

Transmittal Memo

Date: May 22, 2011

To: Patrick Jay, Manager, Vice President, Accounting Group at Bellevue

From: Robot Rebellion Regime

Subject: System Testing/Test Plan

Robot Rebellion Regime has prepared the enclosed User Manual for the new automated contract payment system.

This User Manual will contain a system overview, step-by-step procedures, information on the user navigation, entry screens, the reports available, where to go for additional help as well as an appendix.

This help file was created by:

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User Manual

June 11, 2011

Robot Rebellion Regime

Adam McCormack, Terry Gorle, Doug Vickers, Chris Clemente and Eric Nelson

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Introduction

The following document is a User Manual designed to help users navigate and utilize the new Bank of Xanadu Automated Contract Payment System.

This User Manual will give an overview of the new system and step-by-step procedures illustrated by screen shots to help users more easily identify the screens they are working with. The step-by-step will walk the users through general navigation, then entry screens and the reports available.

At the end of the document is listed information if additional help is needed. These resources, along with this User Manual, will allow the user to access all of the features this application has to offer.

System Overview

This new automated system will allow management and non-management employees the tools needed to create, track, and view reports of project information. Some of the important features of the system are:

- Easy to use interface
- Managing contracts
- Managing invoices
- Managing employees
- Generating reports
- Validation of entered data
- Security for accessing information

This system will allow users to be more efficient in their job and will save the company money by reducing the time spent doing the activities listed above among other tasks.

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The screenshot shows a web browser window titled "Login". The main heading is "Bank of Xanadu Login" in a dark blue banner. To the right of the heading, the date and time "26-May-11 7:21 PM" are displayed. Below the banner, there are two input fields: "Employee:" followed by a dropdown menu, and "Password:" followed by a text box. Below the password field, the text "password is 123456" is visible. At the bottom of the form, there are two buttons: "Login" and "Exit Application".

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Next, the user is presented with the log in screen. All employees will use this screen to log in. Each user has a permission level set when they were entered into the system. If a user forgets their password, they will need to contact management to get it reset. You can also exit the application.

Steps to Login

1. Type in your last name or choose your name from the drop down menu
2. Tab or click into the Password field
3. Type in your password (This field ***is*** case sensitive)

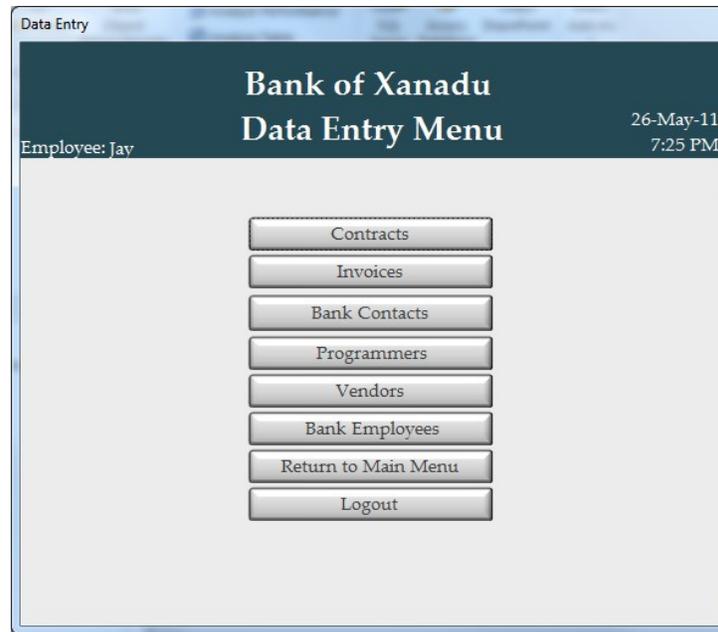
Main Menu



Once the user is logged in, they are taken to the main menu. From here they have the option to go to Data Entry, Reports, Maintenance or they can logout by clicking the corresponding button. The system will also capture the logged on user, so that when they enter information or manipulate data, their name will be stamped on there in case any questions arise, there will be less time trying to find who made the changes. The logged on user and date and time fields appear on every screen.

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Data Entry



From here, the user can click on any of the following buttons:

- Contracts – View, suspend, or add a contract as well as to create a contract exception
- Invoices – View all, add, or view unpaid invoices, create an invoice inquiry response or create an invoice exception
- Bank Contacts – View, add or edit bank contacts such as Project Managers
- Programmers – View, add or edit programmers
- Vendors – View, add or edit vendors
- Bank Employees – View, add or edit employees as well as perform a password reset
- Return to Main Menu – Returns you to the main menu
- Logout – Logs you out of the system

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Contracts



Once you click on the Contracts button, you have the option to View Contracts, Suspended Contracts, Add New Contract, create a Contract Exception, return to the Main Menu or Logout.

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View Contracts

Bank of Xanadu Contracts

Contract ID: 1 Vendor ID: 13
 Start Date: 6/8/2008 Name: Electric Enterprises Inc
 End Date: 10/31/2008 Email Address: hinojos@example.com
 Hourly Rate: \$35.00 Contract ID: 7
 Fee Max: \$8,000.00 First Name: George
 Unit ID: 3 Last Name: Romero
 Contract Status: Completed Email Address: romero@example.com
 Description:

ID	Last Name	First Name	Contract ID	Start Date	End Date
2	Watkins	Luther	1	2/9/2008	10/31/2008

Record: 1 of 1 | Search

Invoice ID	Start Date	End Date	Hours Worked	Contract ID
17	4/18/2011	4/24/2008	50	1

Record: 1 of 3 | Search

Bank of Xanadu Contracts

Contract ID: 1 Vendor ID: 13
 Start Date: 6/8/2008 Name: Electric Enterprises Inc
 End Date: 10/31/2008 Email Address: hinojos@example.com
 Hourly Rate: \$35.00 Contract ID: 7
 Fee Max: \$8,000.00 First Name: George
 Unit ID: 3 Last Name: Romero
 Contract Status: Completed Email Address: romero@example.com
 Description:

ID	Last Name	First Name	Contract ID	Start Date	End Date
2	Watkins	Luther	1	2/9/2008	10/31/2008

Record: 1 of 1 | Search

Invoice ID	Start Date	End Date	Hours Worked	Contract ID
17	4/18/2011	4/24/2008	50	1

Record: 1 of 3 | Search

Previous Next Record Close Form
 More Options

On the View Contracts screen, you can view the contracts. Users can use the Previous and Next Record buttons to view different contracts, the Close Form button to return to the Contracts menu, or the More Options button. Below is a list of the information you will find on this screen:

- Contract ID – The unique ID for the Contract (This field is auto populated)
- Start Date – The start date of the contract
- End Date – The end date for the contract
- Hourly Rate – The hourly rate for the programmer
- Fee Max – The fee maximum for the contract
- Unit ID – The Unit ID for this contract

- Contract Status – The status of the contract (In Progress, Completed, Suspended)
- Description – A description of the contract if any was entered
- Vendor ID – The Vendor ID for this contract
- Name – The vendor name
- Email Address – Email address for the vendor's main contact
- Contact ID – The bank contact's ID

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- First Name – The bank contact's first name
- Last Name – The bank contact's last name
- Email Address – The bank contact's email address
- Programmer Sub Form:
 - ID – Programmers unique ID
 - Last Name – Programmers Last Name
 - First Name – Programmers First Name
 - Contract ID – The contract ID the programmer is associated to
 - Start Date – The start date of the associated contract
 - End Date – The end date of the associated contract
- Associated Invoices Sub Form:
 - Invoice ID – The unique ID associated with the invoice
 - Start Date – The start date of the associated invoice
 - End Date – The end date of the associated invoice
 - Hours Worked – The hours worked on the invoice

- Contract ID – The contract ID the invoice is associated to
- Record Navigation arrows are used to view other invoices associated with the chosen contract

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More Options – View Contracts



From this menu, you can add a new contract, add an invoice to the contract, create a contract exception, undo your changes, save the record, print the record or return to the View Contracts screen.

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Suspended Contracts

Project: Database (Access 2007) - Microsoft Access

Bank of Xanadu
Contracts

Employee: Jav 26-May-11 7:26 PM

Contract ID: 42 Vendor ID: 15

Name: International Consultants

Start Date: 8/1/2011 Email Address: Consultants@example.com

End Date: 9/1/2011 Contact ID: 7

Hourly Rate: \$28.00 First Name: George

Fee Max: \$50,000.00 Last Name: Romero

Unit ID: 1 Email Address: Romero@example.com

Contract Status: Suspended

Description: repair security system

ID	Last Name	First Name	Contract ID	Start Date	End Date
4	Karl	Jerry	42	8/1/2011	9/1/2011

Record: 1 of 1

Project: Database (Access 2007) - Microsoft Access

Bank of Xanadu
Contracts

Employee: Jav 26-May-11 7:26 PM

Contract Status: Suspended Email Address: Romero@example.com

Description: repair security system

ID	Last Name	First Name	Contract ID	Start Date	End Date
4	Karl	Jerry	42	8/1/2011	9/1/2011

Record: 1 of 1

Associated Invoices:

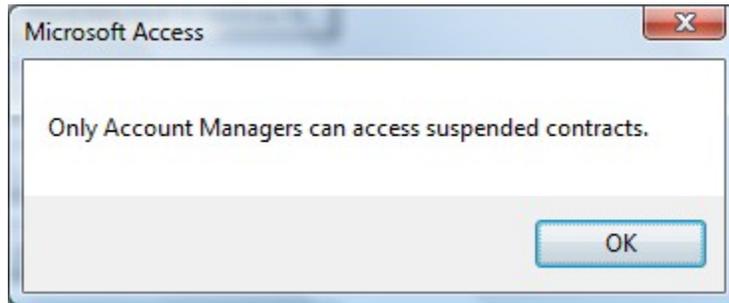
Record: 1 of 1

Previous Next Record Close Form More Options

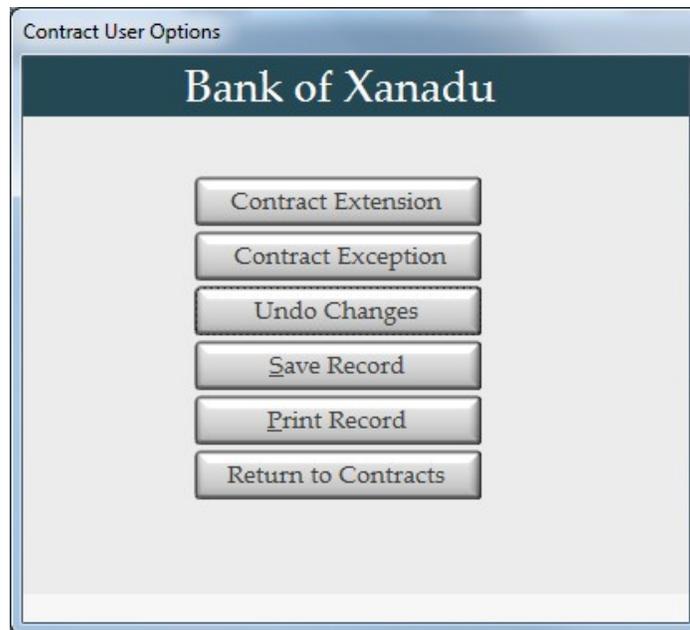
On the Suspended Contracts screen, you can view the existing suspended contracts. You can use the Previous and Next Record buttons to view different contracts, the Close Form button to return to the Contracts menu, or the More Options button. The information you will find on this screen is the same as the exact View Contracts screen.

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If you don't have the right permissions, the below message box pops up:



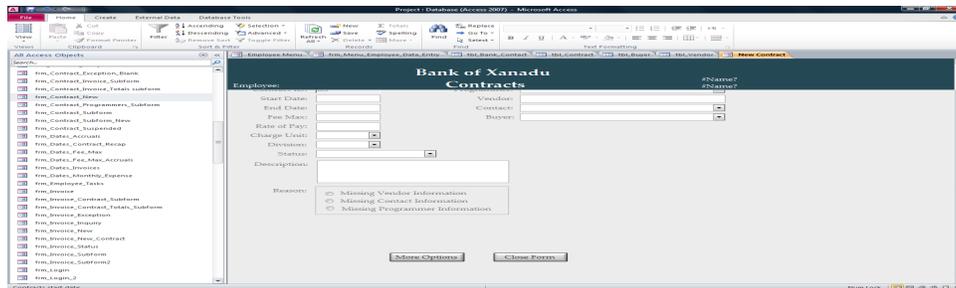
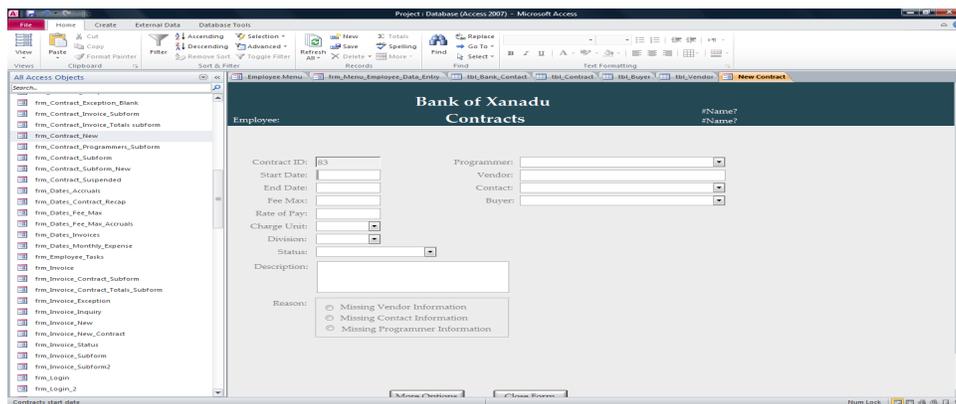
More Options – Suspended Contract



From this menu, you can create a contract extension, create a contract exception, undo your changes, save the record, print the record or return to the Suspended Contracts screen.

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Add New Contract



When the Add New Contract button is clicked, users are taken to this screen. From here, users fill out the information for the contract. Users can also click the More Options button or the Close Form button to return to the Contracts menu. When the user clicks the Close Form button, they are prompted if they want to disregard their changes. Below is a list of the information you will find on this screen:

- Click on Contract ID – The unique ID for the Contract (This field is auto populated)
- Click on Start Date – The start date of the contract

- Click on End Date – The end date for the contract
- Click on Fee Max – The fee maximum for the contract
- Click on Rate of Pay – The hourly rate for the programmer
- Click on Charge Unit – The Charge Unit for this contract
- Click on Division – The Division for this contract
- Click on Status – The status of the contract (In Progress, Completed, Suspended)
- Click on Description – A description of the contract if applicable

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- Click on Reason –
- Click on Programmer – The name of the programmer
- Click on Vendor – The Vendor name (this will auto populate when a programmer is chosen)
- Click on Contact – The name of the bank contact
- Click on Buyer – The name of the buyer

More Options – Add New Contract



From this menu you can add an invoice to the contract, create a contract exception, undo your changes, save the record, print the record or return to the Add New Contract screen.

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[Contract Exception](#)

The screenshot shows a web application window titled "Contract Exception Menu". The header area is dark blue with the text "Bank of Xanadu" and "Contracts Menu" in white. On the left, it says "Employee: Jay" and on the right, the date and time "26-May-11 7:42 PM". Below the header, there is a prompt: "Choose a contract to add an invoice to." This is followed by a dropdown menu with three columns: "Contract ID", "Vendor ID", and "Vendor Name". Below the dropdown are four buttons: "Create Exception", "Don't Know Contract", "Return to Main Menu", and "Logout".

On the Create Exception menu, the user will select the Contract ID, Vendor ID and Vendor name from a dropdown list. Once the information is selected, the user will click the Create Exception button. If the contract isn't known, the user can click on the Don't Know Contract button. The Don't Know Contract button will take you to the View Contracts screen so the user can look at the contracts and select the appropriate one. There is also the option to return to the main menu or logout of the system.

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Create Exception

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Project: Database (Access 2007) - Microsoft Access

File Home Create External Data Database Tools

Compact and Repair Database Tools Visual Basic Macro Relationships Object Dependencies Database Documenter Analyze Performance SQL Server Access SharePoint Add-Ins Move Data

Navigation Pane

Bank of Xanadu
Contract Exception Memo

Employee: Jav 26-May-11 7:49:40 PM

From: Jav
To: Harry Gorgio
Email: GHarry@example.com
Classification:
Subject:
Vendor: Donny Wicks Associates

I am unable to complete the contract due to the following reason:

Missing Vendor Information
 Missing Contact Information
 Missing Programmer Information

Please provide the necessary information and return to me in unit #3707. Thanks you for your assistance in resolving these problems. If you have any questions, please call me at XanaduNet 785-1223.

Attachment included

Date: Action:

Form View Num Lock

Project: Database (Access 2007) - Microsoft Access

File Home Create External Data Database Tools

Compact and Repair Database Tools Visual Basic Macro Relationships Object Dependencies Database Documenter Analyze Performance SQL Server Access SharePoint Add-Ins Move Data

Navigation Pane

Bank of Xanadu
Contract Exception Memo

Employee: Jav 26-May-11 7:49:40 PM

Classification:
Subject:
Vendor: Donny Wicks Associates

I am unable to complete the contract due to the following reason:

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Please provide the necessary information and return to me in unit #3707. Thanks you for your assistance in resolving these problems. If you have any questions, please call me at XanaduNet 785-1223.

Attachment included

Date: Action:

Form View Num Lock

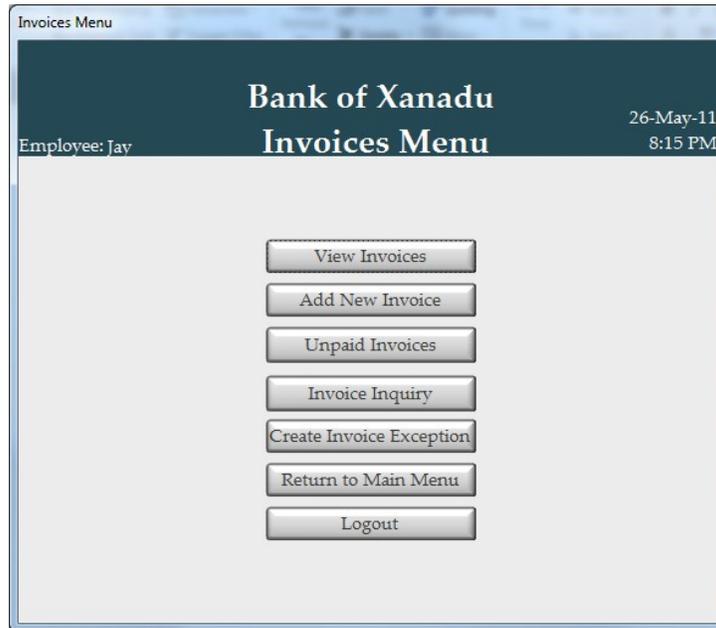
Here is where the user can fill out a contract exception memo. Once it has been filled out, the user can click the email button to open up a new Outlook email, and email this form to the appropriate contact so the memo can be completed and returned. Below is the information on this form:

- Click on From – Who the email is from (This will auto populate based on who is logged in)
- Click on To – The first and last name of who the email is going to (this will auto populate based on the contract that is chosen)
- Click on Email – The email address of who the email is going to (this will auto populate based on the contract that is chosen)
- Click on Classification –
- Click on Subject – Put the subject of the email
- Click on Radio Buttons – Choose the proper reason for exception

- Click on Attachments – The date and the action of the attachment

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Invoices



Once you click on the Invoices button, you have the option to View Invoices, Add New Invoice, view Unpaid Invoices, create an Invoice Inquiry, create an Invoice Exception, return to the Main Menu, or Logout.

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View Invoices

Bank of Xanadu
Invoices

Employee: Jav

Invoice ID: 6
Start Date: 4/20/2012
End Date: 4/25/2012
Invoice Date: 4/13/2011
Due Date: 4/27/2012
Hourly Rate: \$24.00
Hours Worked: 30
Invoice Terms: na
Work Description: clean up

Programmer: Tyler Hall
Vendor ID: 2
Name: APEX
Charge Unit: 1
Pay Status: Unpaid

Invoice ID	Contract ID	Start Date	End Date	Fee Max
6	33	10/1/2011	6/1/2012	\$35,000.00

Bank of Xanadu
Invoices

Employee: Jav

Hours Worked: 30
Invoice Terms: na
Work Description: clean up

Invoice ID	Contract ID	Start Date	End Date	Fee Max
6	33	10/1/2011	6/1/2012	\$35,000.00

Previous Next Record Close Form
More Options

Here is where users can view completed invoices. You can use the Previous and Next Record buttons to view different invoices, the Close Form button to return to the Invoices menu, or the More Options button. Below is a list of the information you will find on this screen:

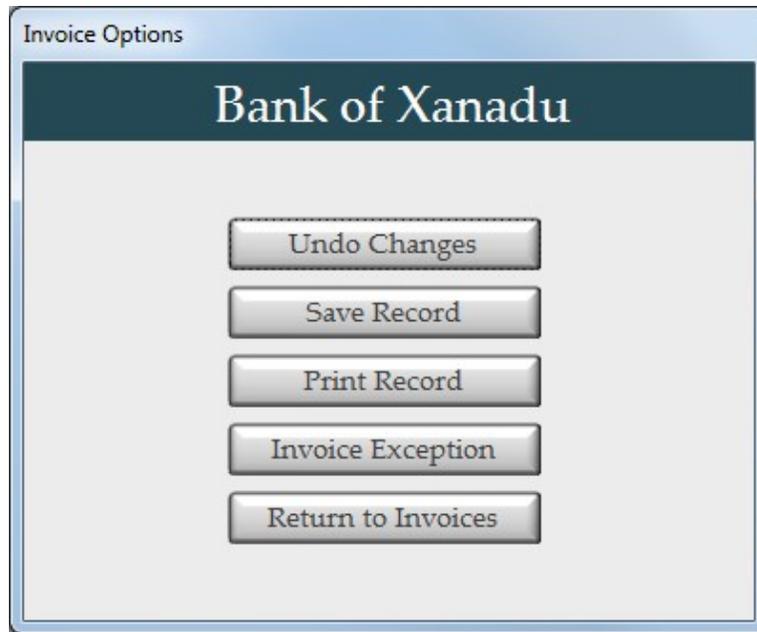
- Click on Invoice ID – The unique invoice ID

- Click on Start Date –
- Click on End Date –
- Click on Invoice Date – The date of the invoice
- Click on Due Date – The due date of the invoice
- Click on Hourly Rate – The hourly rate of the programmer
- Click on Hours Worked – The programmer’s hours worked

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- Click on Invoice Terms – Terms of the invoice if any were added
- Click on Work Description –
- Click on Programmer – The programmer’s first and last name
- Click on Vendor ID – The unique ID of the vendor
- Click on Name – The name of the company the programmer works for
- Click on Charge Unit – The ID of the unit being charged
- Click on Pay Status – The invoice status (Paid, unpaid, do not pay)
- Click on Invoice Notes – Any notes for the invoice
- Click on Associated Contracts –
 - Click on Invoice ID – The invoice ID associated to the contract
 - Click on Contract ID – The contract ID associated to the invoice
 - Click on Start Date – The start date of the contract
 - Click on End Date – The end date of the contract
 - Click on Fee Max – The fee maximum of the contract

[More Options – View invoices](#)



From this menu you can undo your changes, save the record, print the record, create an Invoice Exception or return to the View Invoices screen.

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[Add New Invoice Menu](#)

The screenshot shows a web application window titled "Invoices Menu". The header area is dark blue with the text "Bank of Xanadu" in white, "Invoices Menu" in white, and the date and time "26-May-11 8:37 PM" in white. Below the header, the text "Employee: Jay" is visible. The main content area is light gray and contains the instruction "Choose a contract to add an invoice to." followed by a table with three columns: "Contract ID", "Vendor ID", and "Vendor Name". Below the table is a dropdown menu. At the bottom of the main content area, there are four buttons: "Add New Invoice", "Don't Know Contract", "Return to Main Menu", and "Logout".

Once the Add New Invoice button is clicked, users are brought to the above menu. From here, the user selects the correct contract from the dropdown menu to add an invoice to. Once the contract is selected, click the Add New Invoice button. If the contract ID is unknown, click on the Don't Know Contract button. The Don't Know Contract button will take you to the View Contracts screen so the user can look at the contracts and select the appropriate one. There is also the option to return to the main menu or logout of the system.

Add New Invoice

The screenshot shows the 'New Invoice' form in Microsoft Access. The form is titled 'Bank of Xanadu Invoices'. The left pane shows the 'All Access Objects' list, with 'frm_Invoice_New_Contract' selected. The form fields are as follows:

Field	Value
Invoice ID	95
Start Date	1/1/2011
End Date	1/2/2011
Invoice Date	1/5/2011
Due Date	1/15/2011
Rate of Pay	\$33.00
Hours Worked	40
Invoice Total	\$1,320.00
Accrual Date	2/1/2011
Programmer	Watkins
Vendor ID	2
Contract ID	43
Charge Unit	VHCD

The 'Associated Contracts' table is shown below:

Contract ID	Start Date	End Date	Fee Max	Contract Status
(New)				

Buttons at the bottom: More Options, Close Form.

This is the Add New Invoice screen. If you came here via the Add Invoice to Contract button on the More Options menu of the View Contracts screen, the associated contracts portion will be populated. The users can click on the More Options button or the Close Form button to return to the Add New Invoice menu. On this screen, users will fill in the below information:

- Click on Invoice ID – This will auto populate with a unique ID. This field cannot be edited by anyone
- Click on Start Date –
- Click on End Date –
- Click on Invoice Date – The date of the invoice
- Click on Due Date – The due date of the invoice
- Click on Rate of Pay – The hourly rate of the programmer (This will auto populate based on the contract that was selected)

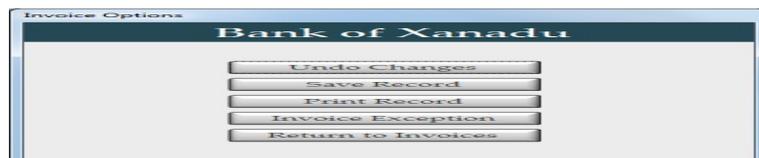
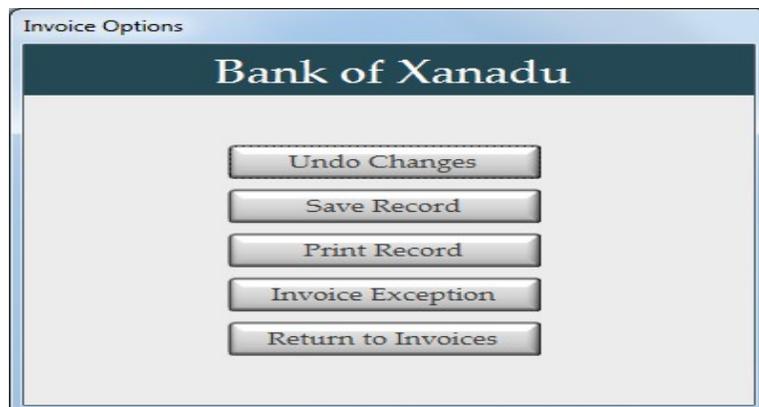
- Click on Hours Worked – The programmer’s hours worked

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- Click on Invoice Total – This is the total amount of the invoice (This will auto populate once the hours worked is filled it. It is a calculation of Rate of Pay X Hours Worked)
- Click on Accrual Date – The date for which the accrual will happen
- Click on Invoice Terms – The terms of the invoice if any is needed
- Click on Work Description – Description of work if any is needed
- Click on Programmer – Select the programmer from the drop down (*Note: the Vendor ID of the programmer **must** match the Vendor ID field)
- Click on Vendor ID – The Vendor ID for the Contract (This will auto populate based on the contract that was selected)
- Click on Contract ID – The contract ID (This will auto populate based on the contract that was selected)
- Click on Charge Unit – The Unit being charged (This will auto populate based on the contract that was selected)
- Click on Associated Contract – (This will auto populate based on the contract that was selected)
 - Click on Contract ID – The contract ID this invoice is associated to
 - Click on Start Date – The start Date of the contract
 - Click on End Date – The end Date of the contract
 - Click on Fee Max – The Fee Maximum for the contract

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More Options – Add New Invoice



From this menu you can undo your changes, save the record, print the record or return to the Add New Invoice screen.

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Unpaid Invoices

The screenshot shows the Microsoft Access interface for the 'Unpaid Invoices' form. The form is titled 'Bank of Xanadu Invoices' and includes the following fields:

- Invoice ID: 6
- Start Date: 4/20/2012
- End Date: 4/25/2012
- Invoice Date: 4/13/2011
- Due Date: 4/27/2012
- Invoice Pay Status: Unpaid
- Invoice Accrual: (empty)
- Invoice Accrual Reversed: (empty)
- Buyer ID: 1
- Invoice Notes: (empty text area)

Below the fields is a table of associated contracts:

Invoice ID	Contract ID	Start Date	End Date	Fee Max
6	33	10/1/2011	6/1/2012	\$35,000.00

At the bottom of the form, there are three buttons: 'Previous Record', 'Next Record', and 'Close Form'.

Only Payables employees have read/write access to this portion of the application. All other users can only view records. If a user is a payables

employee but cannot edit the information, please reach out to management to get the issue resolved. Users can use the Previous Record and Next Record buttons to view different contracts, the Close Form button to return to the Invoices menu. Below is the information available to view/edit:

- Click on Invoice ID – This will auto populate with a unique ID. This field cannot be edited by anyone
- Click on Start Date –
- Click on End Date –
- Click on Invoice Date – The date of the invoice
- Click on Due Date – The due date of the invoice
- Click on Invoice Pay Status – This will auto populate with Unpaid
- Click on Invoice Accrual –
- Click on Invoice Accrual Reversed –
- Click on Buyer ID – The ID for the buyer

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- Click on Invoice Notes – Notes for the invoice if any were entered
- Click on Associated Contracts – This will auto populate depending on the Invoice ID
 - Click on Invoice ID – The invoice ID of the unpaid invoice
 - Click on Contract ID – The contract ID associated to the invoice
 - Click on Start Date – The contract start date
 - Click on End Date – The contract end date
 - Click on Fee Max – The fee maximum for the contract

Invoice Inquiry

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The screenshot shows the Microsoft Access interface for the 'Bank of Xanadu Invoice Inquiry Response' form. The form is populated with the following data:

Field	Value
Vendor ID	2
Name	ALPEN
Phone Number	(201) 546-1348
Address 1	2336 Pine Street
City	Portland
State	PA
Zip Code	97205
Email Address	Leeson@example.com
Subject	
Invoice ID	6
Start Date	4/20/2012
End Date	4/25/2012
Due Date	4/27/2012
Invoice Notes	
Pay Status	Unpaid

Below the form, there are several buttons: 'Previous Record', 'Next Record', 'Email', 'Close Form', and 'Return to Invoices'. The form also includes a status message: 'We are looking into the issue. Here is the status of the situation.' with two radio button options: 'Invoice has not been received.' and 'Pending inspection.'

Here the users can fill out the Invoice Inquiry and email it. Most of the information is already populated. Users can use the Previous Record and Next Record buttons to view different invoices, the Email button to email the inquiry, or the Close Form button to return to the Invoices menu. Below is the list of information on this screen:

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- Click on Vendor ID – Vendor ID associated to the invoice
- Click on Name – Company name
- Click on Phone Number – Phone number for the company contact
- Click on Address 1 – Street address of company
- Click on City – City of the company
- Click on State – State of the company
- Click on Zip Code – Zip code of the company

- Click on Email Address – Email address for the company contact
- Click on Subject – Subject of the email
- Click on Invoice ID – Invoice ID
- Click on Start Date –
- Click on End Date –
- Click on Due Date – Due date of the invoice
- Click on Invoice Notes – Notes for the invoice if any
- Click on Pay Status – The status of the invoice (Paid, Unpaid, Do Not Pay)
- Click on Radio Buttons – Click one to provide status of why we are sending the inquiry

Invoice Exception

**Bank of Xanadu
Invoice Exception Memo**

Employee: #Name? #Name?

From: _____

To: _____

Email: _____

Classification: _____

Subject: _____

Vendor: _____

I am unable to process the attached invoices for the following reasons:

- No contract on file
- Dollar amount exceeds contract fee by: _____
- Invoice period outside of contract dates
- No time sheet
- No invoice/time sheet approval
- Time sheet and invoice discrepancy
- Billed rate different from contract rate
- Other: _____

Please provide the necessary information and return to me in unit 43707. Thanks you for your assistance in resolving these problems. If you have any questions, please call me at XanaduNet 785-1223.

Attachment included.

Date: _____

Action: _____

**Bank of Xanadu
Invoice Exception Memo**

Employee: #Name? #Name?

From: _____

To: _____

Email: _____

Classification: _____

Subject: _____

Vendor: _____

I am unable to process the attached invoices for the following reasons:

- No contract on file
- Dollar amount exceeds contract fee by: _____
- Invoice period outside of contract dates
- No time sheet
- No invoice/time sheet approval
- Time sheet and invoice discrepancy
- Billed rate different from contract rate
- Other: _____

Please provide the necessary information and return to me in unit 43707. Thanks you for your assistance in resolving these problems. If you have any questions, please call me at XanaduNet 785-1223.

Attachment included.

Date: _____

Action: _____

Users will fill out this form to send to the customer by clicking click the Email button to send the email or they can also click the Return to Invoice button to return to the Invoices menu. Below if the information on the screen:

- Click on From – Who the exception is from (This will auto populate depending on who is logged into this application)
- Click on To – Who the exception is to. Choose a name from the dropdown
- Click on Email – Email address of the recipient (This will auto populate depending on the person that is chosen in the To field)
- Click on Classification –
- Click on Subject – The subject of the email

- Click on Vendor – The vendor name

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- Radio Button – Click the radio button that corresponds with why this exception is being sent. If there is no appropriate radio button, choose the “Other” radio button and fill in your own reason in the box provided.
- Click on Attachment – Add Attachments
 - Click on Date – Date of the Attachment
 - Click on Action – Action/description of the attachment

Bank Contacts

Project : Database (Access 2007) - Microsoft Access

Bank of Xanadu

Employees #Name? #Name?

Employee:

Contact ID: 1

Title: Project Manager

First Name: Greg

Last Name: Sorenson

Phone Number: (206) 665-4465

Email Address: Sorenson@example.com

Unit: 2

Associated Contracts:

Contract ID	Start Date	End Date
19	2/11/2008	4/12/2008

Record: 1 of 4 | No Filter | Search

Previous Next Record Close Form
More Options

This is where users will find information on bank contacts (Project Managers, Project Leads, etc). Users can use the Previous and Next Record buttons to view different contacts, the Close Form button to return to the Data Entry menu, or the More Options button.

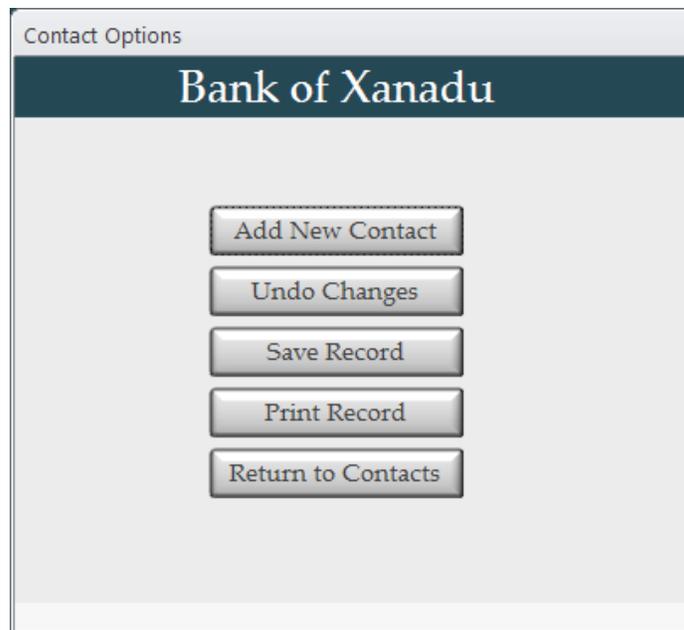
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Users can click on the next record button until they come to a new record to enter a new contact or they can use the More Options button to take them straight to a new record. Below is a list of the information you will find on this screen:

- Click on Contact ID – The unique ID for the contact
- Click on Title – The title of the contact (Project Manager, Project Lead, etc)
- Click on First Name – The contact's first name
- Click on Last Name – The contact's last name
- Click on Phone Number – The contact's phone number
- Click on Email Address – The contact's email address
- Click on Unit – The unit the contact belongs to
- Click on Associated Contracts – Contracts the contact is associated with
 - Click on Contract ID – The contract ID of the associated contract
 - Click on Start Date – The start date of the associated contract
 - Click on End Date – The end date of the associated contract

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More Options – Bank Contacts



From here users can click the Add New Contact button to take them back to the Bank Contacts form with all information cleared. The user can then enter in the information for the new contact. Once the user starts adding information, the Contact ID will auto populate. Users can also undo changes, save the record, print the record or return to the Bank Contacts screen.

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Programmers

The screenshot shows a Microsoft Access form titled "Bank of Xanadu Programmers". The form is displayed in a window titled "Project : Database (Access 2007) - Microsoft Access". The ribbon includes "File", "Home", "Create", "External Data", and "Database Tools". The "All Access Objects" pane on the left lists various forms and tables, with "frm_Contract_Programmers_Subform" selected. The form itself has a dark blue header with the title "Bank of Xanadu Programmers" and two "#Name?" labels. Below the header, there are several text boxes for employee information: "Employee:", "Programmer ID:" (with value "1"), "First Name:" (with value "Tyler"), "Last Name:" (with value "Hall"), "Phone Number:" (with value "(318) 715-7305"), "Address 1:" (with value "3894 Emerson Road"), "Address 2:" (with value "unit B"), "City:" (with value "Alexandria"), "State:" (with value "LA"), "Zip Code:" (with value "71301-"), and "Email Address:" (with value "TylerHall@example.com"). There is also a "Notes:" field. Below the text boxes is a table titled "Associated Contracts" with columns "Contract ID", "Start Date", and "End Date". The table contains one row with values "2", "3/1/2008", and "3/1/2009". At the bottom of the form, there are navigation buttons: "Previous", "Next Record", "Close Form", and "More Options". The status bar at the bottom shows "Programmer's first name" and "Num Lock".

Contract ID	Start Date	End Date
2	3/1/2008	3/1/2009

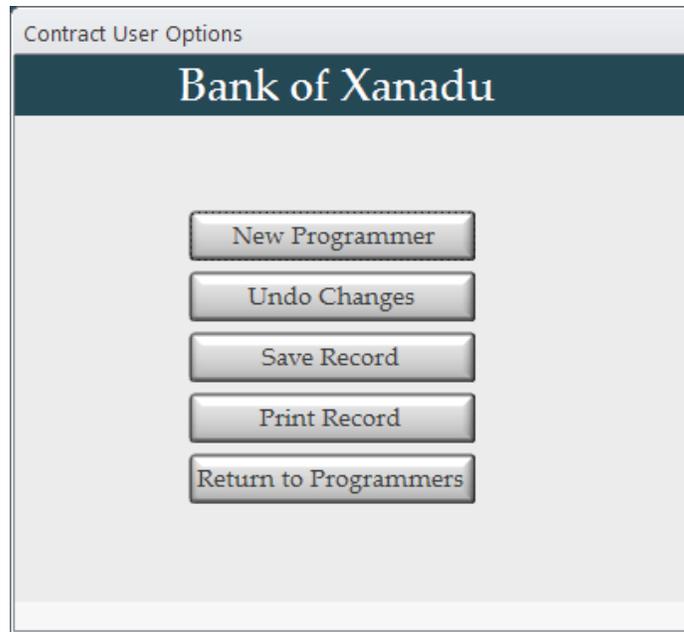
This is where users will find information on programmers. Users can use the Previous and Next Record buttons to view different programmers, or the Close Form button to return to the Data Entry menu. Users can click on the next record button until they come to a new record to enter a new programmer or they can use the More Options button to take them straight to a new record. Below is a list of the information you will find on this screen:

- Click on Programmer ID – The unique ID for the programmer
- Click on First Name – The programmer's first name
- Click on Last Name – The programmer's last name
- Click on Phone Number – The programmer's phone number
- Click on Address Line 1 – The programmer's street address
- Click on Address Line 2 – The programmer's Apt, Unit, etc.
- Click on City – The programmer's city

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- Click on State – The programmer's state
- Click on Zip Code – The programmer's zip code
- Click on Email Address – The programmer's email address
- Click on Notes – Any notes pertaining to the programmer
- Click on Associated Contracts – Contracts the contact is associated with
 - Click on Contract ID – The contract ID of the associated contract
 - Click on Start Date – The start date of the associated contract
 - Click on End Date – The end date of the associated contract

More Options – Programmer



From here users can click the New Programmer button to take them back to the Programmers form with all information cleared. The user can then enter in the information for the new programmer. Once the user starts adding information, the Programmer ID will auto populate. Users can also undo changes, save the record, print the record or return to the Programmers screen.

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Vendors

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The screenshot shows the Microsoft Access interface for the 'Bank of Xanadu' database. The 'Vendors' form is open, displaying the following information:

Field	Value
Vendor ID	
Name	Donna Wicks Associates
Phone Number	(525) 235-8746
Address 1	574 Wescam Court
Address 2	
City	Reno
State	NV
Zip Code	89501-
Email Address	DJones@example.com
Notes	

Navigation buttons at the bottom: Previous, Next Record, Close Form, More Options.

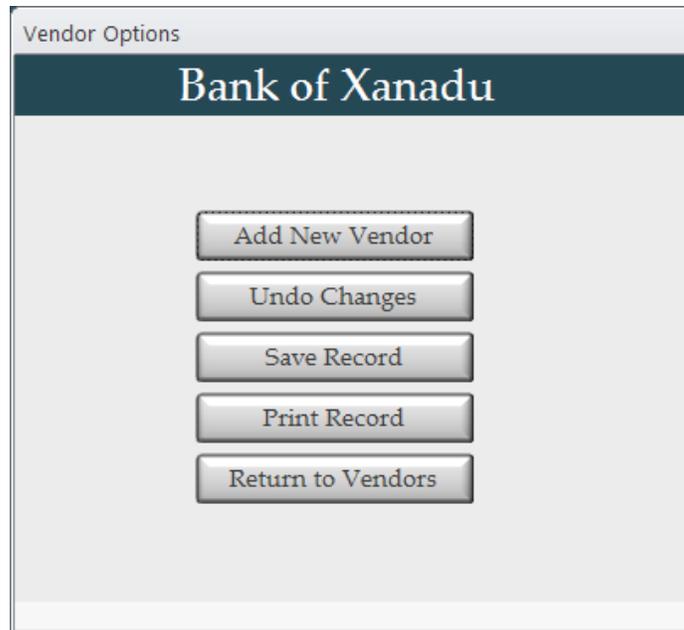
This is where users will find information on vendors. Users can use the Previous and Next Record buttons to view different vendors, or the Close Form button to return to the Data Entry menu. Users can click on the next record button until they come to a new record to enter a new vendor or they can use the More Options button to take them straight to a new record. Below is a list of the information you will find on this screen:

- Click on Vendor ID – The unique ID for the vendor
- Click on Name – The vendor's name
- Click on Phone Number – The vendor's phone number
- Click on Address Line 1 – The vendor's street address
- Click on Address Line 2 – The vendor's Apt, Unit, etc.
- Click on City – The vendor's city
- Click on State – The vendor's state
- Click on Zip Code – The vendor's zip code

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- Click on Email Address – The vendor’s email address
- Click on Notes – Any notes pertaining to the vendor

More Options – Vendor



From here users can click the Add New Vendor button to take them back to the Vendors form with all information cleared. The user can then enter in the information for the new vendor. Once the user starts adding information, the Vendor ID will auto populate. Users can also undo changes, save the record, print the record or return to the Vendors screen.

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Bank Employees

The screenshot shows the Microsoft Access interface for the 'Bank of Xanadu' database. The 'Employees' form is open, displaying the following data:

Field	Value
Employee ID	1
First Name	Patrick
Last Name	Jay
Phone Number	(425) 664-1378
Employee Group	Accounting
Permission Level	Manager
Employee Status	Unlocked

Navigation buttons at the bottom include: Previous, Next Record, Close Form, and More Options.

This is where users will find information on bank employees. Only management has read/write access to this portion of the application. All other users can only view records. If a user is management but cannot edit the information, please reach out to another person in management to get the issue resolved. Users can use the Previous and Next Record buttons to view different bank employees, or the Close Form button to return to the Data Entry menu. Users can click on the next record button until they come to a new record to enter a new bank employee or they can use the More Options button to take them straight to a new record. Below is a list of the information you will find on this screen:

- Click on Employee ID – The unique ID for the bank employee

- Click on First Name – The bank employee’s first name
- Click on Last Name – The bank employee’s last name
- Click on Phone Number – The bank employee’s phone number

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- Click on Employee Group – The department the employee belongs to
- Click on Permission Level – The level of access an employee has for the database
- Click on Employee Status – Gives the employee status (Locked or Unlocked)

More Options – Bank Employees



From here management users can click the Add New Employee button to take them back to the Bank Employees form with all information cleared. The user can then enter in the information for the new employee. Once the user starts adding information, the Employee ID will auto populate. Users

can also undo changes, save the record, print the record or return to the Bank Employees screen. Management employees also have the option to do a Password Reset.

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Password Reset

Employee: Jay

Employee:

Old Password:

New Password:

On this screen, management employees can reset a password for an employee. Once they fill out the information, they will click the Change Password button to change the password. They can also click the Return to Employees button to return to the Bank Employees form.

- Click on Employee – Select the correct employee from the dropdown menu
- Click on Old Password – Type the employees old password
- Click on New Password – Type the employees new password

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Reports



From the reports menu, the user has the option to Generate Reports, return to the Main Menu or logout.

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Generate Reports



This is where reports can be generated. To see examples of each report go to Report Examples in the Appendix. When users click on one of the buttons, they are taken to a menu for the type for report they clicked on. They can also return to the Main Menu or logout. Below is a list of the reports that can be generated:

- Click on Invoices

- Click on Fee Maximum
- Click on Accruals
- Click on Fee Max vs. Accruals
- Click on Monthly Expenses
- Click on Contract Recap

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Reports – Invoices Menu



The screenshot shows a web application window titled "Invoice Reports". The header area is dark blue with the text "Bank of Xanadu Invoice Reports" in white. On the left side of the header, it says "Employee: Jay". On the right side, there are two "#Name?" labels. Below the header, the main content area is light gray and contains a form with the following elements:

- An "Invoice ID" label followed by a text input field and a dropdown arrow.
- A "Print Selected Invoice" button.
- A "Print Monthly Invoices" button.
- A "Don't Know Invoice ID" button.
- A "Return to Reports Menu" button.

Here users can print a selected invoice, print a monthly invoice, look up the invoice if they don't know it or return to the Generate Reports menu. Users

will select the Invoice ID from the dropdown. If the invoice isn't known, click the Don't Know Invoice ID button to be taken to the View Invoices screen. Clicking the Print Monthly Invoices button will take you to a screen where you can enter the month and view or print the invoices for that month. Users can also click the return to reports button to return to the Generate Reports menu.

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Reports – Monthly Invoices



The screenshot shows a web application window titled "Monthly Invoice Reports". The header area is dark blue and contains the text "Bank of Xanadu" and "Monthly Invoices" in white. On the left side of the header, it says "Employee: Jay". On the right side, there are two "#Name?" labels. Below the header, the main content area is light gray. It features two dropdown menus for "Month" and "Year". The "Month" dropdown is set to "5" and the "Year" dropdown is set to "2011". Below these dropdowns are two buttons: "Print Preview" and "Return to Reports".

Users are presented with this screen. Here, users select the month and year of the invoices they want to view or print. The date is defaulted to the current month and year. Once the date is selected, click Print Preview to view or print the Monthly Invoice. Click the return to reports button to return to the Generate Reports menu.

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Reports – Fee Maximum

The screenshot shows a web application window titled "Fee Maximum Reports". The header area is dark blue with the "Bank of Xanadu" logo and the title "Fee Maximum Reports". On the left, it says "Employee: Jay" and on the right, there are two "#Name?" labels. The main content area is light gray and contains two dropdown menus for "Month" (set to 5) and "Year" (set to 2011). Below the dropdowns are two buttons: "Print Preview" and "Return to Reports Menu".

Here users can view or print the fee maximum report, or click the return to reports button to return to the Generate Reports menu. Users will need to select the month and year of the invoices they want to view or print. The date is defaulted to the current month and year. Once the date is selected, click Print Preview to view or print the document. The Fee Maximum report will show the invoices, the total amount for the invoice, the fee maximum for the contract and how much of the fee maximum is remaining.

Reports – Accruals

The screenshot shows a web application window titled "Accruals Reports". The header area is dark blue with the text "Bank of Xanadu" and "Accrual Reports" in white. On the left side of the header, it says "Employee: Jay". On the right side, there are two "#Name?" labels. Below the header, the main content area is light gray. It contains two dropdown menus for "Month" and "Year". The "Month" dropdown is set to "5" and the "Year" dropdown is set to "2011". Below these dropdowns are two buttons: "Print Preview" and "Return to Reports Menu".

Here users can view or print the accruals report, or click the return to reports button to return to the Generate Reports menu. Users will need to select the month and year of the invoices they want to view or print. The date is defaulted to the current month and year. Once the date is selected, click Print Preview to view or print the document. The Accruals report summarizes the month's activities in which dollar amounts were accrued and reversed.

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Reports – Fee Max vs. Accruals

Fee Maximum vs Accruals Reports

Bank of Xanadu

Employee: Jay #Name? Fee Max vs Accruals Reports #Name?

Month Year

5 2011

Print Preview

Return to Reports Menu

Here users can view or print the fee max vs. accruals report, or click the return to reports button to return to the Generate Reports menu. Users will need to select the month and year of the invoices they want to view or print. The date is defaulted to the current month and year. Once the date is selected, click Print Preview to view or print the document. The Fee Max vs. Accruals report summarizes the contract's fee maximum including dates to account for accruals for the month.

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Reports – Monthly Expenses

The screenshot shows a web application window titled "Monthly Expense Reports". The main header area is dark blue with the text "Bank of Xanadu Expense Report" in white. On the left side of the header, it says "Employee: Jay". On the right side, there are two "#Name?" labels. Below the header, the interface is light gray. It features two dropdown menus for "Month" (set to 5) and "Year" (set to 2011). Below these are two buttons: "Print Preview" and "Return to Reports".

Here users can view or print the monthly expense report, or click the return to reports button to return to the Generate Reports menu. Users will need to select the month and year of the invoices they want to view or print. The date is defaulted to the current month and year. Once the date is selected, click Print Preview to view or print the document. The Monthly Expense report summarizes the total pay per programmer for the month. The report will be ordered by programmer and their division. It will show the totals spent for each programmer, the total for the charge unit, total for the division, and a grand total spent for the month.

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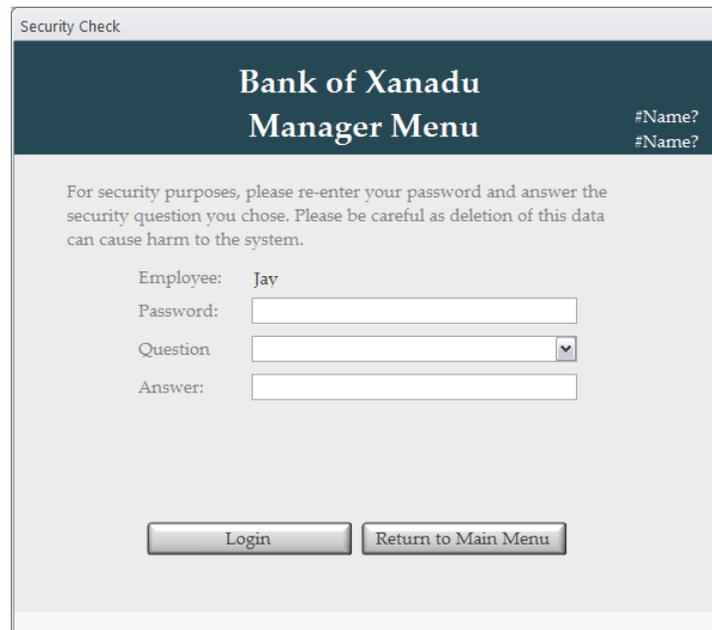
Reports – Contract Recap

The screenshot shows a web application window titled "Contract Recap Reports". The header area is dark blue with the "Bank of Xanadu" logo and the text "Contract Recap Reports" in white. On the left side of the header, it says "Employee: Jay" and on the right side, there are two "#Name?" labels. Below the header, the main content area is light gray and contains two dropdown menus for "Month" and "Year". The "Month" dropdown is set to "5" and the "Year" dropdown is set to "2011". Below these dropdowns are two buttons: "Print Preview" and "Return to Reports".

Here users can view or print the contract recap report, or click the return to reports button to return to the Generate Reports menu. Users will need to select the month and year of the invoices they want to view or print. The date is defaulted to the current month and year. Once the date is selected, click Print Preview to view or print the document. The Contract Recap report summarizes assigned contracts. The report will calculate total hours spent on the invoice by the rate per hour. Adding all totals of invoices shows the total amount spent on the contract. This number is then deducted from the fee maximum to show the remaining amount of dollars left.

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Maintenance

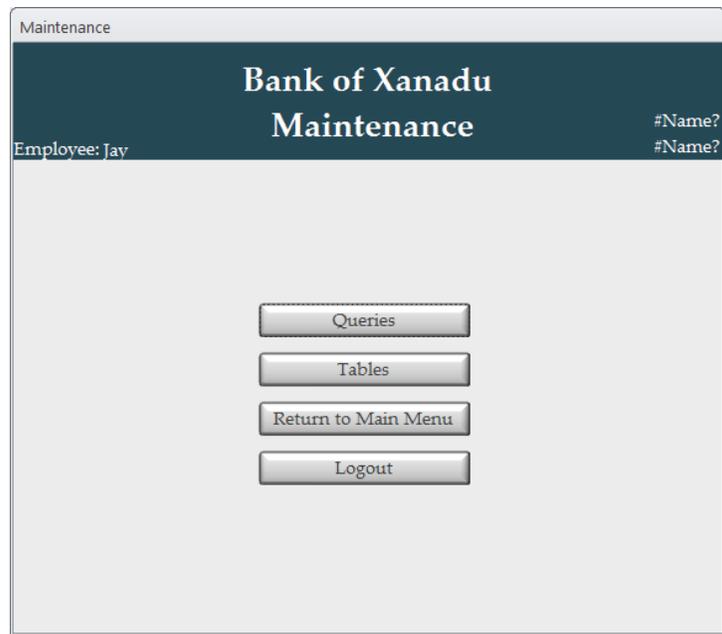


The screenshot shows a web application window titled "Security Check". The main heading is "Bank of Xanadu Manager Menu". There are two "#Name?" labels on the right side. Below the heading, a warning message states: "For security purposes, please re-enter your password and answer the security question you chose. Please be careful as deletion of this data can cause harm to the system." The form includes the following fields: "Employee:" with the value "Jay", "Password:" with an empty text input field, "Question:" with a dropdown menu, and "Answer:" with an empty text input field. At the bottom, there are two buttons: "Login" and "Return to Main Menu".

On the maintenance screen, additional security is put in place. The user who initially logged in will need to re-enter their password in the password field. The will also need to choose their security question from the dropdown and then answer the question in the answer field. There is the additional security here because once in, users will able to access and manipulate the raw data. Only management employees will be allowed access. (*Note, the answer field **is not** case sensitive)

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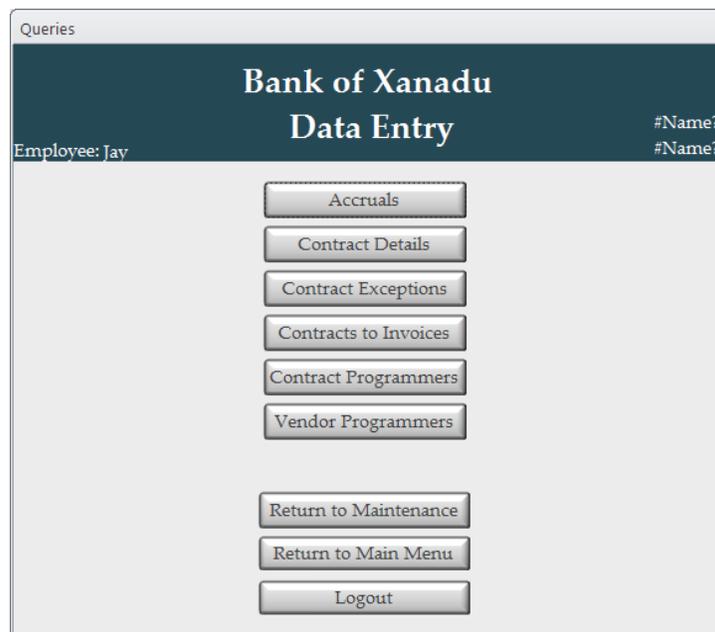
Maintenance Menu



From here, the user can access existing Queries and Tables, return to the Main Menu or logout.

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Maintenance - Queries



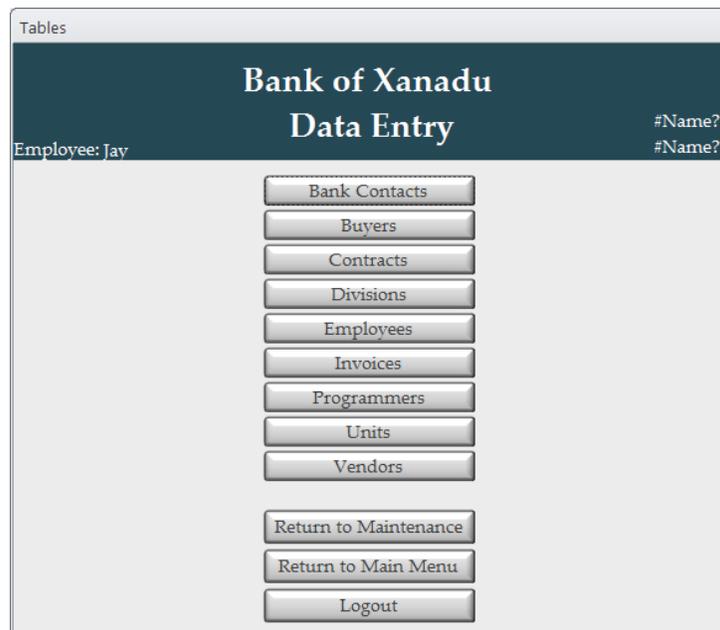
On this screen, the user can now choose which query they would like to edit. The user also has the option to return to the Maintenance menu, the Main Menu, or logout. ***Please be very careful when editing information.*** Below are the query options:

- Click on Accruals
- Click on Contract Details
- Click on Contract Exceptions
- Click on Contracts to Invoices

- Click on Contract Programmers
- Click on Vendor Programmers

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Maintenance - Tables



On this screen, the user can now choose which table they would like to edit. The user also has the option to return to the Maintenance menu, the Main Menu, or logout. **Please be very careful when editing information.** Below are the table options:

- Click on Bank Contacts

- Click on Buyers
- Click on Contracts
- Click on Divisions
- Click on Employees
- Click on Invoices
- Click on Programmers
- Click on Units
- Click on Vendors

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Additional Help

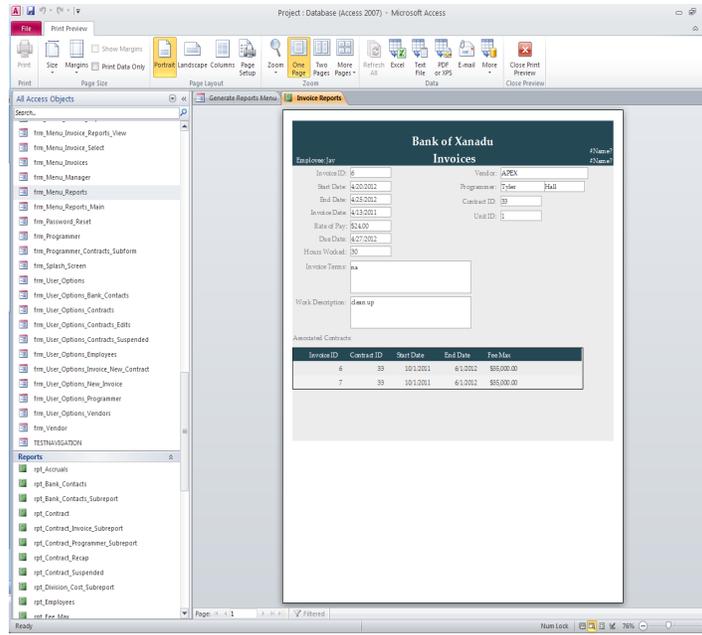
This system should be easy to use and very reliable. However, if you run into issues that this user manual does not address, please reach out to Patrick Jay or David Spencer. If they are not available or unable to assist, please reach out to developers Adam McCormack or Eric Nelson. Adam can be reached at amccormack@rrr.com. Eric can be reached enelson@rrr.com.

Appendix A

Report Examples

Reports – Selected Invoice

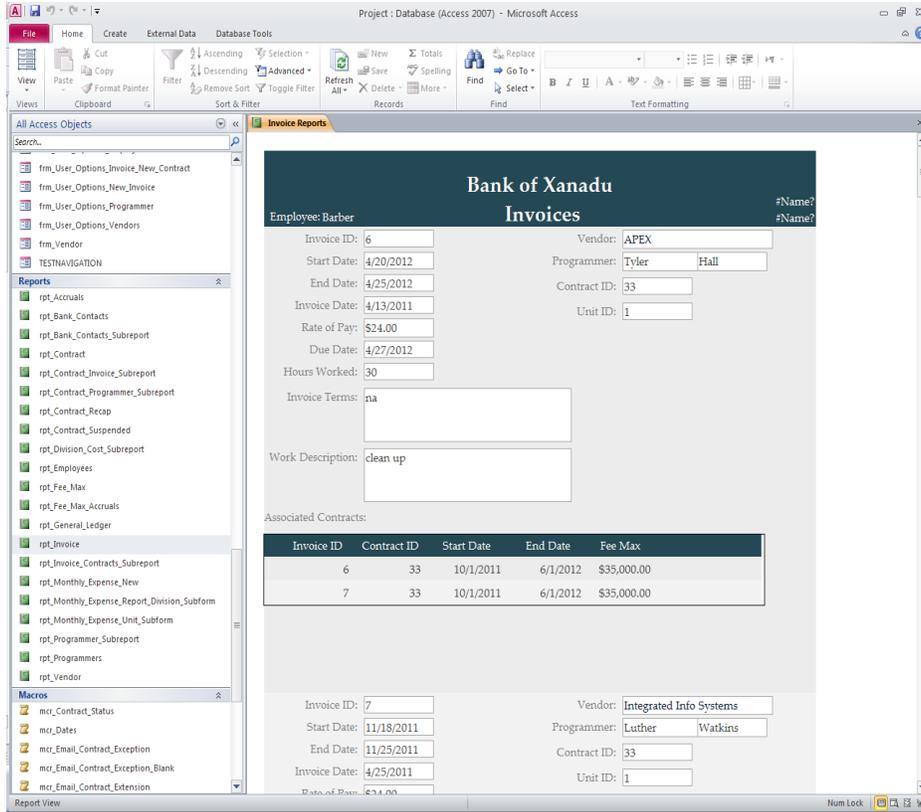
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Reports – Monthly Invoice

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Reports – Fee Maximum

The screenshot shows the Microsoft Access application window titled "Project : Database (Access 2007) - Microsoft Access". The ribbon includes "File", "Home", "Create", "External Data", and "Database Tools". The "Database Tools" ribbon is active, showing options like "Filter", "Advanced", "Refresh All", "Delete", "Records", "Find", "Go To", "Replace", "Text Formatting", and "Find".

The "All Access Objects" pane on the left shows a tree view with "Reports" expanded, listing various reports such as "rpt_Accruals", "rpt_Bank_Contacts", "rpt_Contract", "rpt_Contract_Invoice_Subreport", "rpt_Contract_Programmer_Subreport", "rpt_Contract_Recap", "rpt_Contract_Suspended", "rpt_Division_Cost_Subreport", "rpt_Employees", "rpt_Fee_Max", "rpt_Fee_Max_Accruals", "rpt_General_Ledger", "rpt_Invoice", "rpt_Invoice_Contracts_Subreport", "rpt_Monthly_Expense_New", "rpt_Monthly_Expense_Report_Division_Subform", "rpt_Monthly_Expense_Unit_Subform", "rpt_Programmer_Subreport", "rpt_Programmers", and "rpt_Vendor".

The main report area is titled "Bank of Xanadu Invoices" and shows the following details for two invoices:

Employee: Barber

Invoice 6: Invoice ID: 6, Start Date: 4/20/2012, End Date: 4/25/2012, Invoice Date: 4/13/2011, Rate of Pay: \$24.00, Due Date: 4/27/2012, Hours Worked: 30, Invoice Terms: na, Work Description: clean up. Vendor: APEX, Programmer: Tyler Hall, Contract ID: 33, Unit ID: 1.

Invoice 7: Invoice ID: 7, Start Date: 11/18/2011, End Date: 11/25/2011, Invoice Date: 4/25/2011, Rate of Pay: \$24.00. Vendor: Integrated Info Systems, Programmer: Luther Watkins, Contract ID: 33, Unit ID: 1.

Associated Contracts:

Invoice ID	Contract ID	Start Date	End Date	Fee Max
6	33	10/1/2011	6/1/2012	\$35,000.00
7	33	10/1/2011	6/1/2012	\$35,000.00

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Reports - Accruals

The screenshot shows the Microsoft Access interface with the 'Bank of Xanadu Invoices' report form open. The form is titled 'Bank of Xanadu Invoices' and includes the following fields and data:

Employee: Barber

Invoice ID: 6 Vendor: APEX

Start Date: 4/20/2012 Programmer: Tyler Hall

End Date: 4/25/2012 Contract ID: 33

Invoice Date: 4/13/2011 Unit ID: 1

Rate of Pay: \$24.00

Due Date: 4/27/2012

Hours Worked: 30

Invoice Terms: na

Work Description: clean up

Associated Contracts:

Invoice ID	Contract ID	Start Date	End Date	Fee Max
6	33	10/1/2011	6/1/2012	\$35,000.00
7	33	10/1/2011	6/1/2012	\$35,000.00

Below the table, there is a second invoice entry:

Invoice ID: 7 Vendor: Integrated Info Systems

Start Date: 11/18/2011 Programmer: Luther Watkins

End Date: 11/25/2011 Contract ID: 33

Invoice Date: 4/25/2011 Unit ID: 1

Date of Pay: 6/1/00

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Reports – Fee Max vs. Accruals

The screenshot shows the Microsoft Access interface for the 'Bank of Xanadu Invoices' report. The form is titled 'Bank of Xanadu Invoices' and includes the following fields:

- Employee: Barber
- Invoice ID: 6
- Vendor: APEX
- Start Date: 4/20/2012
- End Date: 4/25/2012
- Programmer: Tyler Hall
- Contract ID: 33
- Invoice Date: 4/13/2011
- Unit ID: 1
- Rate of Pay: \$24.00
- Due Date: 4/27/2012
- Hours Worked: 30
- Invoice Terms: na
- Work Description: clean up

Below the form, there is a table titled 'Associated Contracts':

Invoice ID	Contract ID	Start Date	End Date	Fee Max
6	33	10/1/2011	6/1/2012	\$35,000.00
7	33	10/1/2011	6/1/2012	\$35,000.00

At the bottom of the form, there are additional fields for another invoice:

- Invoice ID: 7
- Vendor: Integrated Info Systems
- Start Date: 11/18/2011
- End Date: 11/25/2011
- Programmer: Luther Watkins
- Contract ID: 33
- Invoice Date: 4/25/2011
- Unit ID: 1
- Rate of Pay: \$24.00

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Reports – Monthly Expenses

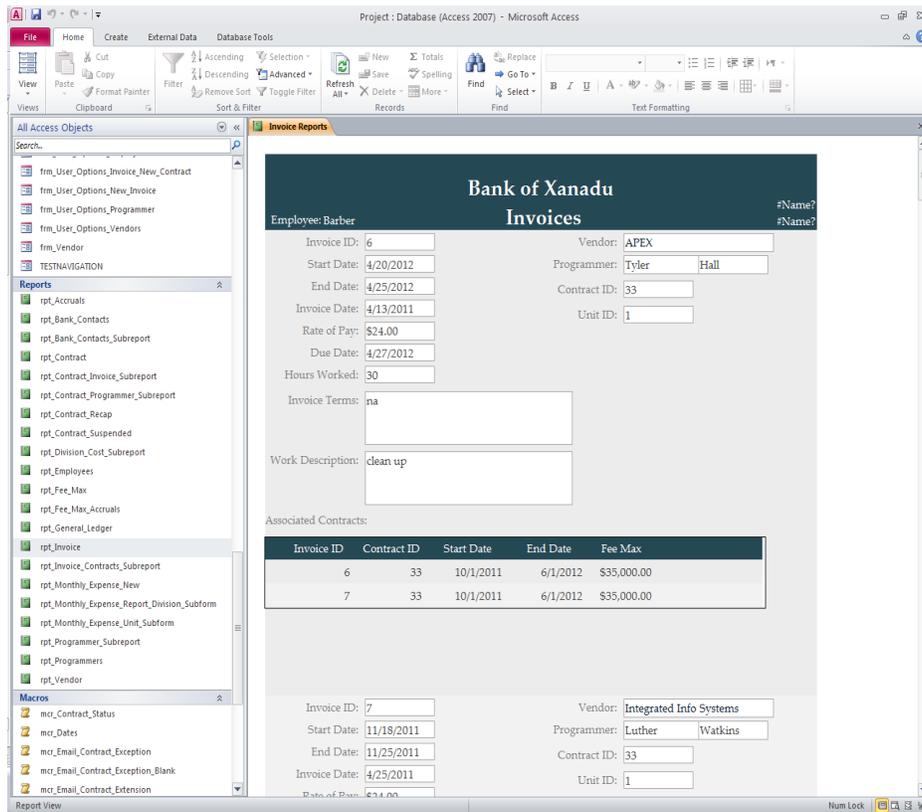
The screenshot shows the Microsoft Access interface with the 'Invoice Reports' form open. The form is titled 'Bank of Xanadu Invoices' and displays details for two invoices. The first invoice (Invoice ID: 6) is for 'Employee: Barber' with a vendor of 'APEX'. The second invoice (Invoice ID: 7) is for 'Employee: Barber' with a vendor of 'Integrated Info Systems'. An 'Associated Contracts' table is also displayed, showing the relationship between Invoice ID and Contract ID.

Invoice ID	Contract ID	Start Date	End Date	Fee Max
6	33	10/1/2011	6/1/2012	\$35,000.00
7	33	10/1/2011	6/1/2012	\$35,000.00

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Reports – Contract Recap



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