



END USER DOCUMENTATION

Synoptic assignment task 4

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Recording an invoice expense

Selecting expense date

You can select a date in two ways:

1. Type the date in the format mm/dd/yyyy
2. Click on the Calinder icon and the calinder box will popup, then select a date on the calinder and it will automatically type it for you.

The screenshot displays the 'Albion Sothcott Synoptic Expense Tracker' application window. The main title is 'Albion Sothcott Expense tracker'. Below the title is a 'Select a date' input field. A red arrow points to a calendar icon on the right side of this field, which is circled in red. Another red arrow points to a calendar popup window that is open, showing the month of May 2018. The calendar grid has the date 13 highlighted in blue. Below the date selection area, there are several input fields: 'Invoice value', 'VAT Status of Invoice' (set to 'VAT Exclusive'), 'Invoice NET', 'Invoice Gross', 'VAT content', and a large 'VAT' button.

Selecting expense type

1. Click on the arrow to open the drop-down menu
2. Select an option from the menu

The screenshot shows a web application window titled "Albion Sothcott Synoptic Expense Tracker". The main heading is "Albion Sothcott Expense tracker". Below the heading is a date field containing "5/15/2018" with a calendar icon. Underneath is a "Type of expense" label followed by a dropdown menu. The dropdown menu is open, showing a list of expense categories: Accomodation (highlighted in blue), Book, Car Fuel, Food, Hardware, Home Energy, Magazine, Meal, Newspaper, Office Equipment, Stamps, Stationery, and Wind Turbine. Below the dropdown are two buttons: "Clear Invoice" and "Add invoice to list". At the bottom of the form is a large empty rectangular box, and below that is a "Show Batch Summary" button. Red arrows point to the dropdown arrow and the "Accomodation" option in the list.

If your expense doesn't come under any of the types in list, please make use of the comments box to provide information about your expense.

Filling in controls

Fill in the boxes with the relevant information.

- Supplier name (Name of shop, company, or individual, etc.)
- Invoice number
- Invoice price
- Comments are optional and restricted to 25 characters. (comments can be the item brought for example 5ltre petral, or 2x desk chairs)

Albion Sothcott Synoptic Expense Tracker

Albion Sothcott Expense tracker

5/15/2018

Type of expense
Accommodation

Supplier name
Travel Lodge

Invoice number
4323513

Invoice value
50

VAT Status of Invoice
VAT Exclusive

Invoice NET
Invoice Gross
VAT content

VAT

Comments (MAX 25 Characters)
1 Night during work trip

Clear Invoice Add invoice to list

Show Batch Summary

Selecting VAT status

VAT Exclusive means the VAT hasn't been included in the items price, this is uncommon for most items, but more common with bulk sales between businesses for business purposes, for example buying materials for production.

VAT Inclusive means the VAT has been included into the items price, this is common place for most on the shelf products.

1. Click on the arrow to open the list.
2. Select VAT status

The screenshot shows the 'Albion Sothcott Synoptic Expense Tracker' application window. The title bar reads 'Albion Sothcott Synoptic Expense Tracker'. The main heading is 'Albion Sothcott Expense tracker'. The form contains the following fields and controls:

- Date: 5/15/2018 (with a calendar icon)
- Type of expense: Accomodation (dropdown menu)
- Supplier name: Travel Lodge
- Invoice number: 4323513
- Invoice value: 50
- VAT Status of Invoice: A dropdown menu is open, showing three options: VAT Exclusive (selected), VAT Exclusive, and VAT Inclusive.
- Invoice NET: (empty field)
- Invoice G: (empty field)
- Comments (MAX 25 Characters): 1 Night during work trip

Red arrows indicate the steps: one points to the dropdown arrow for 'VAT Status of Invoice', and another points to the 'VAT Exclusive' option in the dropdown list.

Calculating VAT

Now that we have provided all the information about our expense/expense we need to calculate the NET, Gross and VAT content.

- Click **VAT** button

Albion Sothcott Synoptic Expense Tracker

Albion Sothcott Expense tracker

Select a date 15

Type of expense
Accommodation

Supplier name
Travel Lodge

Invoice number
4323513

Invoice value 50 VAT Status of Invoice
VAT Exclusive

Invoice NET Invoice Gross VAT content

Comments (MAX 25 Characters)
1 Night during work trip

Clear Invoice Add invoice to list

Show Batch Summary

Invoice number
4323513

Invoice value 50 VAT Status of Invoice
VAT Exclusive

Invoice NET Invoice Gross VAT content

\$50.00 **\$60.00** **\$10.00**

VAT

Add invoice to list

- Click **“Add invoice to list”** button
- Invoice will be added to list

The screenshot shows the 'Albion Sothcott Expense Tracker' application window. The title bar reads 'Albion Sothcott Synoptic Expense Tracker'. The main heading is 'Albion Sothcott Expense tracker'. The form contains the following fields and controls:

- Date: 5/15/2018 (with a calendar icon)
- Type of expense: Accomodation (dropdown menu)
- Supplier name: (text input)
- Invoice number: (text input)
- Invoice value: (text input)
- VAT Status of Invoice: VAT Exclusive (dropdown menu)
- Invoice NET: (text input)
- Invoice Gross: (text input)
- VAT content: (text input)
- VAT: (checkbox)
- Comments (MAX 25 Characters): (text input)
- Buttons: Clear Invoice (grey), Add invoice to list (blue)

Below the form, a list displays the added invoice details:

5/15/2018 : Travel Lodge : Accomodation
Net: \$50.00 VAT: \$10.00 Gross: \$60.00
1 Night during work trip

A 'Show Batch Summary' button is located at the bottom of the list.

Red arrows indicate the flow: one arrow points from the 'Add invoice to list' button to the list, and another arrow points from the list back to the 'Add invoice to list' button.

Contact

Hopefully this document solved all your problems with using this application, in the event that it hasn't please contact support at:

Email: ExpenseTracker@synopticassignment.com

Tel: 293845236