



# END USER DOCUMENTATION

Synoptic assignment task 4

Albion

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## Contents

Recording an invoice expense.....	2
Selecting expense date .....	2
Selecting expense type .....	3
Filling in controls .....	4
Selecting VAT status.....	5
Calculating VAT .....	6
Add invoice to list.....	7
Contact .....	7

## 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. At the top, the title bar reads 'Albion Sothcott Synoptic Expense Tracker'. Below the title bar, the main heading 'Albion Sothcott Expense tracker' is centered. A red arrow points to a 'Select a date' input field on the left. To the right of this field is a calendar icon, which is circled in red and has a red arrow pointing to it. Below the 'Select a date' field, a calendar popup is visible, showing the month of May 2018. The calendar grid has days of the week (Su, Mo, Tu, We, Th, Fr, Sa) as columns and dates as rows. The date '13' is highlighted in blue. Below the calendar, there are several input fields and a dropdown menu. The 'Invoice value' field is empty. The 'VAT Status of Invoice' dropdown menu is set to 'VAT Exclusive'. Below these, there are three more input fields labeled 'Invoice NET', 'Invoice Gross', and 'VAT content', all of which are empty. To the right of these fields is a large grey button labeled 'VAT'.

### Selecting expense type

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

Albion Sothcott Synoptic Expense Tracker

## Albion Sothcott Expense tracker

5/15/2018

Type of expense

Accommodation

Accommodation

Book

Car Fuel

Food

Hardware

Home Energy

Magazine

Meal

Newspaper

Office Equipment

Stamps

Stationery

Wind Turbine

Clear Invoice

Add invoice to list

Show Batch Summary

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

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 form contains the following fields and elements:

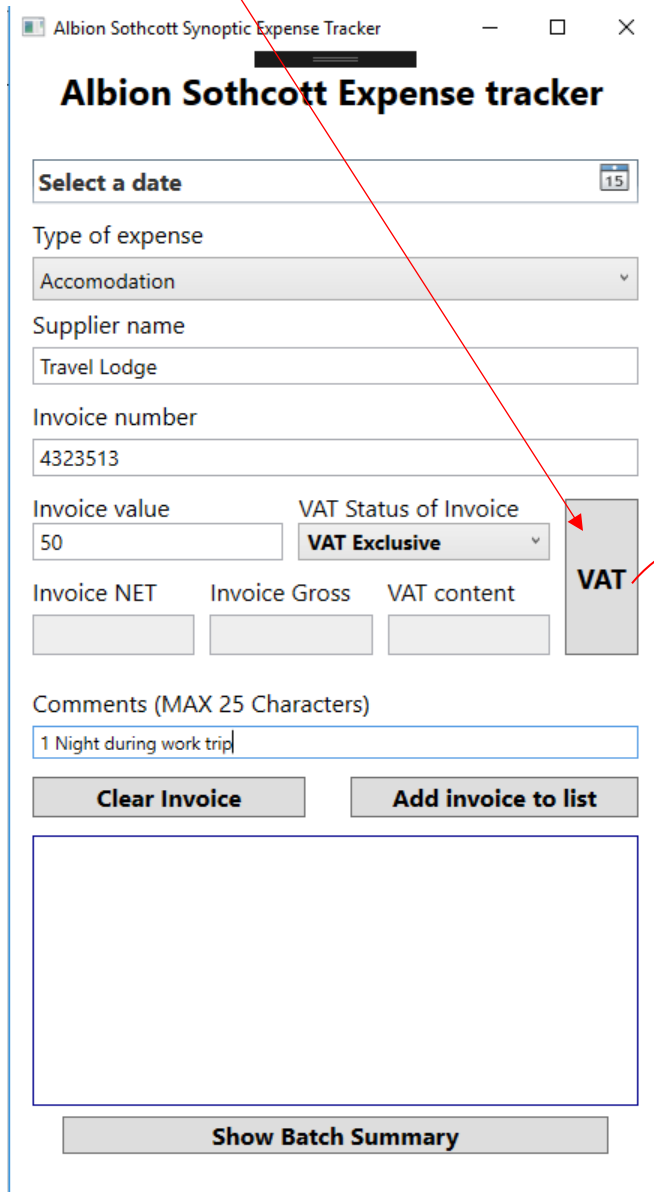
- Date:** 5/15/2018 (with a calendar icon)
- Type of expense:** Accomodation (dropdown menu)
- Supplier name:** Travel Lodge
- Invoice number:** 4323513
- Invoice value:** 50
- VAT Status of Invoice:** A dropdown menu is open, showing three options: VAT Exclusive (selected), VAT Exclusive, and VAT Inclusive. A red arrow points from the instruction 'Click on the arrow to open the list.' to the dropdown arrow.
- Invoice NET:** (empty field)
- Invoice G:** (empty field)
- VAT:** A large grey button.
- Comments (MAX 25 Characters):** 1 Night during work trip

A red line connects the instruction 'Select VAT status' to the 'VAT' button.

## 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 Expense tracker**

Select a date 15

Type of expense  
Accommodation

Supplier name  
Travel Lodge

Invoice number  
4323513

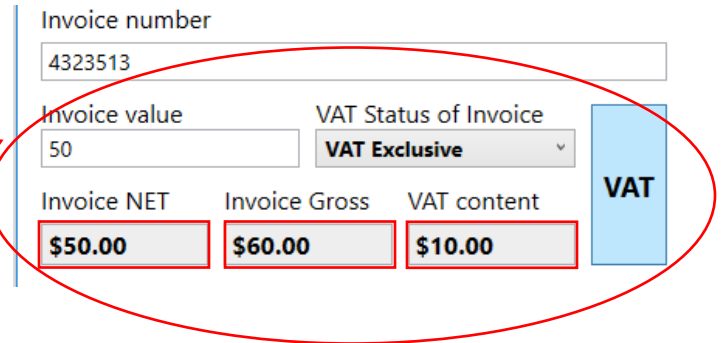
Invoice value 50 VAT Status of Invoice VAT Exclusive

Invoice NET Invoice Gross VAT content **VAT**

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 **VAT**

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

### Add invoice to list

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

Albion Sothcott Synoptic Expense Tracker

## Albion Sothcott Expense tracker

5/15/2018

Type of expense  
Accommodation

Supplier name

Invoice number

Invoice value VAT Status of Invoice  
VAT Exclusive

Invoice NET Invoice Gross VAT content VAT

Comments (MAX 25 Characters)

Clear Invoice Add invoice to list

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

Show Batch Summary

### 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](mailto:ExpenseTracker@synopticassignment.com)

Tel: 293845236