down all the store locations / branches. The ability to make multiple selections for stores or select “All” option for the safe to be represented for the relevant stores.     - Safe Name - **Long description**        * Minimum of 12 characters and maximum of 300 characters.       * Mandatory field.     - Reason - list down all the reasons and the user can make multiple selections by ticking the checkboxes which will be represented in the field box with a comma separation.       * Ability to add a reason by clicking on the “Add New” button.       * Once clicked will open a pop-up screen, with a reason text box field to type the reason with an “Add” button. Once the “Add” button is clicked, the selected options will then dynamically appear in the "Reason" drop-down list with a checkbox next to it.         + Reason - **long description**   Minimum of 12 characters and maximum of 300 characters.   * + - Add Role - list down all the roles to decide who will have access to this register within the system to record any transactions.       * Dynamically load all the roles created in the role management component and list them down here with checkboxes.       * Can select multiple roles: * Manager * supervisor * cashier * floor staff   + - Employee Name - list down all the user name’s (first name + last name) if one does not have a username according to the roles selected above.       * Dynamically load all the employee usernames onboarded during adding employees and list them down here with checkboxes.       * Can select multiple usernames: * Jason Faber * Dilshan Perera   The employees who have been added here will have access to the relevant safes categories to perform direct transactions, only these employees will have access to the safes listed indirectly when trying to do a transaction in supplier, expense, & income modules.   * + By clicking the “Add Safe” button, I should be able to view the newly added safe information in the previous table. * **Then** I should be able to successfully add a relevant safe and its information.  Acceptance Criteria 05:  * **Given that I** want to edit an existing safe information * **When** I click on the edit icon,   + It should open the “Add Safe” pop-up screen with the heading “Safe Settings”.   + The following fields must be autofilled according to what was set during the creation of the particular safe.     - Store - edit the stores from the list in which the safe category should be represented to.     - Safe Name - edit the safe name     - Reason - modify the reasons added from the list     - Add Role - modify the roles added from the list     - Employee Name - modify the employee names from the list   + Click the “Add Safe” button & I should be able to view the modified safe information in the “Safe Settings” table. * **Then** I should be able to access the safe information and be able to edit the fields to update the information.  Acceptance Criteria 06:  * **Given that I** want to view the transactions completed for the safe categories in my stores * **When** I click on the “Transactions” button at the top of the safe management page   + I should be able to access two drop downs to filter the table as follows:     - Store:       * Lists down all the store locations / branches       * An option to select all stores via a checkbox of “All”. This will be the default option.       * The ability to make multiple selections for stores.     - Date:       * A calendar view enables the selection of a date range, with the end date set as the value date or less than the value date.       * The default shows the current date's details. The format will be “02-April-2024”, **this will be the format used for all dates.**   + In the next section above the table i can access the following data:   + **When staff, managers or owners pay/ receive credit note expenses or suppliers from/to the safes, that transaction should automatically be reflected in the transaction record table. However they cannot do reconciliation for these records, reconciliation should be done in the particular expense / supplier module.**   **For the transaction by →** will be the username of the expense / supplier completed by  **Safe Name** → dynamically loads the safe name that the transaction was completed by acquiring from “Paid To / Received To” field  **Transaction Date/Time** → dynamically loads the particular date & time recorded for the particular transaction  **Cash In/Cash Out** → If the particular transaction’s ‘selected type’ = “invoice” & ‘Payment Status’ = “Paid” then it will be “Cash Out”. If the particular transaction’s ‘selected type’ = “Credit Note” & ‘Payment Status’ = “Paid” then it will be “Cash In”.  **Amount** → dynamically loads the particular transactions “Paid Amount/ Credited Amount” value recorded.  **Running Balance** → the system must calculate the running balance as mentioned below.  **Reason** → dynamically loads the options that were selected for the “Type of Transaction” field for that particular transaction.  **Description** → dynamically loads the “comments” if any for that particular expense / supplier transaction.   * + - Safe Name:       * Lists down all the safe categories for the selected store/s.     - Current Balance in the currency of the selected country during signup:       * The system must display the last value / row grid in the “Running Balance” column.     - Print button - should be able to print the table content as it is. **This will be covered in a later phase.**     - Download - should be able to download the table view in a CSV format. (Should follow the same format/ columns as the table & should download until the “Cash In/Cash Out” column).   + After the filtration is completed I should be able to view the transactions table as follows:     - Transaction By - displays the user name of the employee who has completed the particular transaction.     - Safe Name - displays the particular safe name category for the particular transaction     - Transaction Date/Time - displays the date and time in the format of:       * 02 - April - 2024       * **Time in 24 hour format as “16:55” (Anywhere time is there it should be in 24 hour)**     - Cash In/Cash Out - displays whether the transaction was Cash Out or Cash In.     - Amount - displays the value that was entered by the staff       * the amount should be formatted to two decimal places in the format of ‘390.00’       * If the user have not entered any value the system must automatically fill it as ‘0.00’     - Running Balance - The "Running Balance" field represents the total balance in the safe after each transaction is processed. It provides a cumulative total that updates with every transaction, reflecting the current state of funds in the safe.       * To calculate the running balance for each safe category:         + If it was “Cash Out” for a particular transaction, then running balance for it is,   Prev Running Balance - Amount   * + - * + If it was “Cash In” for a particular transaction, then running balance for it is,   Prev Running Balance + Amount  If reconciliation is completed for the main safe amount withdrawn/cashed out, which was $350, and the initial running balance was $1,000, with the amount now being $400, then the new running balance should be calculated as follows:   1. Subtract the amount withdrawn from the new amount: 400−350=50400 - 350 = 50400−350=50 2. Subtract this result from the initial running balance: 1000−50=9501000 - 50 = 9501000−50=950   So, the new running balance is $950.   * + - Reason - displays the selected reason from the drop down list.     - Description - displays the description provided for this transaction. If no description was provided it should be represented in a ‘-’.     - Actions - displays the following icons:       * **Eye Icon: Always visible;** redirects to a page in vertical view with all the details regarding the particular safe when clicked.   Once clicked will be redirected to the pop-up screen with the heading as the <<relevant safe name category name>> that was clicked in the table with the following fields completed:   * + Transaction By - cannot be editable   + Safe Name   + Transaction Date/Time   + Cash In/Cash Out   + Amount   + Reason   + Description * If any field were already reconciled I should be able to view that with an ‘information’ icon next to each reconciled field. ’ * At the top there is an edit button, where once clicked I should be redirected to the same kind of pop-up screen where I can edit the above fields.   + I will be able to straight off start editing the fields and click on the “Save Changes” button & this must reflect in the view icon pop-up screen as well as in the transaction table.   + **NOTE:** Privileged users can arrive to the edit screen from the reconciliation module as well. Hence in the reconcile complete table it will be recorded as “Reconcile” as reason & an information icon will appear in the columns that were reconciled to indicate that the supplier information has been reconciled.     - * **Edit Icon: Always visible;** redirects to a page in vertical view and can edit any of the fields entered by the staff. The edited field value will be represented in the table as well. Only privileged users can access the edit button.       * **Reconciliation Icon: Appears only if any reconciliation/ user edit is completed within any column;** when clicked, opens a pop-up screen with the heading "Reconcile Completed" following a table view as follows.         + The first column is “Modified By” - which displays the first name of the user who made the amendment         + The second column is “Modified Date & Time” - which displays the date at which the amendment was made in the format of dd/mm/yyyy & time at which the amendment was made in the format 24 hours.         + The third column is “Reason” - which states if it's a “Reconcile” or “User Edit”. To be “User Edit”, the privileged user must make changes by accessing the edit button in the view more screen/ eye icon screen. For "Reconcile," users must go through the reconciliation module and perform the reconciliation for the data & any field modified in this way will be indicated in the table with an informative icon next to the updated grid after clicking save.         + The fourth column is “Modified Field” - which represents the fields that were reconciled.         + The fifth column is “Original Value” - which displays the previous / original value prior to changing it         + The sixth column is “New Value” - which displays the current value/ changed value.         + The seventh column is “Reconcile” - which displays what kind of reconcile was completed with the full name. For example:   ‘D’ - Daily  ‘W’ - Weekly  ‘M’ - Monthly  ‘Q’ - Quarterly  ‘Y’ - Yearly   * **Then**  I should be able to successfully access the transactions made with the current balance. | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | Role Management | **User story ID** |  |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** | Estimated effort to build this user story. | | |
| **User story** | * **As an** owner/manager * **I want to** manage user roles and permissions within the application * **So that** I can ensure that each user has appropriate access and permissions based on their responsibilities | | |
| **Acceptance criteria** | Acceptance Criterion 01 :   * **Given that** access to the details of the users in the role management panel * **When** clicking users * The admin has full access to view the detailed table across all fields: * Emp ID * Industry * Store * Employee Name * Role * Edit * View Privileges * Delete * The user can view a button to add a new role * The User can filter role names using a search option, users can simply type keywords related to the roles they are looking for. As they type, a dropdown list will dynamically display the relevant role names based on the entered keywords * You can see the pagination in the bottom right corner of the page. * **Then** the admin can view a list of existing users with roles  Acceptance Criterion 02 :   * **Given that** add new **user role** details * **When** the user clicks the add new role button * The user role form includes the following fields * Select Industry * Select Store * Select the employee * Select the role  | **Fields** | **Mandatory** | **Permissions/ Behaviors** | | --- | --- | --- | | Industry | Yes | Editable | | Store | Yes | Editable | | Employee Name | Yes | Editable | | Role | Yes | Editable |  * Display error message when required fields are not entered * **Then** click cancel to cancel or click the save button to save the new user  Acceptance criteria 03 :  * **Given** I am on the role management dashboard, * **When the manager** clicks on the."Privileges" button, it should be directed to the "view Privileges" screen with a clear heading * The screen will show the selected Role * The user can view the selected role description * Here we can see three Access privileges.   + View   + Add   + Edit * Then the manager can see the list of access rights pages.   + Please find the sheet to access the prevailges - [User Prevailges](https://docs.google.com/spreadsheets/d/1EGeaVhTBrzMJ34rE8hTgdUBK-erOj3mQfYd6_-xbIp8/edit?gid=1588809722#gid=1588809722) * The access privileges will be mentioned in a tickbox for the selected user * **Then** the user can view the privileges assigned to the user's roles  Acceptance Criterion 04:   * **Given that** editing an existing **user role** * **When** the user clicks the edit button * The user role form includes the following fields * Industry * Store * Employee Name * Role  | **Fields** | **Mandatory** | **Permissions/ Behaviors** | | --- | --- | --- | | Industry | Yes | Non - Editable | | Store | Yes | Non - Editable | | Role name | Yes | Editable | | Employee name | Yes | Non - Editable |  * Display error message when required fields are not entered * **Then** click cancel to cancel the editing.or click the save button to save the edited details  Acceptance Criterion 05:   * **Given that the** deleted **User** * **When** clicking the delete button * The user can see the confirmation prompt before permanently deleting as “Are you sure delete this user, Confirmed this cannot be undone” with click on the Delete button * When the user clicks on “Delete” " the user will be deleted in the table and the system will show a prompt message as” Deleted Successfully ” * **Then** the selected row will be deleted from user table  Acceptance Criterion 06 :   * **Given that** access to the details of the role management panel * **When** clicking User Roles * The admin has full access to view the detailed table across all fields: * Role No * Industry * Store * Role name * Role Description * View Privileges * Edit * Delete * The user can view a button to add a new role * The User can filter role names using a search option, users can simply type keywords related to the roles they are looking for. As they type, a dropdown list will dynamically display the relevant role names based on the entered keywords * You can see the pagination in the bottom right corner of the page. * The admin profile is positioned in the upper right corner of the page as a drop-down button * **Then** the admin can view a list of existing roles, including their names and associated permissions.  Acceptance Criterion 07:   * **Given that** add new **user role** details * **When** the user clicks the add new role button * The user role form includes the following fields * Industry * Store * Role name * Role description  | **Fields** | **Mandatory** | **Permissions/ Behaviors** | | --- | --- | --- | | Industry | Yes | Editable | | Store | Yes | Editable | | Role name | Yes | Editable | | Role description | Yes | Editable |  * When the user clicks on the "Next" button, they will move to assign privileges. If the user wishes to close the pop-up screen, they can do so by clicking on the "Cancel" button. * Upon clicking the "Next" button, the user will gain access to the privileges screen, where they can view and manage access features and access privileges, including options to:   + Add   + Edit   + View * **Then** the user can make the necessary changes, clicking "Save" will Industry The role and privileges, displaying them in the user roles table. If the user needs to revisit and edit the Industry number, role name, or role description, they can do so by clicking on "Back." This will allow them to make any required changes and return to the privileges screen to save the user role  Acceptance criteria 08 :  * **Given** I am on the role management dashboard, * **When the manager** clicks on the Set privileges button the user will be directed to the set privileges screen. At the top of the screen, the user can see the heading “set privileges”. In the top right corner, the user can see the cancel icon. * Here we can see three Access privileges.   + View   + Add   + Edit * Then the manager can see the list of access rights pages.   + Dashboard   + Staff management   + Shift management   + Leave management   + Task management   + Attendance tracking   + Payroll   + Cash management   + Scratch card management   + Stock management   + Reconciliation   + Payout management   + Compliance management   + News Feed * When The user has selected a role from the dropdown the user views the access rights section. * Then a list of access rights pages should be displayed, each with "View", "Add", and "Edit" privileges checkboxes * And when the user checks a checkbox for a privilege (e.g., "View" for "Payout Management") then the checkbox should be checked, indicating that the privilege has been granted to the new role. * If the checkbox is clicked again, it should become unchecked, indicating that the privilege has been revoked * **Then** the user clicks the "Save" button and the new role and its privileges should be saved.  Acceptance criteria 09 :  * **Given** I am on the role management dashboard, * **When the manager** clicks on the."Privileges" button, it should be directed to the "view Privileges" screen with a clear heading * Based on the specific row selection, the related user and user privileges will be displayed as follows: * Here we can see three Access privileges.   + View   + Add   + Edit * Then the manager can see the list of access rights pages.   + Dashboard   + Staff management   + Shift management   + Leave management   + Task management   + Attendance tracking   + Payroll   + Cash management   + Scratch card management   + Stock management   + Reconciliation   + Payout management   + Compliance management   + News Feed * The access privileges will be mentioned in a tickbox for the selected user * **Then** the user can view the privileges assigned to the user's roles  Acceptance criteria 10:  * **Given** I am on the role management dashboard, * **When the manager** clicks on the."Privileges" button, it should be directed to the "Set Privileges" screen with a clear heading * Here we can see three Access privileges checkboxes for each privilege.   + View   + Add   + Edit * Then the manager can see the list of access rights pages. Upon checking or unchecking a checkbox for a privilege and it should reflect the granting or revoking of the privilege for the selected role.   + Dashboard   + Staff management   + Shift management   + Leave management   + Task management   + Attendance tracking   + Payroll   + Cash management   + Scratch card management   + Stock management   + Reconciliation   + Payout management   + Compliance management   + News Feed * **Then** the user Clicking the "Save" button should ensure that the new role and its associated privileges are saved within the system.   [User Prevailges List](https://docs.google.com/spreadsheets/d/1EGeaVhTBrzMJ34rE8hTgdUBK-erOj3mQfYd6_-xbIp8/edit?gid=1588809722#gid=1588809722)  Note: The Prevailges id for the R1 Acceptance Criterion 11:   * **Given that** editing an existing **user role** * **When** the user clicks the edit button * The user role form includes the following fields * Industry * Store * Role name * Role description  | **Fields** | **Mandatory** | **Permissions/ Behaviors** | | --- | --- | --- | | Industry | Yes | Non - Editable | | Store | Yes | Non - Editable | | Role name | Yes | Editable | | Role description | Yes | Editable |  * Display error message when required fields are not entered * **Then** click cancel to cancel the editing. or click the save button to save the edited details  Acceptance Criterion 12:   * **Given that** delete **User Role** * **When** clicking the delete button * The user can see the confirmation prompt before permanently deleting as “Are you sure delete this user role, Confirmed this cannot be undone” with click on the Delete button * When the user clicks on “Delete” " the user will be deleted in the table and the system will show a prompt message as” Deleted Successfully ” * **Then** the selected row will be deleted from the User role | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | Reconciliation | **User story ID** |  |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** |  | | |
| **User story** | * **As a** Manager/Owner * **I want to** access the reconciliation component * **so that** I can manage the reconciliation within the system | | |
| **Acceptance criteria** | Acceptance Criterion 1 :   * **Given that** access to **Reconciliation** * **When** the user accesses the reconciliation section and selects the reconciliation settings the user can view the filters   + - Store       * It will be a Dropdown   + The admin has full access to view the detailed table across all field     - No     - Modules     - Status     - Reconciliation Frequency * **Then** the admin has access to account information.   Acceptance Criterion 2 :  * **Given that** admin access to the filters of the reconciliation component * **When** the admin clicks filters such as   + Store     - The Store filter should be a dropdown     - If the store has only one store it will be predefined d selected on the screen and if the store has multiple stores so the user can select the store and assign the modules   .   * **Then** the admin user can use the filters for the Reconciliation table to filter the data   **Acceptance Criterion 3 :**   * **Given that** add **/edit Reconciliation** * **When** the user accesses the reconciliation settings * The new/edit reconciliation settings t form includes the following fields   + The user needs to select the store and add the following : * No   + It will be an auto-generated numbers * Modules   + The module will be the features of the system, The feature will be listed from the account setup * Status   + The user active and deactivates the feature * Reconciliation Frequency   + The reconciliation frequency will be as     - Daily     - Weekly     - Monthly     - Quarterly     - Yearly   .   * **Then** click the “ save” button to save the reconciliation * The admin can click on the “ close icon” to exist from the system   **Acceptance Criterion 4 :**   * **Given that** access to the **Reconciliation Component** * **When** the user can view the daily, weekly, monthly, quarterly, and yearly reconciliations via tabs * Once the user clicks on the Daily Reconcile * The user can see the day, date, and status. * Initially, the pending section will display the modules assigned for daily reconciliation in a list, with two symbols – a tick and an exclamation mark. * When the user clicks on a module, it will pop up the screen that features the specific day or date range, allowing the user to perform the reconciliation * On the weekly reconciliation, a pop-up screen will display the date range and week number for the reconciliation. * Users can then click on the view icon to access the entry details. If modifications are required, they can click the edit icon to make the changes, followed by saving the updated information. * Any changes made will be captured in the overview table, accompanied by an informative symbol, and reflected as completed in the reconciliation log * When all the reconciliations are finished, the user must click on the "Reconciliation Completed" button, which is displayed on the right-hand side of the pop-up screen, to finalize the reconciliation * After clicking the "Reconcile Completed " button, the daily reconciliation screen will display a tick in a green color, indicating that the feature has been completed. * In the reconciliation tab, users will find a section for previous reconciliations, which includes both completed and incomplete reconciliations. Users will have the ability to filter the data based on the following options:   + All Reconciliations   + Completed Reconciliations   + Incomplete Reconciliations * Based on the selected filter, the corresponding data will be displayed under the Previous Reconciliation section * The reconciliation includes validation criteria:   + Daily: within 1 week   + Weekly: before the start of the next week   + Monthly: before the beginning of the next month   + Quarterly: before the start of the next quarter   + Yearly: before the start of the next year * If the daily reconciliation is incomplete, it will remain in an incomplete status, applicable to daily, weekly, monthly, quarterly, and yearly reconciliations. * For Daily reconciliation, a buffer of 7 days is provided. For example, the 9th of July weekly reconciliation should be completed before the 16th of July, with the option for users to complete it earlier if they wish * For weekly reconciliation, a buffer of 7 days is provided. For example, the 9th of July weekly reconciliation should be completed before the 23rd of July, with the option for users to complete it earlier if they wish. * For Monthly reconciliation, a buffer of 30 days is provided. For example, the 01st - 31st of July Monthly reconciliation should be completed before the 1st of September, with the option for users to complete it earlier if they wish. * If the reconciliation is not completed within the specified timeframe, when the next reconciliation day or week arrives, the data from the previous day or week will be disabled * The user can filter completed and incomplete reconciliations using the filter functionality. * Upon completion of all modules, they will be moved to the completed section. * Once all the reconciliations are completed, the user can see the completed reconciliations with the following details: * Day * Date * Status as "Completed" and “Incomplete” * Modules will be in green color with a tick symbol * Modules will be red with an exclamation mark if it is not completed   .   * **Then**  the user can then manage the reconciliation settings | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | Expense Payout Report | **User story ID** | EBOS\_007 |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** | Estimated effort to build this user story. | | |
| **User story** | * **As an** owner/manager * **I want to** access the expense payout transaction report * **So that** I can accurately analyse the expenses within my stores successfully. | | |
| **Acceptance criteria** | Acceptance Criteria 01  * **Given** that the user click on the “Expense Payout Report” from the side menu bar under the report section or from the ‘Expense Overview’ page * **When** the user is redirected to the expense payout page, I want to filter the report as:   + I should see the following drop down options     - Store       * List down all the stores available.       * Users can select only one store from the list.       * For unprivileged users, the field should automatically display the store location based on their onboarded details. In this case, they will not be able to access the drop down list.       * For privileged users, they can access the drop down list and select all that is applicable.     - Data Range       * Only privileged users can change the date range. Based on the selected date range, the system will populate the data accordingly.       * By default, display the date range from the beginning of the year to the current date.       * The user must select a start date and an end date for the report. * The system should ensure that the start date is earlier than or equal to the end date. If the user selects an end date that is earlier than the start date, the system should display an error message: "End date must be later than or equal to the start date." The selected dates should be displayed in the format "DD/MM/YYYY".   + There is a filter section to filter the data inside the table as:     - Main Category - which lists down:       * Dynamically loads all the added / existing main categories from the expense module with ‘All’ option to select all the main categories       * The user can make multiple selections       * By default it will be set to ‘All’     - VAT / Non VAT - which lists down:       * VAT       * Non-VAT,       * An option to select both types via a checkbox for "All".       * By default it will be set to “All”.   + There is a separate filter to customise the whole report as:     - Select - which is a list of:       * An option to select all the rows is available as “Select All”. By default it will be set to “Select All”.       * Invoice → includes all the columns under invoice column (from subtotal to outstanding invoice)       * Credit Note → includes all the columns under credit note column (from total credit to outstanding credit)     - Report Basis - which is a list down of:       * Accrual - means allows transactions with ‘Paid’, ‘Unpaid’ invoices & ‘Received’, ‘Not Received’ credit notes in expense module.       * Cash - means allows transactions with only ‘Paid’ & ‘Received’       * By default it will be Accrual.     - Show - is a list down of:       * All Transactions - means show all the transactions even the main categories with 0.00.       * Transactions without 0 - show all main categories of transactions without 0.00.       * By default it will be All Transactions.   + There are two icons as:     - Download icon - When the user clicks on this, the report as displayed in the screen should be downloaded as a pdf (A4).     - Print icon - When the user clicks on the print button the report displayed in the screen should be printed to the A4 size paper at default.     - “Customise Table” Button - To customise the table where the “Row No” & “Main Category” columns are mandatory and cannot be altered. However, the rest of the table can be customised for display.       * Once the button is clicked, a pop-up screen will appear with a list of the names according to the tables with a checkbox next to each. You can mark these checkboxes to select which breakdowns should appear in the report. The list is as follows:         + Will list down the columns under Invoice, if the select filter has selected the ‘Invoice’ or ‘All’   Sub total (£)  VAT (£)  Total (£)  Paid Invoices (£) Inc VAT  Outstanding Invoice (£) Inc VAT   * + - * + Will list down the columns under credit note, if the select filter has selected the ‘Credit Note’ or ‘All’   Total Credit (£)  Credit Received (£) Inc VAT  Outstanding Credit (£) Inc VAT   * + - * Upon selecting any of the options, the report will display the relevant information based on the chosen categories.   + There is a separate filter options to filter the report data by clicking the drop down option:     - Only send Invoice to third party - user can tick the checkbox:       * If ticked ‘Yes’ - only the expenses that were marked as "Yes" during the creation of the particular expense category will appear in the relevant tables in the report.       * If ticked ‘No’ - meaning cannot send the invoice to the third party during filtration (of the transaction table) the expenses with the “No” option can be filtered.       * Initially no tick, hence all transactions will be displayed.     - Exclude expense from ledger - user can tick the checkbox:       * If ticked ‘Yes’ - only the expenses that were marked as "Yes" during the creation of the expenses will not appear in the transaction table.       * If ticked ‘No’ - meaning the expenses that were marked as ‘No’ should not be excluded from the transaction table when filtering the information.       * Initially no tick, hence all data will be displayed. * There is a section at the top of the table that demonstrates the overview for the expense report within the selected date range such as:   + Total Invoice breakdown   + Paid Invoices breakdown   + Outstanding Invoices breakdown   + Total Credit breakdown   + Credit Received breakdown   + Outstanding Credit breakdown * There is a heading as “All Expense Transactions” with a search functionality to filter the table by unique main category requiring at least 3 keywords to list down the relevant main category names. * This table shows a breakdown of all expenses by main categories for the selected date range, with invoices and credit notes listed separately. * **The report will be filtered and displayed based on the filters mentioned above. However, to fully illustrate the concept of the report, we will assume the following filters are applied for better understanding:**   + **Store = store 1, Date Range = 01 April, 2024 → 07 April 2024**   + **Main Category - All (should show all main categorie’s total transactions completed within that date range)**   + **VAT / Non VAT - All (all transactions with VAT & NON VAT considering)**   + **Report Basis - Accrual (including all types of transactions such as ‘Paid’, ‘Unpaid’ invoices & ‘Received’, ‘Not Received’ credit notes )**   + **Show - All Transactions (show all even main categories completed within that date range with 0 transactions completed).**   + **Initially no ticks for “Only send Invoice to third party”, & “Exclude expense from ledger”.** * **Then** the user can generate and view the Expense Payout report by applying the relevant filters accordingly.  Acceptance Criteria 02:  * **Given** the user on the Expense Payout Report screen * **When** the user wants to view the breakdown section & expense transaction table,   + The values for the ‘overview breakdown’ section will dynamically appear according to the values available in the expense transaction table below this section.   + **NOTE: If a value is not available/ a system calculated value, it will be represented in 0.00.**   + The expense transaction table will be sourced from the expense transaction records for the selected store and date range from the ‘Expense’ module. It will be populated as follows:     - Row No: displays the row numbers in ascending order starting from 1.     - Main Category: Displays the relevant expense main category names that have at least one transaction completed. (The name will be clickable).       * If ‘Transactions Without 0’ was selected as a filter - then the system must display the main categories with only completed transactions within that date range (at least one transaction).     - ***Expense Type: Based on the settings for the created expense from the expense module, whether it is "Operating Expense" or "Non-Operating Expense” will be displayed here. (This part is covered in later release)***     - Then list the completed ‘Invoices’ for that main category separately. In this section only consider the transactions with type as ‘Invoice’       * + If ‘Cash’ was selected as a filter - then we must only consider the ‘Paid’ invoices when adding.         + If ‘Accrual’ was selected as a filter - then we must only consider all the ‘Paid’ & ‘Unpaid’ invoices when adding.       * Sub total (£)- Represents the total value derived from summing the ‘Sub Total’ values of all transactions related to the specific main category within the given date range.       * VAT (£)- Represents the total value derived from summing the ‘Total VAT’ values of all transactions related to the specific main category within the given date range.         + If ‘VAT’ was selected as a filter - then we must only consider the invoices with ‘VAT’ when adding.         + If ‘Non VAT’ was selected as a filter - then we must only consider the invoices with ‘Non VAT’ when adding.   In that case the VAT column will represent ‘0.00’.   * + - Total (£)- Represents the total value derived from summing the ‘Total Amount’ values of all transactions related to the specific main category within the given date range.     - Paid Invoices (£) Inc VAT - Represents the total value derived from summing the ‘Paid Amount’ values of all transactions related to the specific main category within the given date range.     - Outstanding Invoice (£) Inc VAT - The system must calculate this for the specific main category listed by using the below formula:       * **Outstanding invoice = Total Amount - Paid Invoices**     - Then list the completed ‘Credit Notes’ for that main category separately. In this section only consider the transactions with type as ‘Credit Note’.       * + If ‘Cash’ was selected as a filter - then we must only consider the ‘Received’ credits when adding.         + If ‘Accrual’ was selected as a filter - then we must only consider all the ‘Received’ & ‘Not Received’ credits when adding.       * Total Credit (£) - Represents the total value derived from summing the ‘Total Amount’ values of all transactions related to the specific main category within the given date range.       * Credit Received (£) Inc VAT - Represents the total value derived from summing the ‘Credited Amount’ values of all transactions related to the specific main category within the given date range.       * Outstanding Credit (£) Inc VAT - The system must calculate this for the specific main category listed by using the below formula:         + **Outstanding Credit = Total Amount - Credit Received** * **Remember: The table will display the maximum number of rows it can handle without affecting page responsiveness. If there are more records than this limit, a 'Show More' option will appear. This option will reveal additional rows equal in number to the initial set displayed, showing records between the last visible row and the 'TOTAL' breakdown row.**    + **The 'Show More' option will only be visible if there are more records to display beyond the maximum rows the page can accommodate without causing delays (typically 100 or 200 rows, depending on backend performance).**   + There is a row at the end which is specified as ‘Total’ after the table entries have been listed which calculates the total of every column starting from the ‘SubTotal’ column.     - Subtotal → which calculates the total of all the rows under the column ‘Subtotal’, for example:       * Row no 1 + row no 2 + … (5000 + 2000 = 7000)  | Row No | Subtotal | | --- | --- | | 1 | 5000 | | 2 | 2000 | | TOTAL | 7000 |  * + - VAT → which calculates the total of all the rows under the column ‘VAT’, for example:       * Row no 1 + row no 2 + ….(1000 + 0.00 = 1000)  | Row No | Total VAT | | --- | --- | | 1 | 1000 | | 2 | 0.00 | | TOTAL | 1000 |  * + - Total Amount → which calculates the total of all the rows under the column ‘Total Amount, for example:       * Row no 1 + row no 2 + ….(6000 + 2000 = 8000)  | Row No | Total Amount | | --- | --- | | 1 | 6000 | | 2 | 2000 | | TOTAL | 8000 |  * + - Paid Invoices → which calculates total of all the rows under the column ‘Paid Invoices’, for example:       * Row no 1 + row no 2 + ….(3600 + 0.00 =3600)  | Row No | Paid Invoices | | --- | --- | | 1 | 3600 | | 2 | 0.00 | | TOTAL | 3600 |  * + - Outstanding Invoice → which calculates the total of all the rows under the column ‘Outstanding Invoice’, for example:       * Row no 1 + row no 2 + ….(3600 + 0.00 =3600)  | Row No | Outstanding Invoice Amount | | --- | --- | | 1 | (6000 - 3600)= 2400 | | 2 | (2000 - 0.00)= 2000 | | TOTAL | 4400 |  * + - Total Credit → which calculates the total of all the rows under the column ‘Total Credit’, for example:       * Row no 1 + row no 2 + ….(5000 + 1000=6000)  | Row No | Total Amount | | --- | --- | | 1 | 5000 | | 2 | 1000 | | TOTAL | 6000 |  * + - Credit Received → which calculates total of all the rows under the column ‘Credit Received’, for example:       * Row no 1 + row no 2 + ….(5000 + 500 =5500)  | Row No | Credit Received | | --- | --- | | 1 | 5000 | | 2 | 500 | | TOTAL | 5500 |  * + - Outstanding Credit → which calculates the total of all the rows under the column ‘Outstanding Credit’, for example:       * Row no 1 + row no 2 + ….(0.00 + 500 =3600)  | Row No | Outstanding Credit Note Amount | | --- | --- | | 1 | (5000 - 5000)= 0.00 | | 2 | (1000 - 500)= 500 | | TOTAL | 500 |  * + After the table is displayed, you should be able to see the overview summary breakdown at the top because this section will filter the values according to what is showcased in the expense transaction table below it.     - First Breakdown:       * Total Invoice - sum of the ‘Total Invoice’ column from the table below (This value should match the value in the 'Total Invoice' column’s 'TOTAL' row value)         + Sub Total - sum of the ‘Sub Total’ column from the table below (This value should match the value in the 'Sub Total' column 'TOTAL' row value)         + Total VAT - sum of the ‘VAT’ column from the table below (This value should match the value in the ‘VAT' column’s 'TOTAL' row value)     - Second Breakdown:       * Paid Invoices Including VAT - sum of the ‘Paid Invoices’ column from the table below (This value should match the value in the 'Paid Invoices' column’s 'TOTAL' row value)     - Third Breakdown:       * Outstanding Invoices Including VAT - sum of the ‘Outstanding Invoices’ column from the table below (This value should match the value in the 'Outstanding Invoices' column’s 'TOTAL' row value)     - Fourth Breakdown:       * Total Credit Including VAT - sum of the ‘Total Credit’ column from the table below (This value should match the value in the 'Total Credit' column’s 'TOTAL' row value)     - Fifth Breakdown:       * Credit Received Including VAT - sum of the ‘Credit Received’ column from the table below (This value should match the value in the 'Credit Received' column’s 'TOTAL' row value)     - Sixth Breakdown:       * Outstanding Credit Including VAT - sum of the ‘Outstanding Credit’ column from the table below (This value should match the value in the 'Outstanding Credit' column’s 'TOTAL' row value)   + According to the filter options applied the report will successfully be displayed by using the expense ledger from the expense module. * **Then** I will be able to access the overview breakdown & expense transaction table successfully.  Acceptance Criteria 03:  * **Given** the user wants to view the individual main category breakdown, * **When** I click on a relevant main category name, I will be redirected to that specific transaction breakdown report,   + This report will display all the relevant main category’s transactions completed for the particular store & date range.   + The store and date range fields will be automatically populated, as they are carried over from the previous screen. Users with the appropriate privileges can access and modify these fields as needed.   + There is a filter section to filter the data inside the table as:     - Sub Category - which lists down;       * Dynamically loads only the added / existing sub categories associated with the relevant selected main category name from the expense module with ‘All’ option to select all the main categories       * The user can make multiple selections       * By default it will be set to ‘All’     - VAT / Non VAT - which list down:       * VAT - the report will only filter for ‘VAT’ invoices & credit notes       * Non-VAT - the report will only filter for ‘Non VAT’ invoices & credit notes       * All - An option to select both types via a checkbox for "All".       * By default it will be set to “All”.     - Select - which lists down:       * Invoice - the report should filter only for the invoice type associated with the main category.       * Credit Note - the report should filter only for the credit note type associated with the main category.       * All - filters for both the options ‘Invoice’ & ‘Credit Note’       * By default it will be set to ‘All’     - Report Basis - which is a list down of:       * Accrual - allows transactions with ‘Paid’, ‘Unpaid’ invoices & ‘Received’, ‘Not Received’ credit notes associated with the relevant selected main category.       * Cash - allows transactions with only ‘Paid’ invoices & ‘Received’ credit notes associated with the relevant selected main category.       * By default it will be Accrual.     - Show - is a list down of:       * All Transactions - means show all the transactions within the date range for the selected main category.       * Transactions without 0 - show all transactions except any transactions where the ‘Subtotal’ is == 0.       * By default it will be set to All Transactions.   + Next to the filter section the following can be found:     - Download icon - When the user clicks on this, the report as displayed in the screen should be downloaded as a pdf (A4) or CSV file.     - Print icon - When the user clicks on the print button the report displayed in the screen should be printed to the A4 size paper at default.     - ‘Customise Report’ button - The report can be customised and displayed. Note that the top breakdown sections & ‘Row No’ from the table are mandatory and cannot be altered. However, the table’s columns can be customised for display.       * Once the button is clicked, a pop-up screen will appear with a list of the names according to the tables with a checkbox next to each. You can mark these checkboxes to select which breakdowns should appear in the report. The list is as follows:         + An option to select all the rows is available as “Select All”. By default it will be set to “Select All”.         + Sub category         + Expense name         + Date & time         + Selected type         + Payment status         + Sub total (£)         + VAT (£)         + Total Amount (£)         + Paid Invoice (£) Inc VAT         + Outstanding Invoices (£) Inc VAT         + Credit Received (£) Inc VAT         + Outstanding Credit (£) Inc VAT       * Upon selecting any of the options, the report will display the relevant information based on the chosen categories.   + There is a separate filter options to filter the report data by clicking the drop down option:     - Only send Invoice to third party - user can tick the checkbox:       * If ticked - only the expenses that were marked as "Yes" during the creation of the particular expense category will appear in the relevant tables in the report.       * Initially no tick, hence all transactions will be displayed.     - Exclude expense from ledger - user can tick the checkbox:       * If ticked - only the expenses that were marked as "Yes" during the creation of the expenses will not appear in the transaction table.       * Initially no tick, hence all data will be displayed. * There is a section at the top of the table that demonstrates the overview for the expense report within the selected date range such as:   + Total Invoice breakdown   + Paid Invoices breakdown   + Outstanding Invoices breakdown   + Total Credit breakdown   + Credit Received breakdown   + Outstanding Credit breakdown * There is a heading as “<<relevant main category>> Transactions” with a link to go back to the main screen as “Back To All Expenses”. * There is a search functionality to filter the table by unique sub category and expense name requiring at least 3 keywords to list down the relevant sub category names & expense names. * This table shows a breakdown of all transactions associated with the selected main category for the selected date range. * **Then** I will be able to view the report after the applied filters.  Acceptance Criteria 04:  * **Given** the user is on the individual main category report * **When** the user wants to view the breakdown section & the <<relevant main category’s expense>> transaction table,   + The values for the ‘overview breakdown’ section will dynamically appear according to the values available in the expense transaction table below this section.   + **NOTE: If a value is not available/ a system calculated value, will be represented in 0.00.**   + The expense transaction for the specific main category will be sourced from the expense transaction records for the selected store and date range from the ‘Expense’ module. It will be populated as follows:     - Row No - displays the row numbers in ascending order starting from 1.     - Invoice Number - display the relevant invoice numbers for the corresponding transaction   **Note: Since the selected type field’s option “Invoice” name changed to “Expense,” the system must now reference “Expense” when retrieving and loading the details.**     * + - * if the “selected type == Expense”, then consider the invoices number for the transaction from the ‘Invoice / Credit Note Number’ column in the ledger for only invoice.       * if the selected type == credit Note, then consider the invoices number for the transaction from the ‘Invoice / Credit Note Number’ column in the ledger for only credit note.     - Sub Category - displays the relevant sub category name associated with the expense’s main category     - Expense Name - Displays the existing expense’s name associated with the main category & sub category.     - ***Expense Type: Based on the settings for the created expense from the expense module, whether it is "Operating Income" or "Non-Operating Income” will be displayed here. (This part is covered in later release)***     - Date & Time - Shows the relevant arrival date and time of the expense entered by the staff for the particular transaction.     - Selected Type - Provides either as "Expense" or "Credit Note" for the transactions.     - Payment Status - Indicates if the transactions are "Paid" or "Unpaid" if the selected type is “Expense”. If selected type is “Credit Note”, then indicates whether the transaction is “Received” & “Not Received”     - Sub total - indicates the subtotal that is mentioned in the invoice/ credit note (ideally the value without the VAT)     - VAT - indicates the total VAT as mentioned in the invoice/ credit note (ideally the total VAT for items)     - Total Amount - indicates the total amount as mentioned in the invoice/ credit note (ideally the value with subtotal + total VAT).     - Paid Invoice Inc VAT - indicates the amount that was paid for the invoice from the total amount during the transaction.     - Outstanding Invoice Inc VAT - This column should display any outstanding payments to the expense where the system calculates it by: (**Calculates in the same way as in expense transaction but only against the particualr main category related expenses)**       * **If payment status == ‘Paid’ & ‘Paid Invoice’ != ‘Total Amount’ (that means partial payment is done & there are no previous outstanding invoice amount → Outstanding invoice = Total Amount - Paid Invoices**          + If there are previous outstanding invoices → Previous outstanding invoice amount + (**Total Amount - Paid Invoices** )       * **If payment status == ‘UnPaid’ & ‘Paid Invoice’ != ‘Total Amount’ (that means payment is not)→ Outstanding invoice =** Previous outstanding invoice amount + (**Total Amount - Paid Invoices)**     - Credit Received (£) Inc VAT - indicates the amount that was paid by the representative for the expense transaction from the total amount.     - Outstanding Credit (£) Inc VAT - This column should display any outstanding payments from the expense where the system calculates it by:       * **If payment status == ‘Received’ & ‘Credit Received’ != ‘Total Amount’ (that means partial payment is done & there are no previous outstanding credit amount → Outstanding Credit = Total Amount - Credit Received**          + If there are previous outstanding credits → Previous outstanding credit amount + (**Total Amount - Credit Received**)       * **If payment status == ‘Not Received’ & ‘Credit Received’ != ‘Total Amount’ (that means payment is not)→ Outstanding Credit=** Previous outstanding credit amount + (**Total Amount - Credit Received)** * **Remember: Remember: The table will display the maximum number of rows it can handle without affecting page responsiveness. If there are more records than this limit, a 'Show More' option will appear. This option will reveal additional rows equal in number to the initial set displayed, showing records between the last visible row and the 'TOTAL' breakdown row.**    + **The 'Show More' option will only be visible if there are more records to display beyond the maximum rows the page can accommodate without causing delays (typically 100 or 200 rows, depending on backend performance).**   + There is a row at the end which is specified as ‘Total’ after the table rows have been listed which calculates the total of every column starting from the ‘SubTotal’ column.     - For Subtotal column → which calculates the total of all the rows under the column ‘Subtotal’     - For VAT column → which calculates the total of all the rows under the column ‘VAT’     - For Total column → which calculates the total of all the rows under the column ‘Total’     - For Paid Invoices column → which calculates total of all the rows under the column ‘Paid Invoices’     - For Outstanding Invoice column → which displays the last row’s listed value in this column.     - For Credit Received column → which calculates total of all the rows under the column ‘Credit Received’     - Outstanding Credit → which displays the last row’s listed value in this column   + After the table is displayed, you should be able to see the overview summary breakdown at the top because this section will filter the values according to what is showcased in the expense transaction table below it.     - First Breakdown:       * Total Invoice - sum of the ‘Total amount’ column where the ‘Selected Type’ == ‘Expense’ from the table         + Sub Total - sum of the ‘Sub Total’ column where the ‘Selected Type as ‘Expense’ from the table below.         + Total VAT - sum of the ‘VAT’ column where the ‘Selected Type as ‘Expense’ from the table below.     - Second Breakdown:       * Paid Invoices Including VAT - sum of the ‘Paid Invoices’ column from the table below (This value should match the value in the 'Paid Invoices' column’s 'TOTAL' row value)     - Third Breakdown:       * Outstanding Invoices Including VAT - which displays the last row’s listed value under the column ‘Outstanding Invoices’ (This value should match the value in the 'Outstanding Invoices' column’s 'TOTAL' row value)     - Fourth Breakdown:       * Total Credit - sum of the ‘Total amount’ column where the ‘Selected Type’ == ‘Credit Note’ from the table         + Sub Total - sum of the ‘Sub Total’ column where the ‘Selected Type as Credit Note’ from the table below.         + Total VAT - sum of the ‘VAT’ column where the ‘Selected Type as Credit Note’ from the table below.     - Fifth Breakdown:       * Credit Received Including VAT - sum of the ‘Credit Received’ column from the table below (This value should match the value in the 'Credit Received' column’s 'TOTAL' row value)     - Sixth Breakdown:       * Outstanding Credit Including VAT - which displays the last row’s listed value under the column ‘Outstanding Credit’ (This value should match the value in the 'Outstanding Credit' column’s 'TOTAL' row value) * **Then** I can access the individual main category wise breakdown successfully.  Acceptance Criteria 06:  * **Given** that the user on the Expense Payout report screen, * **When** the user clicks on the download button, the user can download the report as a PDF file.   + The report will be printed for PDF in both landscape and portrait.   + The report can be customised according to what the user selects from the customise report pop-up screen. The current report on the screen will be downloaded after the download button is clicked.   + At the top of the report there should be the company logo should be clearly visible and correctly aligned. And the store’s name and the address also should be at the top left corner.   + Then the title "Expense Payout Report" should be correctly spelled and prominently displayed.   + The period of the report should be correctly specified and visible. It can be a date range or the current date. The report generation date should be accurately displayed in the format " From: DD/MM/YYYY To: DD/MM/YYYY ".   + At the left corner I can view the date the report was “Generated On”, i.e. is the current date in the DD/MM/YYYY & current time in the 24 hours format along with the user’s name that generated the report as “Generated By <<username>>”   + The same layout of the report as explained above is represented in PDF A4. If it acquires more than one page the report will be distributed across pages.   + First we can see the overview breakdown for the five sections that will be displayed according to what is filtered in the below expense table & the particular filtered table will be displayed with the heading:     - If printed from the ‘All Expense Transaction’ page the name of the heading will be “All Expense Transaction” & the table will be for the main category wise     - If printed from the main category breakdown page the name of the heading will be “<<relevant main category name>> Transaction” & the table will be filtered according to that selected main category breakdown.   + Finally the user can see the footer. The footer of the report should contain the following:     - AUTOMATED REPORT”     - Ebos Logo     - Social media links such as facebook, instagram, twitter & linkedin.     - Copyrights * **Then** the user will be able to see the Expense Payout record in PDF format. | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | Supplier Payout Report | **User story ID** | EBOS\_007 |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** | Estimated effort to build this user story. | | |
| **User story** | * **As an** owner/manager * **I want to** access the supplier payout transaction report * **So that** I can accurately analyse the suppliers within my stores successfully. | | |
| **Acceptance criteria** | Acceptance Criteria 01  * **Given** that the user click on the “Supplier Payout Report” from the side menu bar under the report section or from the ‘Supplier Overview’ page, * **When** the user is redirected to the supplier payout page, I want to filter the report as:   + I should see the following drop down options     - Store       * List down all the stores available.       * Users can select only one store from the list.       * For unprivileged users, the field should automatically display the store location based on their onboarded details. In this case, they will not be able to access the drop down list.       * For privileged users, they can access the drop down list and select all that is applicable.     - Data Range       * Only privileged users can change the date range. Based on the selected date range, the system will populate the data accordingly.       * By default, display the date range from the beginning of the year to the current date.       * The user must select a start date and an end date for the report. * The system should ensure that the start date is earlier than or equal to the end date. If the user selects an end date that is earlier than the start date, the system should display an error message: "End date must be later than or equal to the start date." The selected dates should be displayed in the format "DD/MM/YYYY".   + There is a filter section to filter the data inside the table as:     - Main Category - which lists down:       * Dynamically loads all the added / existing main categories from the supplier module with ‘All’ option to select all the main categories       * The user can make multiple selections       * By default it will be set to ‘All’     - VAT / Non VAT - which lists down:       * VAT       * Non-VAT,       * An option to select both types via a checkbox for "All".       * By default it will be set to “All”.   + There is a separate filter to customize the whole report as:     - Select - which is a list of:       * An option to select all the rows is available as “Select All”. By default it will be set to “Select All”.       * Invoice → includes all the columns under invoice column (from subtotal to outstanding invoice)       * Credit Note → includes all the columns under credit note column (from total credit to outstanding credit)     - Report Basis - which is a list down of:       * Accrual - means allows transactions with ‘Paid’, ‘Unpaid’ invoices & ‘Received’, ‘Not Received’ credit notes in supplier module.       * Cash - means allows transactions with only ‘Paid’ & ‘Received’       * By default it will be Accrual.     - Show - is a list down of:       * All Transactions - means show all the transactions even the main categories with 0.00.       * Transactions without 0 - show all main categories of transactions without 0.00.       * By default it will be All Transactions.   + There are two icons as:     - Download icon - When the user clicks on this, the report as displayed in the screen should be downloaded as a pdf (A4).     - Print icon - When the user clicks on the print button the report displayed in the screen should be printed to the A4 size paper at default.     - “Customise Table” Button - To customise the table where the “Row No” & “Main Category” columns are mandatory and cannot be altered. However, the rest of the table can be customised for display.       * Once the button is clicked, a pop-up screen will appear with a list of the names according to the tables with a checkbox next to each. You can mark these checkboxes to select which breakdowns should appear in the report. The list is as follows:         + Will list down the columns under Invoice, if the select filter has selected the ‘Invoice’ or ‘All’   Sub total (£)  VAT (£)  Total Invoice (£)  Paid Invoices (£) Inc VAT  Outstanding Invoice (£) Inc VAT   * + - * + Will list down the columns under credit note, if the select filter has selected the ‘Credit Note’ or ‘All’   Total Credit  Credit Received (£) Inc VAT  Outstanding Credit (£) Inc VAT   * + - * Upon selecting any of the options, the report will display the relevant information based on the chosen categories.   + There is a separate filter options to filter the report data by clicking the drop down option:     - Only send Invoice to third party - user can tick the checkbox:       * If ticked ‘Yes’ - only the suppliers that were marked as "Yes" during the creation of the particular supplier category will appear in the relevant tables in the report.       * If ticked ‘No’ - meaning cannot send the invoice to the third party during filtration (of the transaction table) the suppliers with the “No” option can be filtered.       * Initially no tick, hence all transactions will be displayed.     - Exclude supplier from ledger - user can tick the checkbox:       * If ticked ‘Yes’ - only the suppliers that were marked as "Yes" during the creation of the suppliers will not appear in the transaction table.       * If ticked ‘No’ - meaning the suppliers that were marked as ‘No’ should not be excluded from the transaction table when filtering the information.       * Initially no tick, hence all data will be displayed. * There is a section at the top of the table that demonstrates the overview for the supplier report within the selected date range such as:   + Total Invoice breakdown   + Paid Invoices breakdown   + Outstanding Invoices breakdown   + Total Credit breakdown   + Credit Received breakdown   + Outstanding Credit breakdown * There is a heading as “All Supplier Transactions” with a search functionality to filter the table by unique main category requiring at least 3 keywords to list down the relevant main category names. * This table shows a breakdown of all suppliers by main categories for the selected date range, with invoices and credit notes listed separately. * **The report will be filtered and displayed based on the filters mentioned above. However, to fully illustrate the concept of the report, we will assume the following filters are applied for better understanding:**   + **Store = store 1, Date Range = 01 April, 2024 → 07 April 2024**   + **Main Category - All (should show all main categorie’s total transactions completed within that date range)**   + **VAT / Non VAT - All (all transactions with VAT & NON VAT considering)**   + **Report Basis - Accrual (including all types of transactions such as ‘Paid’, ‘Unpaid’ invoices & ‘Received’, ‘Not Received’ credit notes )**   + **Show - All Transactions (show all even main categories completed within that date range with 0 transactions completed).**   + **Initially no ticks for “Only send Invoice to third party”, & “Exclude supplier from ledger”.** * **Then** the user can generate and view the Supplier Payout report by applying the relevant filters accordingly.  Acceptance Criteria 02:  * **Given** the user on the Supplier Payout Report screen * **When** the user wants to view the breakdown section & supplier transaction table,   + The values for the ‘overview breakdown’ section will dynamically appear according to the values available in the supplier transaction table below this section.   + **NOTE: If a value is not available/ a system calculated value, it will be represented in 0.00.**   + The supplier transaction table will be sourced from the supplier transaction records for the selected store and date range from the ‘Supplier’ module. It will be populated as follows:     - Row No: displays the row numbers in ascending order starting from 1.     - Main Category: Displays the relevant supplier main category names that have at least one transaction completed. (The name will be clickable).       * If ‘Transactions Without 0’ was selected as a filter - then the system must display the main categories with only completed transactions within that date range (at least one transaction).     - Then list the completed ‘Invoices’ for that main category separately. In this section only consider the transactions with type as ‘Invoice’       * + If ‘Cash’ was selected as a filter - then we must only consider the ‘Paid’ invoices when adding.         + If ‘Accrual’ was selected as a filter - then we must only consider all the ‘Paid’ & ‘Unpaid’ invoices when adding.       * Sub total (£)- Represents the total value derived from summing the ‘Sub Total’ values of all transactions related to the specific main category within the given date range.       * VAT (£)- Represents the total value derived from summing the ‘Total VAT’ values of all transactions related to the specific main category within the given date range.         + If ‘VAT’ was selected as a filter - then we must only consider the invoices with ‘VAT’ when adding.         + If ‘Non VAT’ was selected as a filter - then we must only consider the invoices with ‘Non VAT’ when adding.   In that case the VAT column will represent ‘0.00’.   * + - Total Invoice (£)- Represents the total value derived from summing the ‘Total Amount’ values of all transactions related to the specific main category within the given date range.     - Paid Invoices (£) Inc VAT - Represents the total value derived from summing the ‘Paid Amount’ values of all transactions related to the specific main category within the given date range.     - Outstanding Invoice (£) Inc VAT - The system must calculate this for the specific main category listed by using the below formula:       * **Outstanding invoice = Total Amount - Paid Invoices**     - Then list the completed ‘Credit Notes’ for that main category separately. In this section only consider the transactions with type as ‘Credit Note’.       * + If ‘Cash’ was selected as a filter - then we must only consider the ‘Received’ credits when adding.         + If ‘Accrual’ was selected as a filter - then we must only consider all the ‘Received’ & ‘Not Received’ credits when adding.       * Total Credit - Represents the total value derived from summing the ‘Total Amount’ values of all transactions related to the specific main category within the given date range.       * Credit Received (£) Inc VAT - Represents the total value derived from summing the ‘Credited Amount’ values of all transactions related to the specific main category within the given date range.       * Outstanding Credit (£) Inc VAT - The system must calculate this for the specific main category listed by using the below formula:         + **Outstanding Credit = Total Amount - Credit Received** * **Remember: Remember: The table will display the maximum number of rows it can handle without affecting page responsiveness. If there are more records than this limit, a 'Show More' option will appear. This option will reveal additional rows equal in number to the initial set displayed, showing records between the last visible row and the 'TOTAL' breakdown row.**    + **The 'Show More' option will only be visible if there are more records to display beyond the maximum rows the page can accommodate without causing delays (typically 100 or 200 rows, depending on backend performance).**   + There is a row at the end which is specified as ‘Total’ after the table entries have been listed which calculates the total of every column starting from the ‘SubTotal’ column.     - Subtotal → which calculates the total of all the rows under the column ‘Subtotal’, for example:       * Row no 1 + row no 2 + … (5000 + 2000 = 7000)  | Row No | Subtotal | | --- | --- | | 1 | 5000 | | 2 | 2000 | | TOTAL | 7000 |  * + - VAT → which calculates the total of all the rows under the column ‘VAT’, for example:       * Row no 1 + row no 2 + ….(1000 + 0.00 = 1000)  | Row No | Total VAT | | --- | --- | | 1 | 1000 | | 2 | 0.00 | | TOTAL | 1000 |  * + - Total Amount → which calculates the total of all the rows under the column ‘Total Amount, for example:       * Row no 1 + row no 2 + ….(6000 + 2000 = 8000)  | Row No | Total Amount | | --- | --- | | 1 | 6000 | | 2 | 2000 | | TOTAL | 8000 |  * + - Paid Invoices → which calculates total of all the rows under the column ‘Paid Invoices’, for example:       * Row no 1 + row no 2 + ….(3600 + 0.00 =3600)  | Row No | Paid Invoices | | --- | --- | | 1 | 3600 | | 2 | 0.00 | | TOTAL | 3600 |  * + - Outstanding Invoice → which calculates the total of all the rows under the column ‘Outstanding Invoice’, for example:       * Row no 1 + row no 2 + ….(3600 + 0.00 =3600)  | Row No | Outstanding Invoice Amount | | --- | --- | | 1 | (6000 - 3600)= 2400 | | 2 | (2000 - 0.00)= 2000 | | TOTAL | 4400 |  * + - Total Credit → which calculates the total of all the rows under the column ‘Total Credit’, for example:       * Row no 1 + row no 2 + ….(5000 + 1000=6000)  | Row No | Total Amount | | --- | --- | | 1 | 5000 | | 2 | 1000 | | TOTAL | 6000 |  * + - Credit Received → which calculates total of all the rows under the column ‘Credit Received’, for example:       * Row no 1 + row no 2 + ….(5000 + 500 =5500)  | Row No | Credit Received | | --- | --- | | 1 | 5000 | | 2 | 500 | | TOTAL | 5500 |  * + - Outstanding Credit → which calculates the total of all the rows under the column ‘Outstanding Credit’, for example:       * Row no 1 + row no 2 + ….(0.00 + 500 =3600)  | Row No | Outstanding Credit Note Amount | | --- | --- | | 1 | (5000 - 5000)= 0.00 | | 2 | (1000 - 500)= 500 | | TOTAL | 500 |  * + After the table is displayed, you should be able to see the overview summary breakdown at the top because this section will filter the values according to what is showcased in the supplier transaction table below it.     - First Breakdown:       * Total Invoice - sum of the ‘Total Invoice’ column from the table below (This value should match the value in the 'Total Invoice' column’s 'TOTAL' row value)         + Sub Total - sum of the ‘Sub Total’ column from the table below (This value should match the value in the 'Sub Total' column 'TOTAL' row value)         + Total VAT - sum of the ‘VAT’ column from the table below (This value should match the value in the ‘VAT' column’s 'TOTAL' row value)     - Second Breakdown:       * Paid Invoices Including VAT - sum of the ‘Paid Invoices’ column from the table below (This value should match the value in the 'Paid Invoices' column’s 'TOTAL' row value)     - Third Breakdown:       * Outstanding Invoices Including VAT - sum of the ‘Outstanding Invoices’ column from the table below (This value should match the value in the 'Outstanding Invoices' column’s 'TOTAL' row value)     - Fourth Breakdown:       * Total Credit Including VAT - sum of the ‘Total Credit’ column from the table below (This value should match the value in the 'Total Credit' column’s 'TOTAL' row value)     - Fifth Breakdown:       * Credit Received Including VAT - sum of the ‘Credit Received’ column from the table below (This value should match the value in the 'Credit Received' column’s 'TOTAL' row value)     - Sixth Breakdown:       * Outstanding Credit Including VAT - sum of the ‘Outstanding Credit’ column from the table below (This value should match the value in the 'Outstanding Credit' column’s 'TOTAL' row value)   + According to the filter options applied the report will successfully be displayed by using the supplier ledger from the supplier module. * **Then** I will be able to access the overview breakdown & supplier transaction table successfully.  Acceptance Criteria 03:  * **Given** the user wants to view the individual main category breakdown, * **When** I click on a relevant main category name, I will be redirected to that specific transaction breakdown report,   + This report will display all the relevant main category’s transactions completed for the particular store & date range.   + The store and date range fields will be automatically populated, as they are carried over from the previous screen. Users with the appropriate privileges can access and modify these fields as needed.   + There is a filter section to filter the data inside the table as:     - Supplier Name - which lists down;       * Dynamically loads only the added / existing supplier names associated with the relevant selected main category name from the supplier module with ‘All’ option to select all the supplier names       * The user can make multiple selections       * By default it will be set to ‘All’     - VAT / Non VAT - which list down:       * VAT - the report will only filter for ‘VAT’ invoices & credit notes       * Non-VAT - the report will only filter for ‘Non VAT’ invoices & credit notes       * All - An option to select both types via a checkbox for "All".       * By default it will be set to “All”.     - Select - which lists down:       * Invoice - the report should filter only for the invoice type associated with the main category.       * Credit Note - the report should filter only for the credit note type associated with the main category.       * All - filters for both the options ‘Invoice’ & ‘Credit Note’       * By default it will be set to ‘All’     - Report Basis - which is a list down of:       * Accrual - allows transactions with ‘Paid’, ‘Unpaid’ invoices & ‘Received’, ‘Not Received’ credit notes associated with the relevant selected main category.       * Cash - allows transactions with only ‘Paid’ invoices & ‘Received’ credit notes associated with the relevant selected main category.       * By default it will be Accrual.     - Show - is a list down of:       * All Transactions - means show all the transactions within the date range for the selected main category.       * Transactions without 0 - show all transactions except any transactions where the ‘Subtotal’ is == 0.       * By default it will be set to All Transactions.   + Next to the filter section the following can be found:     - Download icon - When the user clicks on this, the report as displayed in the screen should be downloaded as a pdf (A4) or CSV file.     - Print icon - When the user clicks on the print button the report displayed in the screen should be printed to the A4 size paper at default.     - ‘Customise Report’ button - The report can be customised and displayed. Note that the top breakdown sections & ‘Row No’ from the table are mandatory and cannot be altered. However, the table’s columns can be customised for display.       * Once the button is clicked, a pop-up screen will appear with a list of the names according to the tables with a checkbox next to each. You can mark these checkboxes to select which breakdowns should appear in the report. The list is as follows:         + An option to select all the rows is available as “Select All”. By default it will be set to “Select All”.         + Supplier ID         + Supplier Name         + Date & time         + Selected type         + Payment status         + Sub total (£)         + VAT (£)         + Total Amount (£)         + Paid Invoice (£) Inc VAT         + Outstanding Invoices (£) Inc VAT         + Credit Received (£) Inc VAT         + Outstanding Credit (£) Inc VAT       * Upon selecting any of the options, the report will display the relevant information based on the chosen categories.   + There is a separate filter options to filter the report data by clicking the drop down option:     - Only send Invoice to third party - user can tick the checkbox:       * If ticked - only the suppliers that were marked as "Yes" during the creation of the particular supplier category will appear in the relevant tables in the report.       * Initially no tick, hence all transactions will be displayed.     - Exclude supplier from ledger - user can tick the checkbox:       * If ticked - only the suppliers that were marked as "Yes" during the creation of the suppliers will not appear in the transaction table.       * Initially no tick, hence all data will be displayed. * There is a section at the top of the table that demonstrates the overview for the supplier report within the selected date range such as:   + Total Invoice breakdown   + Paid Invoices breakdown   + Outstanding Invoices breakdown   + Total Credit breakdown   + Credit Received breakdown   + Outstanding Credit breakdown * There is a heading as “<<relevant main category>> Transactions” with a link to go back to the main screen as “Back To All Suppliers”. * There is a search functionality to filter the table by unique supplier ID and supplier name requiring at least 3 keywords to list down the relevant supplier ID code & supplier names. * This table shows a breakdown of all transactions associated with the selected main category for the selected date range. * **Then** I will be able to view the report after the applied filters.  Acceptance Criteria 04:  * **Given** the user is on the individual main category report * **When** the user wants to view the breakdown section & the <<relevant main category’s supplier>> transaction table,   + The values for the ‘overview breakdown’ section will dynamically appear according to the values available in the supplier transaction table below this section.   + **NOTE: If a value is not available/ a system calculated value, will be represented in 0.00.**   + The supplier transaction for the specific main category will be sourced from the supplier transaction records for the selected store and date range from the ‘Supplier’ module. It will be populated as follows:     - Row No - displays the row numbers in ascending order starting from 1.     - Invoice Number - display the relevant invoice numbers for the corresponding transaction   **Note: Since the selected type field’s option “Invoice” name changed to “Purchase” the system must now reference “Purchase” when retrieving and loading the details.**   * + - * if the “selected type == Purchase”, then consider the invoices number for the transaction from the ‘Invoice / Credit Note Number’ column in the ledger for only invoice.       * if the “selected type == credit Note”, then consider the invoices number for the transaction from the ‘Invoice / Credit Note Number’ column in the ledger for only credit note.     - Supplier ID - displays the relevant supplier’s ID code associated with the supplier’s main category     - Supplier Name - Displays the existing supplier’s name associated with the main category & supplier ID.     - Date & Time - Shows the relevant arrival date and time of the supplier entered by the staff for the particular transaction.     - Selected Type - Provides either as "Purchase" or "Credit Note" for the transactions.     - Payment Status - Indicates if the transactions are "Paid" or "Unpaid" if the selected type is “Purchase”. If selected type is “Credit Note”, then indicates whether the transaction is “Received” & “Not Received”     - Sub total - indicates the subtotal that is mentioned in the invoice/ credit note (ideally the value without the VAT)     - VAT - indicates the total VAT as mentioned in the invoice/ credit note (ideally the total VAT for items)     - Total Amount - indicates the total amount as mentioned in the invoice/ credit note (ideally the value with subtotal + total VAT).     - Paid Invoice Inc VAT - indicates the amount that was paid for the invoice from the total amount during the transaction.     - Outstanding Invoice Inc VAT - This column should display any outstanding payments to the supplier where the system calculates it by:       * **If payment status == ‘Paid’ & ‘Paid Invoice’ != ‘Total Amount’ (that means partial payment is done & there are no previous outstanding invoice amount → Outstanding invoice = Total Amount - Paid Invoices**          + If there are previous outstanding invoices → Previous outstanding invoice amount + (**Total Amount - Paid Invoices** )       * **If payment status == ‘UnPaid’ & ‘Paid Invoice’ != ‘Total Amount’ (that means payment is not)→ Outstanding invoice =** Previous outstanding invoice amount + (**Total Amount - Paid Invoices)**     - Credit Received (£) Inc VAT - indicates the amount that was paid by the representative for the supplier transaction from the total amount.     - Outstanding Credit (£) Inc VAT - This column should display any outstanding payments from the supplier where the system calculates it by:       * **If payment status == ‘Received’ & ‘Credit Received’ != ‘Total Amount’ (that means partial payment is done & there are no previous outstanding credit amount → Outstanding Credit = Total Amount - Credit Received**          + If there are previous outstanding credits → Previous outstanding credit amount + (**Total Amount - Credit Received**)       * **If payment status == ‘Not Received’ & ‘Credit Received’ != ‘Total Amount’ (that means payment is not)→ Outstanding Credit=** Previous outstanding credit amount + (**Total Amount - Credit Received)** * **Remember: Remember: The table will display the maximum number of rows it can handle without affecting page responsiveness. If there are more records than this limit, a 'Show More' option will appear. This option will reveal additional rows equal in number to the initial set displayed, showing records between the last visible row and the 'TOTAL' breakdown row.**    + **The 'Show More' option will only be visible if there are more records to display beyond the maximum rows the page can accommodate without causing delays (typically 100 or 200 rows, depending on backend performance).**   + There is a row at the end which is specified as ‘Total’ after the table rows have been listed which calculates the total of every column starting from the ‘SubTotal’ column.     - For Subtotal column → which calculates the total of all the rows under the column ‘Subtotal’     - For VAT column → which calculates the total of all the rows under the column ‘VAT’     - For Total column → which calculates the total of all the rows under the column ‘Total’     - For Paid Invoices column → which calculates total of all the rows under the column ‘Paid Invoices’     - For Outstanding Invoice column → which displays the last row’s listed value in this column.     - For Credit Received column → which calculates total of all the rows under the column ‘Credit Received’     - Outstanding Credit → which displays the last row’s listed value in this column   + After the table is displayed, you should be able to see the overview summary breakdown at the top because this section will filter the values according to what is showcased in the supplier transaction table below it.     - First Breakdown:       * Total Invoice - sum of the ‘Total amount’ column where the ‘Selected Type’ == ‘Purchasee’ from the table         + Sub Total - sum of the ‘Sub Total’ column where the ‘Selected Type as ‘Purchase’ from the table below.         + Total VAT - sum of the ‘VAT’ column where the ‘Selected Type as ‘Purchase’ from the table below.     - Second Breakdown:       * Paid Invoices Including VAT - sum of the ‘Paid Invoices’ column from the table below (This value should match the value in the 'Paid Invoices' column’s 'TOTAL' row value)     - Third Breakdown:       * Outstanding Invoices Including VAT - which displays the last row’s listed value under the column ‘Outstanding Invoices’ (This value should match the value in the 'Outstanding Invoices' column’s 'TOTAL' row value)     - Fourth Breakdown:       * Total Credit - sum of the ‘Total amount’ column where the ‘Selected Type’ == ‘Credit Note’ from the table         + Sub Total - sum of the ‘Sub Total’ column where the ‘Selected Type as Credit Note’ from the table below.         + Total VAT - sum of the ‘VAT’ column where the ‘Selected Type as Credit Note’ from the table below.     - Fifth Breakdown:       * Credit Received Including VAT - sum of the ‘Credit Received’ column from the table below (This value should match the value in the 'Credit Received' column’s 'TOTAL' row value)     - Sixth Breakdown:       * Outstanding Credit Including VAT - which displays the last row’s listed value under the column ‘Outstanding Credit’ (This value should match the value in the 'Outstanding Credit' column’s 'TOTAL' row value) * **Then** I can access the individual main category wise breakdown successfully.  Acceptance Criteria 06:  * **Given** that the user on the Supplier Payout report screen, * **When** the user clicks on the download button, the user can download the report as a PDF file.   + The report will be printed for PDF in both landscape and portrait.   + The report can be customised according to what the user selects from the customise report pop-up screen. The current report on the screen will be downloaded after the download button is clicked.   + At the top of the report there should be the company logo should be clearly visible and correctly aligned. And the store’s name and the address also should be at the top left corner.   + Then the title "Supplier Payout Report" should be correctly spelled and prominently displayed.   + The period of the report should be correctly specified and visible. It can be a date range or the current date. The report generation date should be accurately displayed in the format " From: DD/MM/YYYY To: DD/MM/YYYY ".   + At the left corner I can view the date the report was “Generated On”, i.e. is the current date in the DD/MM/YYYY & current time in the 24 hours format along with the user’s name that generated the report as “Generated By <<username>>”   + The same layout of the report as explained above is represented in PDF A4. If it acquires more than one page the report will be distributed across pages.   + First we can see the overview breakdown for the five sections that will be displayed according to what is filtered in the below supplier table & the particular filtered table will be displayed with the heading:     - If printed from the ‘All Supplier Transaction’ page the name of the heading will be “All Supplier Transaction” & the table will be for the main category wise     - If printed from the main category breakdown page the name of the heading will be “<<relevant main category name>> Transaction” & the table will be filtered according to that selected main category breakdown.   + Finally the user can see the footer. The footer of the report should contain the following:     - AUTOMATED REPORT”     - Ebos Logo     - Social media links such as facebook, instagram, twitter & linkedin.     - Copyrights * **Then** the user will be able to see the Supplier Payout record in PDF format. | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | Income Report | **User story ID** | EBOS\_007 |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** | Estimated effort to build this user story. | | |
| **User story** | * **As an** owner/manager * **I want to** access the income transaction report * **So that** I can accurately analyse the incomes within my stores successfully. | | |
| **Acceptance criteria** | Acceptance Criteria 01  * **Given** that the user click on the “Income Report” from the side menu bar under the report section or from the ‘Income Overview’ page * **When** the user is redirected to the income report page, I want to filter the report as:   + I should see the following drop down options     - Store       * List down all the stores available.       * Users can select only one store from the list.       * For unprivileged users, the field should automatically display the store location based on their onboarded details. In this case, they will not be able to access the drop down list.       * For privileged users, they can access the drop down list and select all that is applicable.     - Data Range       * Only privileged users can change the date range. Based on the selected date range, the system will populate the data accordingly.       * By default, display the date range from the beginning of the year to the current date.       * The user must select a start date and an end date for the report. * The system should ensure that the start date is earlier than or equal to the end date. If the user selects an end date that is earlier than the start date, the system should display an error message: "End date must be later than or equal to the start date." The selected dates should be displayed in the format "DD/MM/YYYY".   + There is a filter section to filter the data inside the table as:     - Main Category - which lists down:       * Dynamically loads all the added / existing main categories from the income module with ‘All’ option to select all the main categories       * The user can make multiple selections       * By default it will be set to ‘All’     - VAT / Non VAT - which lists down:       * VAT       * Non-VAT,       * An option to select both types via a checkbox for "All".       * By default it will be set to “All”.   + There is a separate filter to customise the whole report as:     - Report Basis - which is a list down of:       * Accrual - means allows transactions with ‘ ‘Received’ & ‘Not Received’ incomes from the income module.       * Cash - means allows transactions with only ‘Received’ incomes       * By default it will be Accrual.     - Show - is a list down of:       * All Transactions - means show all the transactions even the main categories with 0.00.       * Transactions without 0 - show all main categories of transactions without 0.00.       * By default it will be All Transactions.   + There are two icons as:     - Download icon - When the user clicks on this, the report as displayed in the screen should be downloaded as a pdf (A4).     - Print icon - When the user clicks on the print button the report displayed in the screen should be printed to the A4 size paper at default.   + There is a separate filter options to filter the report data by clicking the drop down option:     - Only send Invoice to third party - user can tick the checkbox:       * If ticked ‘Yes’ - only the incomes that were marked as "Yes" during the creation of the particular income category will appear in the relevant tables in the report.       * If ticked ‘No’ - meaning cannot send the invoice to the third party during filtration (of the transaction table) the incomes with the “No” option can be filtered.       * Initially no tick, hence all transactions will be displayed.     - Exclude income from ledger - user can tick the checkbox:       * If ticked ‘Yes’ - only the incomes that were marked as "Yes" during the creation of the incomes will not appear in the transaction table.       * If ticked ‘No’ - meaning the incomes that were marked as ‘No’ should not be excluded from the transaction table when filtering the information.       * Initially no tick, hence all data will be displayed. * There is a section at the top of the table that demonstrates the overview for the income report within the selected date range such as:   + Total Amount breakdown   + Received Amount breakdown   + Receivable Amount breakdown * There is a heading as “All Income Transactions” with a search functionality to filter the table by unique main category requiring at least 3 keywords to list down the relevant main category names. * This table shows a breakdown of all incomes by main categories for the selected date range, with invoices and credit notes listed separately. * **The report will be filtered and displayed based on the filters mentioned above. However, to fully illustrate the concept of the report, we will assume the following filters are applied for better understanding:**   + **Store = store 1, Date Range = 01 April, 2024 → 07 April 2024**   + **Main Category - All (should show all main categorie’s total transactions completed within that date range)**   + **VAT / Non VAT - All (all transactions with VAT & NON VAT considering)**   + **Report Basis - Accrual (including all types of transactions such as ‘Received’, & ‘Not Received’ incomes)**   + **Show - All Transactions (show all even main categories completed within that date range with 0 transactions completed).**   + **Initially no ticks for “Only send Invoice to third party”, & “Exclude income from ledger”.** * **Then** the user can generate and view the Income report by applying the relevant filters accordingly.  Acceptance Criteria 02:  * **Given** the user on the Income Report screen * **When** the user wants to view the breakdown section & income transaction table,   + The values for the ‘overview breakdown’ section will dynamically appear according to the values available in the income transaction table below this section.   + **NOTE: If a value is not available/ a system calculated value, it will be represented in 0.00.**   + The income transaction table will be sourced from the income transaction records for the selected store and date range from the ‘Income’ module. It will be populated as follows:     - Row No: displays the row numbers in ascending order starting from 1.     - Main Category: Displays the relevant income main category names that have at least one transaction completed. (The name will be clickable).       * If ‘Transactions Without 0’ was selected as a filter - then the system must display the main categories with only completed transactions within that date range (at least one transaction).       * If ‘Cash’ was selected as a filter - then we must only consider the ‘Received’ incomes when adding.       * If ‘Accrual’ was selected as a filter - then we must only consider all the ‘Received’ & ‘Not Received’ incomes when adding.     - ***Income Type: Based on the settings for the created income from the income module, whether it is "Operating Income" or "Non-Operating Income” will be displayed here.*** ***(This part is covered in later release)***     - Sub total (£)- Represents the total value derived from summing the ‘Sub Total’ values of all transactions related to the specific main category within the given date range.     - Total VAT (£)- Represents the total value derived from summing the ‘Total VAT’ values of all transactions related to the specific main category within the given date range.       * If ‘VAT’ was selected as a filter - then we must only consider the invoices with ‘VAT’ when adding.       * If ‘Non VAT’ was selected as a filter - then we must only consider the invoices with ‘Non VAT’ when adding.         + In that case the VAT column will represent ‘0.00’.     - Total Amount (£)- Represents the total value derived from summing the ‘Total Amount’ values of all transactions related to the specific main category within the given date range.     - Received Amount (£) - Represents the total value derived from summing the ‘Total Amount’ values from the transactions where the “Payment Status == Received” related to the specific main category within the given date range.     - Receivable Amount (£) - Represents the total value derived from summing the ‘ Total Amount’ values from the transactions where the “Payment Status == Not Received” related to the specific main category within the given date range. * **Remember: Remember: The table will display the maximum number of rows it can handle without affecting page responsiveness. If there are more records than this limit, a 'Show More' option will appear. This option will reveal additional rows equal in number to the initial set displayed, showing records between the last visible row and the 'TOTAL' breakdown row.**    + **The 'Show More' option will only be visible if there are more records to display beyond the maximum rows the page can accommodate without causing delays (typically 100 or 200 rows, depending on backend performance).**   + There is a row at the end which is specified as ‘Total’ after the table entries have been listed which calculates the total of every column starting from the ‘SubTotal’ column.     - Subtotal → which calculates the total of all the rows under the column ‘Subtotal’, for example:       * Row no 1 + row no 2 + … (5000 + 2000 = 7000)  | Row No | Subtotal | | --- | --- | | 1 | 5000 | | 2 | 2000 | | TOTAL | 7000 |  * + - VAT → which calculates the total of all the rows under the column ‘VAT’, for example:       * Row no 1 + row no 2 + ….(1000 + 0.00 = 1000)  | Row No | Total VAT | | --- | --- | | 1 | 1000 | | 2 | 0.00 | | TOTAL | 1000 |  * + - Total Amount → which calculates the total of all the rows under the column ‘Total Amount, for example:       * Row no 1 + row no 2 + ….(6000 + 2000 = 8000)  | Row No | Total Amount | | --- | --- | | 1 | 6000 | | 2 | 2000 | | TOTAL | 8000 |  * + - Received Amount → which calculates total of all the rows under the column ‘Received Amount’, for example:       * Row no 1 + row no 2 + ….(3600 + 0.00 =3600)  | Row No | Received Amount | | --- | --- | | 1 | 3600 | | 2 | 0.00 | | TOTAL | 3600 |  * + - Receivable Amount → which calculates total of all the rows under the column ‘Receivable Amount’, for example:       * Row no 1 + row no 2 + ….(5000 + 500 =5500)  | Row No | Receivable Amount | | --- | --- | | 1 | 5000 | | 2 | 500 | | TOTAL | 5500 |  * + After the table is displayed, you should be able to see the 'Overview Breakdown' at the top because this section will filter the values according to what is showcased in the income transaction table below it.     - First Breakdown:       * Total Amount - sum of the ‘Total Amount’ column from the table below (This value should match the value in the 'Total Amount' column’s 'TOTAL' row value)         + Sub Total - sum of the ‘Sub Total’ column from the table below (This value should match the value in the 'Sub Total' column 'TOTAL' row value)         + Total VAT - sum of the ‘VAT’ column from the table below (This value should match the value in the ‘VAT' column’s 'TOTAL' row value)     - Second Breakdown:       * Received Amount (where the payment status = Received) - sum of the ‘Received Amount’ column from the table below (This value should match the value in the 'Received Amount' column’s 'TOTAL' row value)         + Sub Total - sum of the ‘Sub Total’ column’s values where the “Payment Status = Received” from the table below.         + Total VAT - sum of the ‘Total VAT’ column’s values where the “Payment Status = Received” from the table below.     - Third Breakdown:       * Receivable Amount (where the payment status = Not Received) - sum of the ‘Receivable Amount’ column from the table below (This value should match the value in the 'Receivable Amount' column’s 'TOTAL' row value)         + Sub Total - sum of the ‘Sub Total’ column’s values where the “Payment Status = Not Received” from the table below.         + Total VAT - sum of the ‘Total VAT’ column’s values where the “Payment Status = Not Received” from the table below.   + According to the filter options applied the report will successfully be displayed by using the income ledger from the income module. * **Then** I will be able to access the overview breakdown & income transaction table successfully.  Acceptance Criteria 03:  * **Given** the user wants to view the individual main category breakdown, * **When** I click on a relevant main category name, I will be redirected to that specific transaction breakdown report,   + This report will display all the relevant main category’s transactions completed for the particular store & date range.   + The store and date range fields will be automatically populated, as they are carried over from the previous screen. Users with the appropriate privileges can access and modify these fields as needed.   + There is a filter section to filter the data inside the table as:     - VAT / Non VAT - which list down:       * VAT - the report will only filter for ‘VAT’ invoices & credit notes       * Non-VAT - the report will only filter for ‘Non VAT’ invoices & credit notes       * All - An option to select both types via a checkbox for "All".       * By default it will be set to “All”.     - Report Basis - which is a list down of:       * Accrual - allows transactions with ‘Paid’, ‘Received’, & ‘Not Received’ incomes associated with the relevant selected main category.       * Cash - allows transactions with only ‘Paid’ invoices & ‘Received’ incomes associated with the relevant selected main category.       * By default it will be Accrual.     - Show - is a list down of:       * All Transactions - means show all the transactions within the date range for the selected main category.       * Transactions without 0 - show all transactions except any transactions where the ‘Subtotal’ is == 0.       * By default it will be set to All Transactions.   + Next to the filter section the following can be found:     - Download icon - When the user clicks on this, the report as displayed in the screen should be downloaded as a pdf (A4) or CSV file.     - Print icon - When the user clicks on the print button the report displayed in the screen should be printed to the A4 size paper at default.     - ‘Customise Report’ button - The report can be customised and displayed. Note that the top breakdown sections & ‘Row No’ from the table are mandatory and cannot be altered. However, the table’s columns can be customised for display.       * Once the button is clicked, a pop-up screen will appear with a list of the names according to the tables with a checkbox next to each. You can mark these checkboxes to select which breakdowns should appear in the report. The list is as follows:         + An option to select all the rows is available as “Select All”. By default it will be set to “Select All”.         + Income Name         + Date & time         + Payment status         + Sub total (£)         + Total VAT (£)         + Total Amount (£)       * Upon selecting any of the options, the report will display the relevant information based on the chosen categories.   + There is a separate filter options to filter the report data by clicking the drop down option:     - Only send Invoice to third party - user can tick the checkbox:       * If ticked - only the incomes that were marked as "Yes" during the creation of the particular income category will appear in the relevant tables in the report.       * Initially no tick, hence all transactions will be displayed.     - Exclude income from ledger - user can tick the checkbox:       * If ticked - only the incomes that were marked as "Yes" during the creation of the incomes will not appear in the transaction table.       * Initially no tick, hence all data will be displayed. * There is a section at the top of the table that demonstrates the overview for the income report within the selected date range such as:   + Total Amount breakdown   + Received Amount breakdown   + Receivable Amount breakdown * There is a heading as “<<relevant main category>> Transactions” with a link to go back to the main screen as “Back To All Incomes”. * There is a search functionality to filter the table by unique sub category and income name requiring at least 3 keywords to list down the relevant income names. * This table shows a breakdown of all transactions associated with the selected main category for the selected date range. * **Then** I will be able to view the report after the applied filters.  Acceptance Criteria 04:  * **Given** the user is on the individual main category report * **When** the user wants to view the breakdown section & the <<relevant main category’s income>> transaction table,   + The values for the ‘overview breakdown’ section will dynamically appear according to the values available in the income transaction table below this section.   + **NOTE: If a value is not available/ a system calculated value, will be represented in 0.00.**   + The income transaction for the specific main category will be sourced from the income transaction records for the selected store and date range from the ‘Income’ module. It will be populated as follows:     - Row No - displays the row numbers in ascending order starting from 1.     - Invoice Number - display the relevant invoice numbers for the corresponding transaction       * if the selected type == invoice, then consider the invoices number for the transaction from the ‘Invoice Number’ column in the ledger for only invoice.     - Income Name - Displays the existing income’s name associated with the main category.     - Income Type: Based on the settings for the created income from the income module, whether it is "Operating Income" or "Non-Operating Income” will be displayed here.     - Date & Time - Shows the relevant arrival date and time of the income entered by the staff for the particular transaction.     - Payment Status - Indicates if the transactions are "Received” or “Not Received”     - Sub total - indicates the subtotal that is mentioned in the invoice/ credit note (ideally the value without the VAT)     - Total VAT - indicates the total VAT as mentioned in the invoice/ credit note (ideally the total VAT for items)     - Total Amount - indicates the total amount as mentioned in the invoice/ credit note (ideally the value with subtotal + total VAT). * **Remember: Remember: The table will display the maximum number of rows it can handle without affecting page responsiveness. If there are more records than this limit, a 'Show More' option will appear. This option will reveal additional rows equal in number to the initial set displayed, showing records between the last visible row and the 'TOTAL' breakdown row.** * **The 'Show More' option will only be visible if there are more records to display beyond the maximum rows the page can accommodate without causing delays (typically 100 or 200 rows, depending on backend performance).**    + There is a row at the end which is specified as ‘Total’ after the table rows have been listed which calculates the total of every column starting from the ‘SubTotal’ column.     - For Subtotal column → which calculates the total of all the rows under the column ‘Subtotal’     - For Total VAT column → which calculates the total of all the rows under the column ‘VAT’     - For Total Amount column → which calculates the total of all the rows under the column ‘Total’   + After the table is displayed, you should be able to see the 'Overview Breakdown' at the top because this section will filter the values according to what is showcased in the income transaction table below it.     - First Breakdown:       * Total Invoice - sum of the ‘Total Amount’ column from the table below. (This value should match the value in the 'Total Amount' column’s 'TOTAL' row value)         + Sub Total - sum of the ‘Sub Total’ column from the table below. (This value should match the value in the ‘Sub Total’ column’s 'TOTAL' row value)         + Total VAT - sum of the ‘Total VAT’ column from the table below. (This value should match the value in the ‘Total VAT’ column’s 'TOTAL' row value)     - Second Breakdown:       * + Received Amount - sum of the ‘Received Amount’ column where the “Payment Status = Received” from the table below   Sub Total - sum of the ‘Sub Total’ column’s values where the “Payment Status = Received” from the table below.  Total VAT - sum of the ‘Total VAT’ column’s values where the “Payment Status = Received” from the table below.   * + - * Third Breakdown:         + Receivable Amount - sum of the ‘Total Amount’ column where the “Payment Status = Not Received” from the table below   Sub Total - sum of the ‘Sub Total’ column’s values where the “Payment Status = Not Received” from the table below.  Total VAT - sum of the ‘Total VAT’ column’s values where the “Payment Status = Not Received” from the table below.   * **Then** I can access the individual main category wise breakdown successfully.  Acceptance Criteria 06:  * **Given** that the user on the Income Report screen, * **When** the user clicks on the download button, the user can download the report as a PDF file.   + The report will be printed for PDF in both landscape and portrait.   + The report can be customised according to what the user selects from the customise report pop-up screen. The current report on the screen will be downloaded after the download button is clicked.   + At the top of the report there should be the company logo should be clearly visible and correctly aligned. And the store’s name and the address also should be at the top left corner.   + Then the title "Income Payout Report" should be correctly spelled and prominently displayed.   + The period of the report should be correctly specified and visible. It can be a date range or the current date. The report generation date should be accurately displayed in the format " From: DD/MM/YYYY To: DD/MM/YYYY ".   + At the left corner I can view the date the report was “Generated On”, i.e. is the current date in the DD/MM/YYYY & current time in the 24 hours format along with the user’s name that generated the report as “Generated By <<username>>”   + The same layout of the report as explained above is represented in PDF A4. If it acquires more than one page the report will be distributed across pages.   + First we can see the overview breakdown for the five sections that will be displayed according to what is filtered in the below income table & the particular filtered table will be displayed with the heading:     - If printed from the ‘All Income Transaction’ page the name of the heading will be “All Income Transaction” & the table will be for the main category wise     - If printed from the main category breakdown page the name of the heading will be “<<relevant main category name>> Transaction” & the table will be filtered according to that selected main category breakdown.   + Finally the user can see the footer. The footer of the report should contain the following:     - AUTOMATED REPORT”     - Ebos Logo     - Social media links such as facebook, instagram, twitter & linkedin.     - Copyrights * **Then** the user will be able to see the Income record in PDF format. | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | Profit & Loss Report | **User story ID** | EBOS\_007 |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** | Estimated effort to build this user story. | | |
| **User story** | * **As an** owner/manager * **I want to** access the report about net profit, gross profit, operating profit, * **So that** I can accurately analyse Income, suppliers & expenses successfully. | | |
| **Acceptance criteria** | Acceptance Criteria 01  * **Given** that the user click on the ‘Profit & Loss’ from the side menu bar or from the report component, the user will be redirect in to this page with the heading “Profit & Loss Report“, * **When** the user is redirected to the page they can filter the report,   + I should see the following drop down options     - Store       * List down all the stores available. User can only do a single selection.       * In default the ‘Primary Business’ should be selected & filtered in the report.       * For unprivileged users, the field should automatically display the store location based on their onboarded details. In this case, they will not be able to access the drop down list.       * For privileged users, they can access the drop down list and select one store.     - Data Range       * Only privileged users can change the date range. Based on the selected date range, the system will populate the data accordingly.       * **By default, display the date range from the beginning of the year to the previous date from the current date.**       * The user must select a start date and an end date for the report. * The system should ensure that the start date is earlier than or equal to the end date. If the user selects an end date that is earlier than the start date, the system should display an error message: "End date must be later than or equal to the start date." The selected dates should be displayed in the format "DD/MM/YYYY".   + There is a filter section to filter the report as:     - Report Basis - which is a list down of:       * Accrual - means allows transactions with ‘Paid’ & ‘Unpaid’ invoices in modules such as suppliers, expenses and ‘Received’ & ‘Not Received' invoices in income module. **The system needs to take into account the “Total Amount” column in the ledgers when summing the values for the column ‘Total’.**       * Cash - means allows transactions with only ‘Paid’ invoices in modules such as suppliers, expenses and ‘Received’ invoices from income module. **The system needs to take into account the “Paid Amount” & “Credited Amount” columns in the expense and supplier ledgers when summing the values for the column ‘Total’ where for the income module need to take the “Total Amount” column from the income ledger.**       * By default it will be Accrual.     - Show - is a list down of:       * All Accounts - means show all the transactions even with accounts with 0.00.       * Accounts without 0 - show all accounts except accounts with 0.00.       * Accounts without categories - means it should only show the account’s relevant total without showing the breakdown.         + For example, in "Operating Expense," the detailed breakdown of main categories from the expense ledger is not displayed. Instead, only the "Total Operating Expense" is shown under "Operating Expense." * There is a section next to the filter at the right corner:   + Download icon - When the user clicks on this, the report as displayed in the screen should be downloaded as a pdf (A4).   + Print icon - When the user clicks on the print button the report displayed in the screen should be printed to the A4 size paper at default.   + “Customise Report” button - To customise the report where the “Account” & “Total” columns are mandatory & rows such as “Gross Profit”, “Operating Profit”, and “Net Profit” cannot be altered. However, the rest of the report can be customised for display.     - Once the button is clicked, a pop-up screen will appear with a list of the names according to the tables with a checkbox next to each. You can mark these checkboxes to select which breakdowns should appear in the report. The list is as follows:       * + Operating Income         + Cost of Goods Sold         + Operating Expense         + Non-Operating Income         + Non-Operating Expense     - Upon selecting any of the options, the report will display the relevant information based on the chosen categories.   + There is a separate filter options to filter the report data by clicking the drop down option:     - Only send Invoice to third party - user can tick the checkbox:       * If ticked ‘Yes’- only the incomes, suppliers, & expenses that were marked as "Yes" during the creation of the particular income, supplier, & expense category will appear in the relevant tables in the report.       * If ticked ‘No’ - meaning cannot send the invoice to the third party during filtration (of the transaction table) the suppliers/ expenses/ incomes with the “No” option can be filtered.       * Initially no ticks, hence all transactions will be displayed from all 3 modules.     - Exclude income from ledger - user can tick the checkbox:       * If ticked ‘Yes’ - only the incomes that were marked as "Yes" during the creation of the income will not appear in the table.       * If ticked ‘No’ - meaning the incomes that were marked as ‘No’ should not be excluded from the transaction table when filtering the information.       * Initially no tick, hence all data will be displayed.     - Exclude supplier from ledger - user can tick the checkbox:       * If ticked ‘Yes’ - only the suppliers that were marked as "Yes" during the creation of the supplier will not appear in the transaction table.       * If ticked ‘No’ - meaning the suppliers that were marked as ‘No’ should not be excluded from the transaction table when filtering the information.       * Initially no tick, hence all data will be displayed.     - Exclude expense from ledger - user can tick the checkbox:       * If ticked ‘Yes’ - only the expenses that were marked as "Yes" during the creation of the expenses will not appear in the transaction table.       * If ticked ‘No’ - meaning the expenses that were marked as ‘No’ should not be excluded from the transaction table when filtering the information.       * Initially no tick, hence all data will be displayed. * After applying all the filters and customisation to the report, the screen will be displayed as follows:   + Breakdown of the Gross profit, operating profit, net profit.   + The table that showcases the whole breakdown within the selected date range to acquire the calculation of the gross profit, operating profit & net profit such as the total operating income, total costs of goods sold, total non operating incomes, total operating expenses, & total non-operating expenses. * **The report will be filtered and displayed based on the filters mentioned above. However, to fully illustrate the concept of the report, we will assume the following filters are applied for better understanding:**   + **Store = store 1, Date Range = 01 April, 2024 → 07 April 2024**   + **Report Basis - Accrual (including all types of transactions such as ‘Paid’, & ‘Unpaid’ invoices from suppliers & expenses as well as ‘Received’ & ‘Not Received' income invoices.**   + **Show - All Transactions (show all main categories completed within that date range even with 0 transactions completed).**   + **Initially no ticks for “Only send Invoice to third party”, “Exclude income from ledger”, “Exclude supplier from ledger” & “Exclude expense from ledger”** * **Then** the user can filter the report & view the profit & loss acquired for the particular date range.  Acceptance Criteria 02:  * **Given** the user on the Profit & Loss report screen, * **When** the user can see the table & its relevant breakdown,   + The values for the ‘overview breakdown’ section will dynamically appear according to the values available in the table below this section.   + **NOTE: A system calculated value, it will be represented in 0.00 or by adding a decimal point such as 37,000.00.**   + **Remember**: *The system represents no values with a ‘-’ dash symbol to indicate no data.*   + The table will contain two columns as “Accounts” & “Total”     - Accounts - list down all the relevant components (such as income ledger, supplier ledger, expense ledger, sales closing money in) & all the transactions performed by each module to calculate the profit & loss successfully     - Total - list down the relevant total amount of each module’s transactions to calculate the gross profit, operating profit & net profit.   + The table will be as follows:     - First, it displays the **"Operating Incomes",** which includes transactions from 'Sales Closing Money In’ under the predefined “Shop Sales” category.     - **Remember:** the type names created under the ‘Shop Sales’ are known as Operating Income which are operating revenues, refer to the earnings/ sales generated by a company's core business activities. Includes revenues from sales of goods and services. When a sale is made at the selling price, the gross profit represents the actual income received under operating incomes. The remaining amount is allocated to pay the supplier for the cost of the goods.       * There will be a section as “Revenue Sales” - which list down dynamically the available type names created under ‘Shop Sales’ (Currently, our system does not categorise sales closing, so only the predefined total shop sales will be displayed here), for example:         + *Total Shop Sales* (sourced, ‘From POS report’ entry field). **This is mandatory & is predefined in the sales closing declaration.**   If a date range is selected, it displays the sum of all the “Total shop sales” acquired from the sales closing “From POS report” entries within that date range.  If a date range is selected, display the sum of all the 'From POS Report’ within that date range associated with that operating main category.  The total is derived from the 'From POS Report' field of the corresponding transaction entry.   * + - * + There will be a section called “Income ledger” - this is clickable and will redirect users to the ‘Income Report' screen. The store and date range filters will be pre-selected based on the profit and loss screen, displaying the breakdown by main category wise. Privileged users can modify the store and date ranges as needed.   Which dynamically list all the *incomes categorised as 'Operating Income'* within the selected date range from the income ledger. (Currently, our system does not categorise incomes into operating or non operating incomes, so system will list all transactions within the selected date range from the income ledger)  Dynamically list all the *main category incomes* within the selected date range  For each relevant main category income, the total is derived from the 'Total Amount' field of the corresponding transaction entry associated with that main category.  If a date range is selected, display the sum of all the 'Total Amount' within that date range associated with that main category.  If ‘Transactions Without 0’ was selected as a filter - Should not display any operating main categories with 0 total but display the rest.  If ‘Cash’ was selected as a filter - then we must only consider the ‘Received’ invoices when adding the ‘Total Amounts.   * + - * + *Total Operating Income* - which calculates the total of all the rows under the ‘Operating Income’ , for example:   Total Shop Sales + (any operating incomes associated as Shop Sales) = Total Operating Income  **Remember**: *The system represents no values rows with a ‘-’ dash symbol to indicate no data.*   | **Account** | **Total** | | --- | --- | | **Operating Income** | | | Total Shop Sales (POS) | £60,355.00 | | - | - | | Total Operating Income | £60,355.00 |  * + - **Second**, it displays the **"Cost Of Goods Sold"** which include transactions from the 'Supplier Module'.       * List down the total of the main categories completed within that date range.         + Supplier ledger - this is clickable and will redirect users to the 'Supplier Payout Report' screen. The store and date range filters will be pre-selected based on the profit and loss screen, displaying the breakdown by main category wise. Privileged users can modify the store and date ranges as needed.   Dynamically list all the *main category suppliers* from the supplier ledger within the selected date range.  For each relevant main category supplier, the total is derived from the 'Total Amount' field of the corresponding transaction entry associated with that main category.  If a date range is selected, display the sum of all the 'Total Amount' within that date range associated with that main category.  If ‘Transactions Without 0’ was selected as a filter - Should not display any main categories with 0 total but display the rest.  If ‘Cash’ was selected as a filter - then we must only consider the ‘Paid’ invoices when adding the ‘Total Amounts’  *Total Cost Of Goods Sold* - which calculates the total of all the rows under the ‘Cost Of Goods Sold’ row (which is basically adding the supplier main categories listed), for example:  Bakery + Alcohol = Total Cost Of Goods Sold   | **Account** | **Total** | | --- | --- | | **Cost Of Goods Sold** | | | Bakery | £33,000.00 | | Alcohol | £530.00 | | Total Cost Of Goods Sold | £33,530.00 |  * + - **Third**, it displays the **"Gross Profit" & “Margin”,** where the system will calculate the two as shown below: * **Remember:** *the values will be represented in 2dp in the format as ‘20,000.00’ & the decimal points must be rounded off to 2dp, for example: 55.67|59 → 55.68//*   + - * Gross Profit = Total Operating Income - Total COGS (Cost Of Goods Sold)       * Gross Profit Margin = (Gross profit / Total Operating Income )\*100       * For example: When,   Total Operating Income = £60,355.00, Total COGS = £33,530.00   * + - * + Gross Profit = £60,355.00 - £33,530.00   = £26,825.00//   * + - * + Margin = (£26,825.00 / £60,355.00)\* 100   = 44.4453…  = 44.46% //   * + - **Fourth**, it displays the **"Operating Expense”,** which includes transactions that are categorised as operating expense when creating a specific expense in the ‘Expense module’. (Currently, our system does not categorise expenses into operating or non operating expenses, so system will list all transactions within the selected date range from the expense ledger)       * Expense ledger - this is clickable and will redirect users to the ‘Expense Payout Report' screen. The store and date range filters will be pre-selected based on the profit and loss screen, displaying the breakdown by main category wise. Privileged users can modify the store and date ranges as needed.       * Dynamically list all the *main category expenses* as categorised as ‘Operating Expense’ within the selected date range         + For each relevant main category expense, the total is derived from the 'Total Amount' field of the corresponding transaction entry associated with that main category.   If a date range is selected, display the sum of all the 'Total Amount' within that date range associated with that main category.  If ‘Transactions Without 0’ was selected as a filter - Should not display any operating main categories with 0 total but display the rest.  If ‘Cash’ was selected as a filter - then we must only consider the ‘Paid’ invoices when adding the ‘Total Amounts’   * + - * *Total Operating Expenses* - which calculates the total of all the rows under the ‘Operating Expense’ , for example:         + Utility Bills + Repair = Total Operating Expense  | **Account** | **Total** | | --- | --- | | **Operating Expense** | | | Utility Bills | £14,000.00 | | Repair | £1,930.00 | | Total Operating Expense | £15,930.00 |      * + - **Fifth**, it displays the **"Operating Profit" & “Margin”,** where the system will calculate the two as shown below: * **Remember:** *the values will be represented in 2dp in the format as ‘20,000.00’ & the decimal points must be rounded off to 2dp, for example: 55.67|59 → 55.68//*   + - * Operating Profit = Gross Profit - Total Operating Expenses       * Operating Profit Margin = (Operating Profit / Total Operating Expenses)\* 100       * For example: When,   Gross Profit = £26,825.00,  Total Operating Expenses = £15,930.00   * + - * + Operating Profit = £26,825.00 - £15,930.00   = £10,895.00//   * + - * + Margin = (£10,895.00 / £15,930.00)\* 100   = 68.3929…  = 68.39% //   * + - **Sixth**, it displays the **"Non Operating Income”,** which includes transactions that are categorised as ‘Non Operating Income’ within the selected date range from the income ledger. (Currently, our system does not categorise incomes into operating or non operating incomes, so there will be no non-operating incomes listed here)       * Income ledger - this is clickable and will redirect users to the ‘Income Report' screen. The store and date range filters will be pre-selected based on the profit and loss screen, displaying the breakdown by main category wise. Privileged users can modify the store and date ranges as needed.       * Dynamically list all the *main category incomes categorized as ‘Non- Operating Income’* within the selected date range         + For each relevant main category income, the total is derived from the 'Total Amount' field of the corresponding transaction entry associated with that main category.   If a date range is selected, display the sum of all the 'Total Amount' within that date range associated with that main category.  If ‘Transactions Without 0’ was selected as a filter - Should not display any operating main categories with 0 total but display the rest.  If ‘Cash’ was selected as a filter - then we must only consider the ‘Received’ invoices when adding the ‘Total Amounts’   * + - * *Total Non Operating Income* - which calculates the total of all the rows under the ‘Non Operating Income’, for example:         + Service Commision + In-Store Advertisement = Total Non Operating Income  | **Account** | **Total** | | --- | --- | | **Operating Expense** | | | Service Commision | £19,000.00 | | In-Store Advertisement | £1,920.00 | | Total Non Operating Income | £20,920.00 |  * + - **Seventh**, it displays the **"Non Operating Expense”,** which includes transactions that are categorised as non operating expense when creating a specific expense in the ‘Expense module’. (Currently, our system does not categorise expenses into operating or non operating expenses, so there will be no non operating expenses listed here)       * Expense ledger - this is clickable and will redirect users to the ‘Expense Payout Report' screen. The store and date range filters will be pre-selected based on the profit and loss screen, displaying the breakdown by main category wise. Privileged users can modify the store and date ranges as needed.       * Dynamically list all the *main category expenses* categorized as ‘Non-Operating Expense’ within the selected date range         + For each relevant main category expense, the total is derived from the 'Total Amount' field of the corresponding transaction entry associated with that main category.   If a date range is selected, display the sum of all the 'Total Amount' within that date range associated with that main category.  If ‘Transactions Without 0’ was selected as a filter - Should not display any operating main categories with 0 total but display the rest.  If ‘Cash’ was selected as a filter - then we must only consider the ‘Paid’ invoices when adding the ‘Total Amounts’   * + - * *Total Non Operating Expense* - which calculates the total of all the rows under the ‘Non Operating Expense’ , for example, if no non operating expenses listed:         + - + - = Total Non Operating Expense         + **Remember**: *The system represents no values rows with a ‘-’ dash symbol to indicate no data.*  | **Account** | **Total** | | --- | --- | | **Non Operating Expense** | | |  |  | | Total Non Operating Expense |  |      * + - **Eighth**, it displays the **"Net Profit" & “Margin”,** where the system will calculate the two as shown below: * **Remember:** *the values will be represented in 2dp in the format as ‘20,000.00’ & the decimal points must be rounded off to 2dp, for example: 55.67|59 → 55.68//*   + - * Net Profit = ((Operating Profit + Total Non Operating Income) - Total Non Operating Expense)       * Net Profit Margin = (Net profit / (Gross profit + Total Non Operating Income))\*100       * For example: When,   Operating Profit = £10,895.00,  Gross Profit = £26,825.00  Total Non Operating Income = £20,920.00,  Total Non Operating Expense = -   * + - * + Net Profit = ((£10,895.00 + £20,920.00))   = £31,815.00//   * + - * + Margin = (£31,815.00 / (£26,825.00 + £20,920.00))   = 66.6352..  = 66.64% //   * + After the table is displayed, you should be able to see the 'Overview Breakdown' at the top because this section will filter the values according to what is showcased in the expense transaction table below it. You can see the gross profit, operating profit & net profit sections.     - First Breakdown: shows the “Gross Profit” and its “Gross Profit Margin” breakdown using the following formulas:       * **Gross Profit** = Total Operating Income - Total COGS (Cost Of Goods Sold)       * **Gross Profit Margin** = (Gross profit / Total Operating Income )\*100 * Next to the Gross Profit, there is an information icon. When clicked, users can view the aforementioned formulas for better understanding.   + - Second Breakdown: shows the “Operating Profit” and its “Operating Profit Margin” breakdown using the following formulas:       * **Operating Profit** = Gross Profit - Total Operating Expenses       * **Operating Profit Margin** = (Operating Profit / Total Operating Expenses)\* 100 * Next to the Operating Profit, there is an information icon. When clicked, users can view the aforementioned formulas for better understanding.   + - Third Breakdown: shows the “Net Profit” and its “Net Profit Margin” breakdown using the following formulas:       * **Net Profit** = ((Operating Profit + Total Non Operating Income) - Total Non Operating Expense)       * **Net Profit Margin** = (Net profit / (Gross profit + Total Non Operating Income))\*100 * Next to the Net Profit, there is an information icon. When clicked, users can view the aforementioned formulas for better understanding.   + The report can be customised according to the applied filters and it will be displayed. The report can be downloaded as a PDF file.  Acceptance Criteria 03:  * **Given** that the user on the Profit & Loss report screen, * **When** the user clicks on the download button, the user can download the report as a pdf,   + The report will be printed for PDF in both landscape and portrait.   + The report can be customised according to what the user selects from the customise report pop-up screen. The current report on the screen will be downloaded after the download button is clicked.   + At the top of the report there should be the company logo should be clearly visible and correctly aligned. And the store name and the address also should be at the top left corner next to the logo.   + Then the title "Profit & Loss Report" should be correctly spelled and prominently displayed.   + The period of the report should be correctly specified and visible. It can be a date range or the current date. The report generation date should be accurately displayed in the format " From: DD/MM/YYYY To: DD/MM/YYYY ".   + At the left corner I can view the date the report was “Generated On”, i.e. is the current date in the DD/MM/YYYY & current time in the 24 hours format along with the user’s name that generated the report as “Generated By <<username>>”   + First we can see the overview breakdown of the Gross Profit, Operating Profit & Net Profit.   + Then according to the filters applied, the relevant table will be displayed.   + Finally the user can see the footer. The footer of the report should contain the following:     - AUTOMATED REPORT”     - Ebos Logo     - Social media links such as facebook, instagram, twitter & linkedin.     - Copyrights * **Then** the user will be able to see the Profit & Loss record in PDF format. | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | EBOS \_Settings | **User story ID** |  |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** |  | | |
| **User story** | * **As** Owner/ Manager * **I want to** access to the settings * **So that** can Manage the settings section | | |
| **Acceptance criteria** | **Acceptance Criteria 01:**  * **Given that** to the settings section * **When** the user navigator to the settings * There should be a clear and intuitive menu on the left side for easy navigation to different sections of the system, such as * -Each section in the navigation should have an appropriate and recognizable icon that corresponds to its functionality. * -The active sub-menu should be visually highlighted or marked in the navigation menu * -The navigation bar should be expanded when I hover over the menu icon * -If I move the cursor away from the menu icon, the navigation bar should smoothly collapse, maintaining visibility for a short duration to allow easy access to menu options. * The user can view the wizard of the business settings such as   + Tab 1 as Business Information   + Tab 2 Contact Information   + Tab 3 Business/ Store settings   + Tab 4 Opening Settings   + Tab 5 Shift Configuration   + Tab 5 Reconciliation   + Tab 6 POS Configuration   + Tab 7 Reconciliation * Default the tab will be highlighted in Bold * The user can view a link for the Watch Instruction Video regarding how to set up the business * The user can see the business number in the left section in the tab * The user can able to enter details of the business information in the following sub section as * Owner details   + First Name   + Last Name   + Email   + Phone number along with the country code * Business name   + Business/Store Name     - If the user can select more then one business , then the user can able to below function     - “Is head Office” Default unchecked and Checkbox- as an optional * Address Logo   + Door Number   + Address Line 01   + Address line 01   + City/Town   + Postcode   + Country * Logo   + The user has access to Upload Business Logo Section     - The user can upload a logo for the business.     - Upon clicking "Upload Logo," a pop-up will provide access to the local desktop folder for logo upload.     - After the user uploads the logo, it will be displayed in the logo section of the screen. If the user needs to change the upload, they can click on "Upload Logo" again and proceed with a new upload.     - File Type Validation     - Allow only specific file types (e.g., .jpg, .jpeg, .png, .gif, .svg).     - Display an error message if the uploaded file is not of the allowed type.     - Set a maximum file size limit (e.g., 5 MB).     - Display an error message if the uploaded file exceeds the size limit.     - Specify recommended or required dimensions (e.g., 200x200 pixels) for the logo.     - Optionally, display a warning or error if the dimensions do not match the recommended size.     - Ensure that the image maintains a specific aspect ratio (e.g., 1:1 for square logos) and provide a message if the aspect ratio is not correct.      | **Fields** | **Validation** | | --- | --- | | First Name | Max length should be 25 characters | | Last Name | Max length should be 25 characters | | business Name | Max length should be 25 characters | | Door Number | 03 Digits | | Address Line 01 | Max length should be 50 characters | | Address Line 02 | Max length should be 50 characters | | City/Town | Max length should be 15 characters | | Postcode | 06 Dogits | | Country | Dropdown |  * **Then** the user can Click on “Continue for the Contact Information ” and move to tab 2 as Contact information to continue to the business configuration process    **Acceptance Criterion 02:**  * **Given**  the user access to the 02 tabs as Contact Information * **When** the user clicks on the contact information it will navigate to the screen * There should be a clear and intuitive menu on the left side for easy navigation to different sections of the system, such as * -Each section in the navigation should have an appropriate and recognizable icon that corresponds to its functionality. * -The active sub-menu should be visually highlighted or marked in the navigation menu * -The navigation bar should be expanded when I hover over the menu icon * -If I move the cursor away from the menu icon, the navigation bar should smoothly collapse, maintaining visibility for a short duration to allow easy access to menu options * The business Number will appear based on the selection in the account setup, initially, it will be shown as business 1 * In the left corner, the business will appear based on the previous screen business name * Default the tab will be highlighted in Bold * The user can view a link for the Watch Demo Video regarding how to set up the business * The user can able to enter details of the contact information in the following text fields such as   + Primary Contact Details     - Primary Contact Person First Name     - Primary Contact Person Last Name     - Primary Contact Person Contact Number 1     - Primary Contact Person Contact Number 2     - Primary person Email   + Secondary Contact Details     - Secondary Contact Person First Name     - Secondary Contact Person Last Name     - Secondary Contact Person Contact Number 1     - Secondary Contact Person Contact Number 2     - Secondary person Email  | Fields | Validation | | --- | --- | | Primary Contact Person First Name | Max Length should be 30 characters | | Primary Contact Person Last Name | Max Length should be 30 characters | | Primary Contact Person Contact Number 1 | Select the country code with dropdown and enter 9 or 10 digits or without the country 12 digits | | Primary Contact Person Contact Number 2 | Select the country code with dropdown and enter 09 or 10 digits or without the country 12 digits | | Primary person Email | The entered Email should be valid with @ symbol | | Secondary Contact Person First Name | Max Length should be 30 characters | | Secondary Contact Person Last Name | Max Length should be 30 characters | | Secondary Contact Person Contact Number 1 | Select the country code with dropdown and enter09 or 10 digits or without the country 12 digits | | Secondary Contact Person Contact Number 2 | Select the country code with dropdown and enter 09 or 10 digits or without the country 12 digits | | Secondary person Email | The entered Email should be valid with @ symbol |  * **Then** the user can Click on “Continue for the business/ store settings ” or click on the “Skip” button and move to tab 03 as business/ store settings to continue the business configuration process or the user can able to click on “ Back to the contact information” * If the user clicks on "Back to the contact Information," the screen should display the updated details for the fields, allowing the user to edit them. After updating any field and moving to the next screen, the specific update should be reflected accordingly.    **Acceptance Criterion 03:**  * **Given**  the user access to the 03 tabs as business Settings * **When** the user clicks on the business information it will navigate to the screen * There should be a clear and intuitive menu on the left side for easy navigation to different sections of the system, such as * -Each section in the navigation should have an appropriate and recognizable icon that corresponds to its functionality. * -The active sub-menu should be visually highlighted or marked in the navigation menu * -The navigation bar should be expanded when I hover over the menu icon * -If I move the cursor away from the menu icon, the navigation bar should smoothly collapse, maintaining visibility for a short duration to allow easy access to menu options * The business Number will appear based on the selection in the account setup, initially, it will be shown as business 1 * In the left corner, the business will appear based on the previous screen business name * Default the tab will be highlighted in Bold * The user can view a link for the Watch Demo Video regarding how to set up the business * The user can able to select details of the business settings in the following fields such as   + Industry     - The Selected industries in the account setup will be listed here and even if the user needs to select any new industry, the user can click on the “+” button and a pop-up will open and show the industries in the system     - If the user selects the new industry to select from the pop-up, it will be shown in the industry section   + Selected Services     - POS     - Bakery     - Grocery     - Lottery       * The services will be listed based on the industry   + User role     - The user roles will be as       * Cashier       * Cook       * Manager         + The user can able to add a new role using the add button   + All Features     - The Features that are selected in the account setup will be listed here   + Based on the Industry selection the features will be listed, Only one industry can be selected     - The Specific feature will be shown here and able to select with the tick box option     - The feature will be listed as associated with the industry * **Then** the user can Click on “Continue for the open settings ” or click on the “Skip” button and move to tab 04 as Opening settings or the user can able to click on “ Back to the Contact information” * If the user clicks on "Back to the Contact information , the screen should display the updated details for the fields, allowing the user to edit them. After updating any field and moving to the next screen, the specific update should be reflected accordingly  **Acceptance Criteria 04:**  * **Given that** the user has access to the 04 tabs as open Settings * **When** the user clicks on the opening settings it will navigate to the screen * There should be a clear and intuitive menu on the left side for easy navigation to different sections of the system, such as * -Each section in the navigation should have an appropriate and recognizable icon that corresponds to its functionality. * -The active sub-menu should be visually highlighted or marked in the navigation menu * -The navigation bar should be expanded when I hover over the menu icon * -If I move the cursor away from the menu icon, the navigation bar should smoothly collapse, maintaining visibility for a short duration to allow easy access to menu options * The business Number will appear based on the selection in the account setup, initially, it will be shown as business 1 * In the left corner, the business will appear based on the previous screen business name * Default the tab will be highlighted in Bold * The user can view a link for the Watch Demo Video regarding how to set up the business * The user can able to enter details of the contact information in the following text fields such as   + business Opening   + Open At (AM)   + Close At  | **Fields** | **Validation** | | --- | --- | | business Opening | * Initially Dropdown will be showing as “select the business openings”   + Options as     - Weekdays     - Weekend | | Opening Time | * Initially Dropdown will be showing as blank   + Options     - 01-12 AM | | Closing Time | * Initially Dropdown will be showing as blank   + Options     - 24 hours     - 01-12 PM |  * Once the user adds the details for the above field and presses the “Add” Button * The added details will be filled in in the below table   + Day   + Opening Time   + Closing Time   + Action     - Edit     - Delete * After the user adds the opening and closing timings, they will remain the same for each day. If changes are needed, the user can click on the "Edit" button. * The user can edit the opening and closing times via a dropdown menu. * Clicking on the "Delete Icon" will prompt a confirmation message, asking "Are you sure?" * If the user clicks "Cancel," the popup will close and return to the opening settings table screen. If the user clicks "Yes," a message will confirm that the record has been successfully deleted * **Then** the user can Click on “Continue for the Shift configuration ” or click on the “Skip” button and move to tab 05 as Shift configuration or the user can able to click on “ Back to the Business/ store settings information” * If the user clicks on "Back to the Business/ store settings , the screen should display the updated details for the fields, allowing the user to edit them. After updating any field and moving to the next screen, the specific update should be reflected accordingly    **Acceptance Criteria 05:**  * **Given that** the user has access to the 05 tab as Shift Configuration * **When** the user clicks on the Shift Configuration it will navigate to the screen * There should be a clear and intuitive menu on the left side for easy navigation to different sections of the system, such as * Each section in the navigation should have an appropriate and recognizable icon that corresponds to its functionality. * The active sub-menu should be visually highlighted or marked in the navigation menu * The navigation bar should be expanded when I hover over the menu icon * If I move the cursor away from the menu icon, the navigation bar should smoothly collapse, maintaining visibility for a short duration to allow easy access to menu options * The Number will appear based on the selection in the account setup, initially, it will be shown as business 1 * In the left corner, the business will appear based on the previous screen business name * Default the tab will be highlighted in Bold * The user can view a link for the Watch Demo Video regarding how to set up the business * The user can able to view a table with the following fields   + No   + Shift   + Start Time   + End Time   + Action     - Edit     - Status       * Active and Deactive * The user can add a new shift   + The user can fill in the following fields as     - Shift Name     - Start Time     - End Time   + Once the user adds the above fields they will be added to the table  | **Fields** | **Validation** | **Editable** | | --- | --- | --- | | Shift Name | Max Length 25 characters | Yes | | Start Time | * Initially Dropdown will be showing as blank   + Options     - 01-12 AM | Yes | | End Time | * Initially Dropdown will be showing as blank   + Options     - 01-12 PM | Yes |  * + When the user clicks on the edit button, the user can edit a shift.   + The user can edit the following fields:     - Shift name     - Start Time     - End Time   + A toast message will be there as “Shift change successfully”   + Once the change it will be updated in the table   + If the user changes the status to "deactivate," the shift will become inactive in the business. * **Then** the user can Click on “Continue for the POS Configuration ” or click on the “Skip” button and move to tab 06 a sPOS Configuration or the user can able to click on “ Open Settings ” * If the user clicks on "Back to the Open Settings , the screen should display the updated details for the fields, allowing the user to edit them. After updating any field and moving to the next screen, the specific update should be reflected accordingly  **Acceptance Criteria 06:**  * **Given that** the user has access to the 06 tab as POS Configuration * **When** the user clicks on the POS Configuration it will navigate to the screen * There should be a clear and intuitive menu on the left side for easy navigation to different sections of the system, such as * Each section in the navigation should have an appropriate and recognizable icon that corresponds to its functionality. * The active sub-menu should be visually highlighted or marked in the navigation menu * The navigation bar should be expanded when I hover over the menu icon * If I move the cursor away from the menu icon, the navigation bar should smoothly collapse, maintaining visibility for a short duration to allow easy access to menu options * The business Number will appear based on the selection in the account setup, initially, it will be shown as business 1 * In the left corner, the business will appear based on the previous screen business name * Default the tab will be highlighted in Bold * The user can view a link for the Watch Demo Video regarding how to set up the business * A screen will appear asking, "Do you have POS in your business?" with "Yes" and "No" options. If the user selects "Yes," it will proceed to the POS configuration. If the user selects "No," it will navigate to the next step for reconciliation. * The user can able to search the pos types in the search tab * The user can able to view the POS configuration table with the following fields   + No   + POS Name   + Action     - Delete * The user can add a new POS * To add a new POS, the user needs to follow these steps   + Enter the POS Name in the designated TextBox.   + After entering the POS name, click on the "Add" button. * Upon clicking the "Add" button, the newly added POS will be listed in the table. * Viewing Closing Declaration Section * The user can access the closing declaration section.   + This section contains two fields:     - Day End       * If the business performs day-end closing , select the day-end     - Shift End       * If the business performs shift-based closing, select shift-end       * If the user closing day there will be a day end and shift end   + By default, the Day End field will be selected, and the user can choose to select the Shift End field via a checkbox.   + The User can select either one option * **Then** the user can Click on “Continue for the reconciliation ” or click on the “Skip” button and move to tab 07 as reconciliation or the user can able to click on “ Back to the Shift configuration ” * If the user clicks on "Back to the Shift configuration , the screen should display the updated details for the fields, allowing the user to edit them. After updating any field and moving to the next screen, the specific update should be reflected accordingly  **Acceptance Criteria 07:**  * **Given that** the user has access to the 07 tabs as Reconciliation * **When** the user clicks on Reconciliation it will navigate to the screen * There should be a clear and intuitive menu on the left side for easy navigation to different sections of the system, such as * -Each section in the navigation should have an appropriate and recognizable icon that corresponds to its functionality. * -The active sub-menu should be visually highlighted or marked in the navigation menu * -The navigation bar should be expanded when I hover over the menu icon * -If I move the cursor away from the menu icon, the navigation bar should smoothly collapse, maintaining visibility for a short duration to allow easy access to menu options * The business Number will appear based on the selection in the account setup, initially, it will be shown as business 1 * In the left corner, the business will appear based on the previous screen business name * Default the tab will be highlighted in Bold * The user can view a link for the Watch Demo Video regarding how to set up the business * The user can able to view a table with the following fields   + No   + Recurring Type   + Status     - Active/ Deactive  | **Fields** | **Validation** | | --- | --- | | No | The number will automatically generated | | Recurring Type | * The Recurring type will be as   + Daily   + Weekly   + Monthly   + Quartey   + Yearly | | Status | * The user can able to active or deactivate the recurring type |  * The user can able to configure the recurring type for the business based on the toggle bar * **Then** the user can Click on “Submit to complete store settings complete ” or “ Back to the Pos configuration” * The newly added business will be listed in the business settings overview table * If the business has been set up for multiple business s, a pop-up will appear with the message "business setup done successfully" and two buttons: "Setup another business " and "Skip now". * If the user selects "Setup another business," they can proceed to add the next business. Alternatively, if the user selects "Skip now," they can omit the setup for the time being and add the business later. * If the user clicks on "Back to the POS Confuguration , the screen should display the updated details for the fields, allowing the user to edit them. After updating any field and moving to the next screen, the specific update should be reflected accordingly  **Acceptance Criteria 08:**  * Given the user access to the basic store settings * When the user lects the settings component in the menu   + The user can able to view the following filter as     - Store       * Dropdown       * Displays the number of stores in the system     - Status       * Dropdown       * Active       * Deactive     - Industry       * Dropdown       * Displays all industries in the system   + The user can view table data with the following columns     - Store Id     - Icion     - Business Name     - Industry     - Primary contact person     - Primary contact number     - Status     - Actions       * Edit       * Status         + Toggle bar   + The user can see an "Add New Store/Business" button in the left corner. The user can use this button to add a new store/business and * Then the user can able to retrieve information regarding businesses/stores in the system.   **Acceptance criteria 09:**  * Given the user access to the edit screen * When the user clicks on the edit icon in the overview screen * The user can access the following screen as   + Tab 1 as Business Information   + Tab 2 Contact Information   + Tab 3 Business/ Store settings   + Tab 4 Opening Settings   + Tab 5 Shift Configuration   + Tab 5 Reconciliation   + Tab 6 POS Configuration   + Tab 7 Reconciliation * The user can navigate to the screen based on the clicks on the number and name of the component in the wizard * The following editable fields for the store/business settings * correct.      | **Fields** | **Editable** | | --- | --- | | **Business Information** |  | | First Name | Yes | | Last Name | Yes | | business name | Yes | | Door Number | Yes | | Address Line 01 | Yes | | Address Line 02 | Yes | | City/Town | Yes | | Postcode | Yes | | Country | Yes | | Logo | Yes | | **Contact Information** |  | | Primary Contact Person First Name | Yes | | Primary Contact Person Last Name | Yes | | Primary Contact Person Contact Number 1 | Yes | | Primary Contact Person Contact Number 2 | Yes | | Primary person Email | Yes | | Secondary Contact Person First Name | Yes | | Secondary Contact Person Last Name | Yes | | Secondary Contact Person Contact Number 1 | Yes | | Secondary Contact Person Contact Number 2 | Yes | | Secondary Person Email | Yes | | **Store/Business Settings** |  | | Industry | Yes | | Services | Yes | | Departments | Yes | | Features | Yes | | **Opening Settings** |  | | Opening Time | Yes | | Closing Time | Yes | | Add a New Opening time | Yes | | Delete the existing data | Yes | | **Shift Configuration** |  | | Start Time | Yes | | End Time | Yes | | Add a new Shift | Yes | | Manage the shift with a toggle | Yes | | **POS Configuration** |  | | Add a New POS | Yes | | Delete a POS | Yes | | **Reconciliation** |  | | Enable and Disable toggle | Yes |  * **Then** the user can update the store/business settings | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

| **User story name** | Staff Management | **User story ID** |  |
| --- | --- | --- | --- |
| **Priority** | High Medium  Low | | |
| **Estimate** | Estimated effort to build this user story. | | |
| **User story** | * **As an** owner/manager * **I want to** manage staff information and operations * **So that** I can maintain staff efficiently. | | |
| **Acceptance criteria** | Acceptance criteria 01 :  * **Given** the user is on the "Staff " screen. * **When** the user clicks on the “View Employee” button it will be directed to the “View Employee” screen. * At top of the page the user can see 4 filters and one search bar. * When the user selects a specific Business/Store from the "Business/Stores" dropdown   ***Dropdown***   * Business/Store 1 * Business/Store 2   Then the list of employees is filtered to show only employees assigned to the selected Business/Store.   * When the user selects a specific role from the "Roles" dropdown   ***Dropdown***   * Manager * Supervisor * Cashier * Floor staff.   Then the list of employees is filtered to show only employees with the selected role.   * When the user selects a specific department from the "Departments" dropdown   ***Dropdown***   * Floor * Delivery * Sales * When the user selects a specific employee status from the "Employee Staus " dropdown   ***Dropdown***   * Active * Deactivate * On Holiday * When the user selects a specific document status from the "Document Status " dropdown   ***Dropdown***   * Valid * Expired   .   * When the user enters a name in the "Name" search field. Then the list of employees is filtered to show only employees whose names match the entered search term. * There should be “Add New employee” Button. * Then Each employee's information is shown in a table, including: * When the employee list is displayed. The user clicks the status toggle for an employee. * Then the employee's status changes between Active and Inactive and the change is saved immediately. * The user can able to view following fields in the table as follow   + Employye ID   + Employee Picture   + Employee Name   + Employyement Status     - Active     - Inactive     - On Leave   + Contact Number   + Business/Store   + Department   + Role   + Document Status   + Actions     - View     - Edit     - Status       * Even one document is failed , its need to be shown as Expired * When the employee list is displayed. The user clicks the status toggle for an employee. * Then the employee's status changes between Active and Inactive and the change is saved immediately. * When the employee list is displayed, the user clicks the edit icon next to any editable field (designation, Business/Store). * The number of employees exceeds the page limit. Pagination controls ("Previous", page numbers, "Next") are displayed at the bottom of the list. When the user clicks a pagination control. * **Then** an edit form/modal for the employee's details is displayed. The user can update the employee's information and save the changes.   Acceptance criteria 02: “   * **Given that** the user can access the employee Management component      * **When** the Business/Store manager clicks on the “Add New Employee” button, The user can able to add the employment initial screen with a wizard model . * In the Initial screen of the add employee screen , there will be a header showing the following details   + Employee Picture   + Business/Store   + Employye ID   + Role   + Department   + Date of birth   + Email   + Mobile number   + Current Address * The Above mention feilds will be filled autofill , while adding the emploeee deatils * When the manager clicks on the Personal information section he will be able to see the following sub sections such as * Basic Information * Identification Numbers * Conatct Info * Current Address * Previous Address * Emergency Contact number 01 * Emergency Contact number 02 * Following fields are available in the sub-section of Personal Infromatio n to fill.  | **Fields** | **Mandatory** | **Validation** | | --- | --- | --- | | Profile image | Yes | * There is an option to upload a profile picture. When the manager clicks on the upload button it should open the file dialog, allowing the user to browse and select an image file from their device. * The system must accept images in the following formats: JPEG, PNG. * If an unsupported format is uploaded, the system must display an error message: "Unsupported file format. Please upload a JPEG, PNG, image." * The maximum allowed file size for uploads is 5 MB. * If the uploaded file exceeds this size, the system must display an error message: "File size exceeds the 5 MB limit. Please upload a smaller image." * After a successful upload, the system must display a preview of the uploaded image.The preview must update if a new image is uploaded. * The image upload interface must be responsive and function correctly on various devices (desktops, tablets, smartphones).   The image preview should scale appropriately based on the device's screen size. | | Title | Yes | * Dropdown as   + Mr   + Miss   + Mrs   + Master   + Dr x`x` | | First Name | Yes | * Must accept only alphabetic characters. * Maximum length: 50 characters. * If the field is left blank or filled incorrectly, an error message "First Name is required" or "Invalid First Name" should be displayed. | | Last Name | Yes | * Must accept only alphabetic characters. * Maximum length: 50 characters. * If the field is left blank or filled incorrectly, an error message "First Name is required" or "Invalid First Name" should be displayed. | | Preferred Name | Yes | * Must accept only alphabetic characters. * Maximum length: 50 characters. * If the field is left blank or filled incorrectly, an error message "Preferred Name is required" | | Date of Birth | Yes | * Must accept a valid date format (MM/DD/YYYY). * Users should not be able to select a future date. * User should be able to see the calendar and select the date when user clicks on the calendar icon | | Gender | Yes | * Select the gender in radio button   + Male   + Female | | Marital Status | Yes | * A dropdown   + Single   + Married   + Divorced | | Nationality | Yes | * A dropdown | | Immigartion Status | Yes | * A dropdown   + Employment Authorization card   + Arrival/departure record (i-94/i-94a)   + Citizens   + Reentry permit (i-327)   + Refugee   + Foreign passport   + Notice of action (i-797)   + T visas   + Conditional permanent Residence | | Ethnic Group | Yes | * A dropdown   + African Americans   + Native American   + White   + Arab   + Hispanic and Latino Americans   + Pacific Islander   + Ethnicity examples   + Any other Asian background   + Asian   + Asian American   + Indian   + Black, black british, caribbean or african   + Chinese people   + Afrikaners   + Han Chinese   + Indigenous peoples   + Irish   + Irish Travellers   + Islamic culture |  * Following fields are available in the sub-section of Identification Numbers to fill.      | Fields | Mandatory | Validation | | --- | --- | --- | | Biometric Resident Permit Card | Yes |  | | Driving Liscience  UK National | Yes |  | | Insurance Number | Yes |  | | National ID Number | Yes | 10,12 and 16 character |  * Following fields are available in the sub-section of Contact Info to fill. * Work Mobile Number * Personal Mobile Number * Work email Address * Personal email Address  | Fields | Mandatory | Validation | | --- | --- | --- | | Work Mobile Number | yes | * Maximum number of digits differs from the county code. * With country code 11 to 15 digits (including the country code but excluding the plus sign and any spaces or special characters) * Without country code 9 to 12 digits (excluding any spaces or special characters) * Cannot be left empty. | | Personal Mobile Number | yes | * Maximum number of digits differs from the county code. * With country code 11 to 15 digits (including the country code but excluding the plus sign and any spaces or special characters) * Without country code 9 to 12 digits (excluding any spaces or special characters) * Cannot be left empty. | | Work email Address | yes | Relevant email with @sign | | Personal email Address | yes | Relevant email with @sign |  * Following fields are available in the sub-section of Current Address to fill. * Enter Postcode * Door No * Street Address * state * Postal/zip code * country  | Fields | Mandatory | Validation | | --- | --- | --- | | Postcode | Yes | * Based on the postcode , automatically the address need to be filled | | Door No | No | * Should accept alphanumeric characters, spaces, and common special characters (e.g., hyphens, slashes). | | Address 1 | No | * Should accept alphanumeric characters, spaces, and common special characters (e.g., commas, periods, hyphens). * Maximum length of 100 characters. | | Address 2 | No | * Should accept alphanumeric characters, spaces, and common special characters (e.g., commas, periods, hyphens). * Maximum length of 100 characters. | | City/state | No | * Should accept alphabetic characters and spaces. * Maximum length of 50 characters. | | Postal/zip code | No | * Should accept numeric characters (some countries may also include alphabetic characters). * Should be validated according to the country's postal code format (e.g., 5 digits for the US, 6 characters for Canada including letters and numbers). | | country | Yes | * The system should provide a dropdown menu with a predefined list of countries. * Users should not be able to enter a country manually; they must select from the dropdown menu. |  * Following fields are available in the sub-section of Previous t Address to fill. * Enter Postcode * Door No * Street Address * state * Postal/zip code * country  | Fields | Mandatory | Validation | | --- | --- | --- | | Postcode | Yes | * Based on the postcode , automatically the address need to be filled | | Door No | No | * Should accept alphanumeric characters, Espaces, and common special characters (e.g., hyphens, slashes). | | Address 1 | No | * Should accept alphanumeric characters, spaces, and common special characters (e.g., commas, periods, hyphens). * Maximum length of 100 characters. | | Address 2 | No | * Should accept alphanumeric characters, spaces, and common special characters (e.g., commas, periods, hyphens). * Maximum length of 100 characters. | | City/state | No | * Should accept alphabetic characters and spaces. * Maximum length of 50 characters. | | Postal/zip code | No | * Should accept numeric characters (some countries may also include alphabetic characters). * Should be validated according to the country's postal code format (e.g., 5 digits for the US, 6 characters for Canada including letters and numbers). | | country | Yes | * The system should provide a dropdown menu with a predefined list of countries. * Users should not be able to enter a country manually; they must select from the dropdown menu. |  * Following fields are available in the subsection of Emergency contact 1 to fill.  | Field | Mandatory | validation | | --- | --- | --- | | Full Name | no | * Must accept only alphabetic characters. * Maximum length: 50 characters. | | Relationship | no | * Relationships are predefined.   1. Mother  2. Father  3. Son  4. Daughter  5. Husband  6. Wife  7. Guardian  8. Friend  9. Cousin  10. Neighbour  11. Roommate  12. In-Law  13. Step Parent  14. Foster Parent  15. Other   * When the manager clicks on the dropdown arrow, the manager will be able to see the predefined relationship list and select one from the list. | | Email Address | no | Relevant email with @sign | | contact Number | no | * Maximum number of digits differs from the county code. * Cannot be left empty. |  * Following fields are available in the subsection of Emergency contact 1 to fill.  | Field | Mandatory | validation | | --- | --- | --- | | Full Name | no | * Must accept only alphabetic characters. * Maximum length: 50 characters. | | Relationship | no | * Relationships are predefined.   1. Mother  2. Father  3. Son  4. Daughter  5. Husband  6. Wife  7. Guardian  8. Friend  9. Cousin  10. Neighbour  11. Roommate  12. In-Law  13. Step Parent  14. Foster Parent  15. Other   * When the manager clicks on the dropdown arrow, the manager will be able to see the predefined relationship list and select one from the list. | | Email Address | no | Relevant email with @sign | | contact Number | no | * Maximum number of digits differs from the county code. * Cannot be left empty. |  * Then click the Next to Employment Info section or click on cancel to go the employee overview screen * Following fields are available in the sub-section of Employment Info to fill.   + Terms   + Sponsored employee   + Employee Availability  | **Fields** | **Mandatory** | **Validation** | | --- | --- | --- | | Start date | Yes | * Must accept a valid date format (MM/DD/YYYY). * Users should not be able to select a future date. * User should be able to see the calendar and select the date when user clicks on the calendar icon | | End date | Yes | * Must accept a valid date format (MM/DD/YYYY). * Users should be able to select a future date. * User should be able to see the calendar and select the date when user clicks on the calendar icon * If a date is not selected “ongoing” will appear automatically. | | Contract Type | Yes | * Contract types are predefined. * Permanent * Part-time * Fixed term * Temporary * Internship * Apprenticeship * Remote Work Agreement * Casual Contract * Freelance/Contractor * Seasonal Employment * On-Call Employment * Zero-Hours Contract * Job Sharing * Shift Work * Consulting * When the manager clicks on the dropdown arrow, the manager will be able to see the predefined contract types and select one from the list. | | Employment status | Yes | * Employment status is predefined. * Permanent * Part-time * Fixed term * Temporary * Internship * Apprenticeship * Remote Work Agreement * Casual Contract * Freelance/Contractor * Seasonal Employment * On-Call Employment * Zero-Hours Contract * Job Sharing * Shift Work * Consulting * When the manager clicks on the dropdown arrow manager will be able to see the predefined employment status and select one from the list. | | Department | Yes | * Department is predefined. * Floor * Delivery * sales * When the manager clicks on the dropdown arrow, the manager will be able to see the predefined department and select one from the list. It should be defined at the Business/Store level. | | Tax code | Yes | A typical UK tax code is a combination of numbers and letters. Here are the common components:   1. **Numbers**: Indicate the amount of tax-free personal allowance. 2. **Letters**: Provide additional information about the tax status.   **Numeric Part**: Should be a number, usually indicating the personal allowance. For 2023/2024, this is commonly 1257.  **Letter Suffix**:   * **L**: Standard personal allowance. * **M**: Indicates the Marriage Allowance. * **N**: Indicates the recipient of the Marriage Allowance. * **T**: Indicates other calculations to adjust the code. * **BR, D0, D1, NT**: Special codes indicating different tax treatments.   **Letter Prefix**:   * **K**: Indicates negative allowances. | | Pay schedule | Yes | * Payong the salary by   + Daily   + Weekly   + Monthly   + Yearly | | Hours per week | Yes | * The manager can able to enter the working hours | | Pay Rate | Yes | * Assigning a rate | | Pay Type | Yes | * Hourly * Daily * Weekly * Biweekly * Monthly * Annually | | Pay method | Yes | * cash * Bank * Cash and bank | | Holiday Entitlements | Yes | * Holiday categories are pre-defined. * Medical leaves * Annual leaves * Maternity leave * Paternity leave * Bereavement leave * Lovi leave * Short leave * When the manager clicks on the dropdown arrow, the manager will be able to see the predefined holiday categories with checkboxes and select one or more from the list. * The days for the holiday entitlement will fixed in the leave management, So if 1 selects the holiday type it will automatically get the days g: Annual - If the leave management has assigned 14 days for annual. It will automatically get the days for the holiday types | | Sponsered Employee | Yes | * A Radio button to choose as   + Yes     - SOC Code     - Sponsor licence Number     - Sponsor Name     - Certificate Number   + No | | Employeement Availability | Yes | * Add a avability as   + Day   + Start Time   + End Time * Delete the availability time |  * Then click the Next to Document Inormation section or click on back to go the Emoloyee information and do any changes if needed * **When** the manager clicks on the documents section he will be able to see a search bar. The manager can be able to search documents by using the document name * The manger can able t.o filter by   + Main category     - It will be a dropdown and show the main categories in the system   + Sub category     - It will be a dropdown and show the sub categories in the system   + Status     - Valid     - Expired * Then the user can be able to see a table with five common columns. * Document Number * Main category * Sub category * Status * Document Name * Description * Uploaded By * Action   + Edit   + Download   + Delete * Manager has the ability to see the edit icon, delete icon and download icon each and every uploaded document . * When the user clicks on the download icon, the user can download uploaded documents that are relevant to each row. * When the user clicks on the delete button the user will be able to see the popup massage” Are you sure?” will be displayed and when we click “yes “ that row will be deleted. * The manger can to view the fields of the upload documnet function as   + Document Name   + Description   + Main Category   + Sub category      | Main Category | Category | Fields | | --- | --- | --- | | Right to Work |  | 1. RTW Code 2. Issue Date 3. Expiry Date 4. Description 5. Upload | | Identification Document | * Driving License | 1. Driving License number  2. Issue Date  3. Expiry Date  4. Description  5. Upload | |  | * Passport | 1. Passport Number  2. Issue Date  3. Expiry Date  4. Description  5. Upload | |  | * Biometric Permit Card | 1. Card Number  2. Issue Date  3. Expiry Number  4. Description  5. Upload | |  | Others | Document | | * Employment Documents |  | 1. Upload CV 2. Upload Offer Letter 3. Upload Conditional Letter 4. Upload Consent Letter 5. Upload Reference 6. Upload Address Proof |  * An area to drag and drop an image or to browse and select an image file should be present. * Supported file formats (JPEG, GIF, PNG, TIFF, BMP, and PDF) should be clearly indicated.      * Based on the main category and sub category the dynamically the feilds will be appear     And there are fields as follows.   | Field | mandatory | validation | | --- | --- | --- | | Document name | yes | Enter 25 characters | | Description | yes | Enter 50 characters | | Issued Date |  |  | | Expired Date |  | * Must accept a valid date format (MM/DD/YYYY). * Users should be able to select a future date. * User should be able to see the calendar and select the date when user clicks on the calendar icon | | Driving License number |  |  | | Passport Number |  |  | | Biometric Permit Card Number |  |  | | Upload CV |  | \*.jpeg,  \*.jpg,  \*.png,  \*.bmp,  \*.pdf,  \*.doc only | | Upload Offer Letter |  | \*.jpeg,  \*.jpg,  \*.png,  \*.bmp,  \*.pdf,  \*.doc only | | Upload Conditional Letter |  | \*.jpeg,  \*.jpg,  \*.png,  \*.bmp,  \*.pdf,  \*.doc only | | Upload Consent Letter |  | \*.jpeg,  \*.jpg,  \*.png,  \*.bmp,  \*.pdf,  \*.doc only | | Upload Reference |  | \*.jpeg,  \*.jpg,  \*.png,  \*.bmp,  \*.pdf,  \*.doc only | | Upload Address Proof |  | \*.jpeg,  \*.jpg,  \*.png,  \*.bmp,  \*.pdf,  \*.doc only |  * When a user clicks on the save button details are Business/Stored and will be displayed in the document dashboard with auto generated with document number . The upload document pop up screen will update with the uploaded documents. * Manager has the ability to edit, delete and download each and every uploaded document . * When the manager clicks on the edit button, the user should be redirected to a screen with the heading as “Edit Documents” with a cancel icon at the top right corner. * There is a camera icon that enables taking photos of the documents and there is a drag and drop files option to upload the files.   \*.jpeg,  \*.jpg,  \*.png,  \*.bmp,  \*.pdf,  \*.doc only  And there are fields as follows.   * There is a save button and delete button to save edited information or delete edited information. * When a document reaches its expiry date, the Business/Store owner or manager and   staff should be notified. This information should be highlighted on the manager's main dashboard until an update to the new document   * Color code indicating that the ID is expired. In addition, the system sends the notification to users. * An expired system should allow them to do the login, but they can't navigate to any menu other than the dashboard. * Then is a Next button to navigate to the user access screen . And there is a cancel button to exit from the page. * **When** the manager clicks on the user Account section he will be able to see two sub sections as * Login details * Business/Store access * Based on the Business Acess section , the fields are mentioned below   + Primary Business/Store Acess     - Able to add multiple Business/Stores  | Field | Mandatory | validation | | --- | --- | --- | | Business/Store | Yes | Able to select the Business/Store from the dropdown | | Business/StoreId | yes | * Auto filled based on the Business/Store selection | | Role | yes | * Able to select any role based of the Business/Store from the dropdwon | | Clock In code | Yes | * Can be set as any amount of digits by the manager only. * Should not be empty, contain any spaces or contain any special characters. |  * Based on the Login details section , the fields are mentioned below  | Field | Mandatory | validation | | --- | --- | --- | | Employee Id | Yes | ICan be set as any amount of characters or digits   * Should not be empty or contain any spaces or contain any special characters | | Employee Email | Yes | Valid email with @symbol | | password | yes | No any validation |   .   * **Then** click the” submit” button or cancel the user redirect to the employee’s overview screen | | |
| **Definition of Done** | * **Unit Tests Passed** * **Acceptance Criteria Met** * **Code Reviewed** * **Functional Tests Passed** * **Non-Functional Requirements Met** | | |

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