Bank of Xanadu – User Manual

College Name: Edmonds Community College

Department: Computer Information Systems

Assignment Name: TA6 (Team Assignment #6)

Date Prepared: May 25, 2013

Team Name: Team Awesome

Team Members: Jon Raymond Melchizedek Day, Lindsy Carter, Brendan Jones, Joanna Tran, Michelle Lawson, Kemseng Sath

DATE: May 25, 2013
TO: Mr. Patrick Jay
Vice President & Manager
FROM: Team Awesome
Lindsy Carter, Jon Day, Joanna Tran,
Kemseng Sath, Michelle Lawson, Brendan Jones
SUBJECT: Contract Payment System – **User Manual**

A User Manual is attached for the new Automated Contractual Payment System created by Team Awesome. Team Awesome would like to meet with you at Bank of Xanadu – Bellevue in Room 124 on Saturday, May 25, 2013. At this meeting we would like to discuss the User Manual with you.

Team Awesome will be looking forward to meeting with you on Saturday, May 25, 2013. If you have any questions please feel free to contact Team Awesome before then.

Regards,

Lindsy Carter
Jon Day
Joanna Tran
Kemseng Sath
Michelle Lawson
Brendan Jones

BANK OF XANADU CONTRACT PAYMENT SYSTEM USER MANUAL

May 25, 2013

Presented by: Team Awesome

Lindsy Carter
Jon Day
Joanna Tran
Kemseng Sath
Brendan Jones
Michelle Lawson

Table of Contents

Introduction

Team Awesome has created this User Manual to assist users in getting familiar with the new Automated Contractual Payment System. This will help with informing users how to do everything they need to do with the new system. The User Manual has different sections for Accountants and Managers in order to help different types of users to find information quicker.

System Overview

The system created by Team Awesome shall keep track of the contractual information, receiving and processing the incoming programming invoices, preparing accurate accruals, report retrieval, determining whether the invoice falls within the time limitations, determining whether the invoice matches the hourly rate contract, and calculating whether there is funding left on the contracts to pay the invoices. Accountants and managers will be able to log in to the system to handle their necessary tasks.

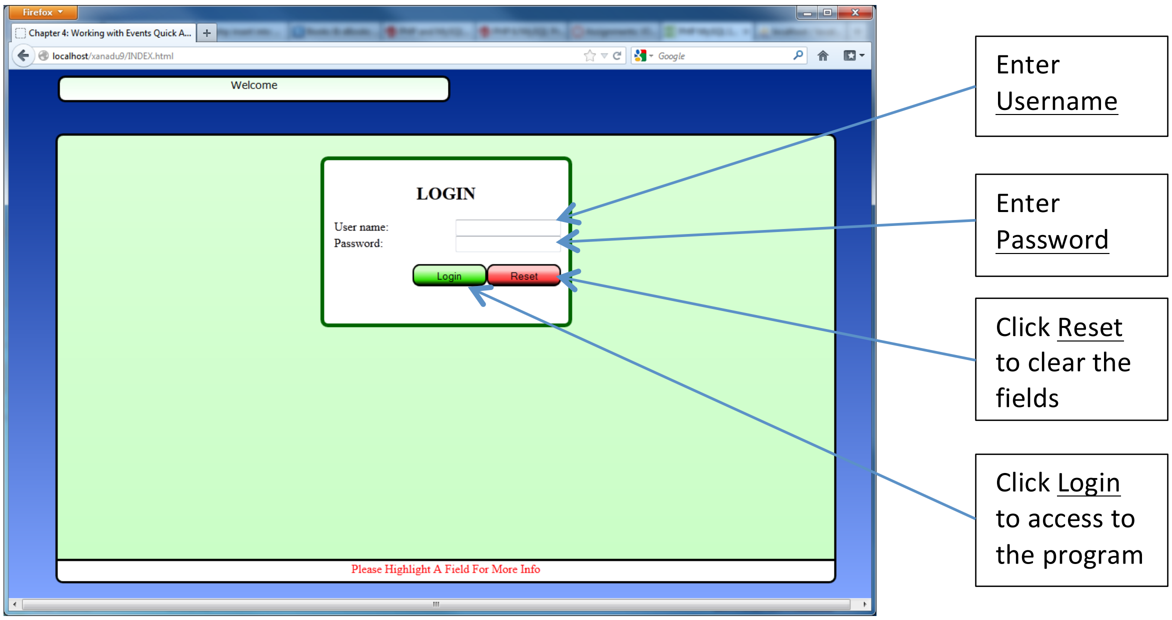
Navigation

There is a navigation menu at the top of the Accountant page for Bank Info, Contracts, Invoices, and Inquiries. The Bank Info menu has a sub menu for entering new Buyers, Contacts, Divisions, Programmers, Units, and Vendors. The Contracts menu has a sub menu for Receiving and Updating contracts. The Invoices menu has a sub menu for Receiving and Updating invoices. There is also a navigation menu at the top of the Manager page for G/L Expense, Accruals, Prog Expense, Fee Max, and Contract Recap reports.

Step-By-Step Procedures

<u>All Users:</u>

The **Login Screen** appears:

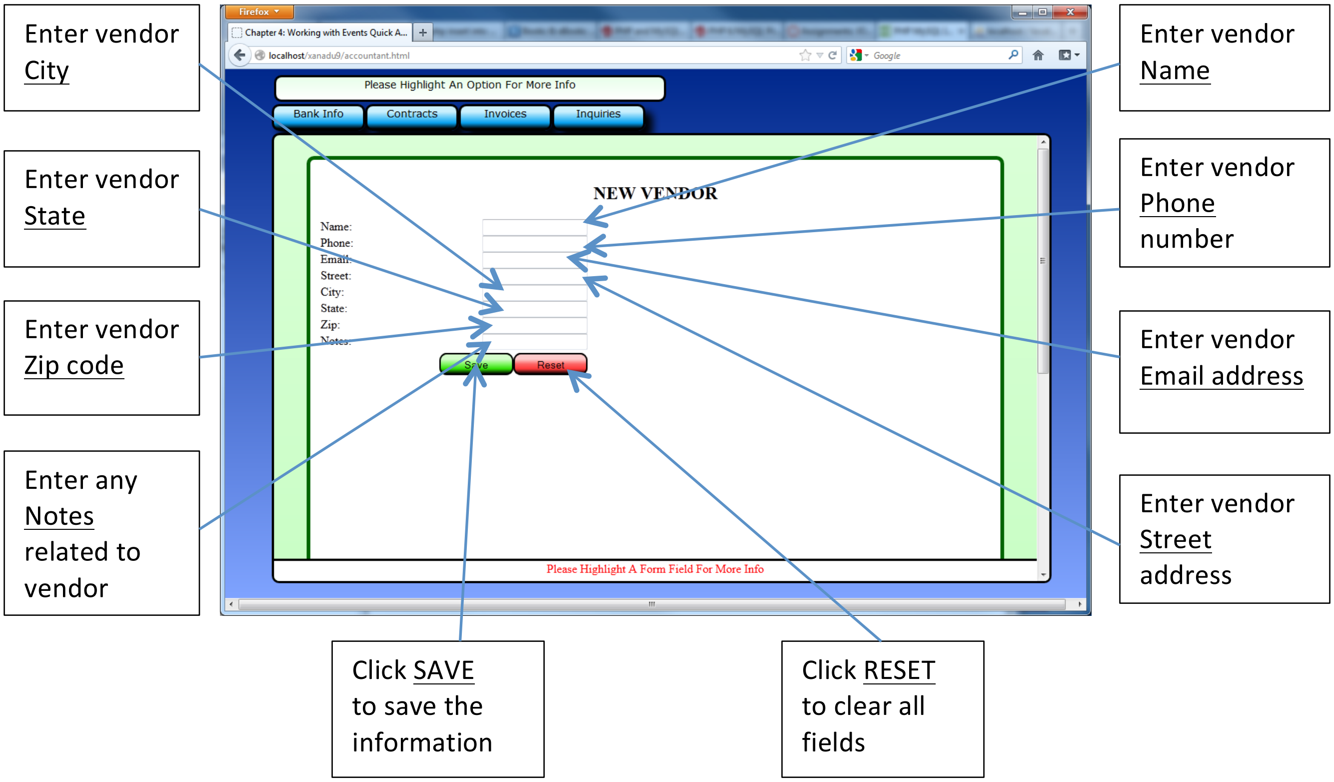


This is initial logon to the application/program:

1. Enter **User Name** - press TAB key to go to the next field
2. Enter **Password** - press TAB key to go to the next field
3. Click **Logon** button the program validated the user's credential and direct the user to appropriate screen.
4. Click **RESET** to clear all the fields

ACCOUNTANT SCREENS

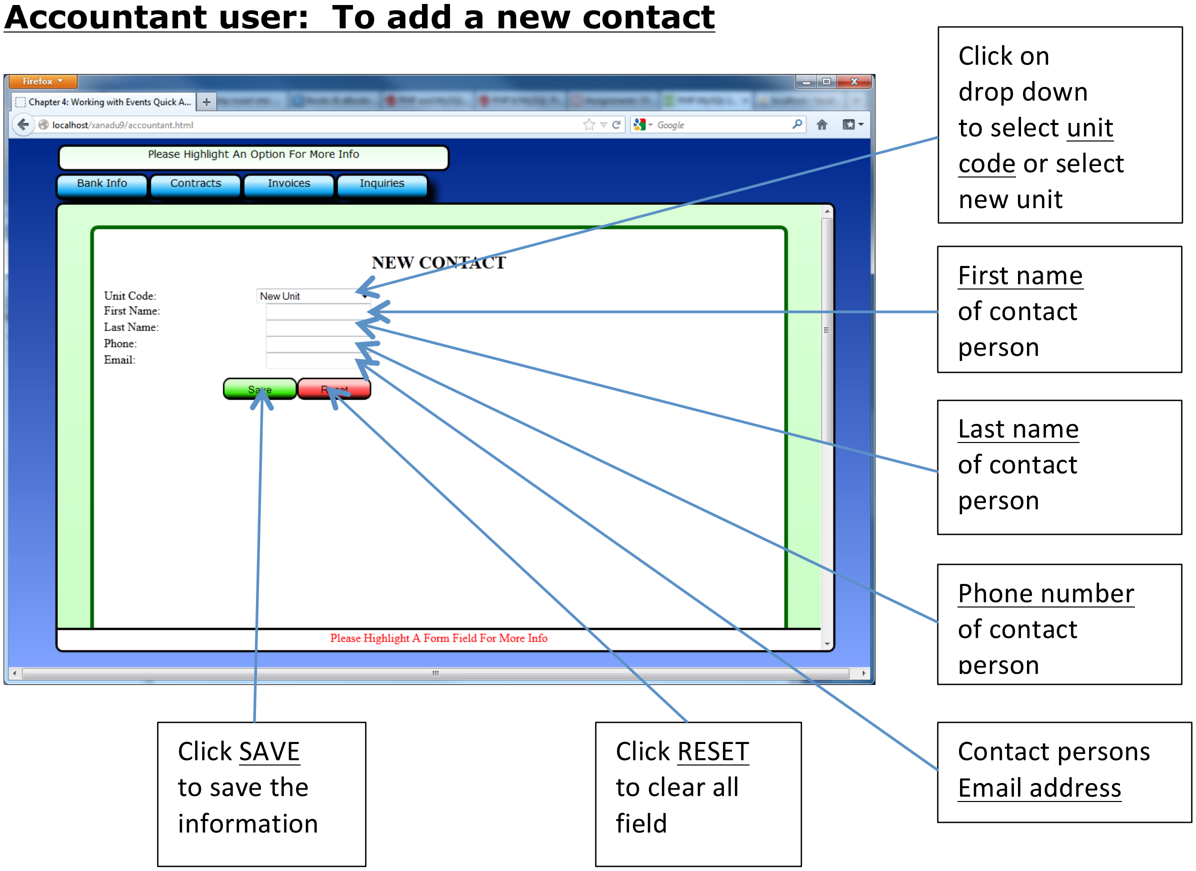
Accountant user: To add a new vendor



To add a new vendor:

1. Enter vendor **Name** - press TAB key to go to the next field
2. Enter vendor **Phone** number – press TAB key to go to the next field
3. Enter vendor **Email** address – press TAB key to go to the next field
4. Enter vendor **Street** address – press TAB key to go to the next field
5. Enter vendor **City** – press TAB key to go to the next field
6. Enter contact **State** - press TAB key to go to the next field
7. Enter contact **Zip** code - press TAB key to go to the next field
8. Enter any contact **Notes** - press TAB key to go to the next field
9. Click **SAVE** button to save the information
10. Click **RESET** to clear all the fields

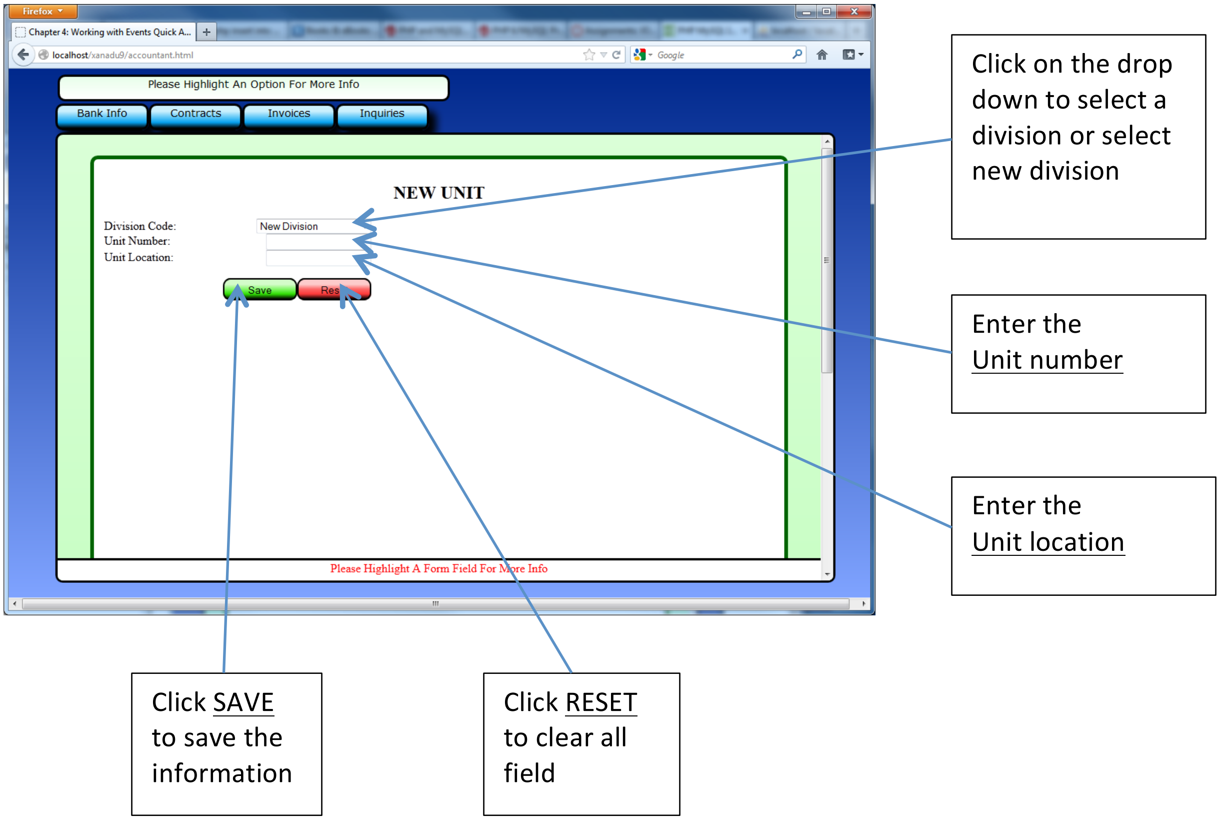
Accountant user: To add a new contact



To add a new contact:

1. **Unit Code** – click on the drop down to select the appropriate unit – *if a new unit, It is required to add a new unit first before new contact can be added* – press TAB key to go to the next field
2. Enter contact **First** name - press TAB key to go to the next field
3. Enter contact **Last** name - press TAB key to go to the next field
4. Enter contact **phone** number - press TAB key to go to the next field
5. Enter contact **email** address - press TAB key to go to the next field
6. Click **SAVE** button to save the information
7. Click **RESET** to clear all the fields

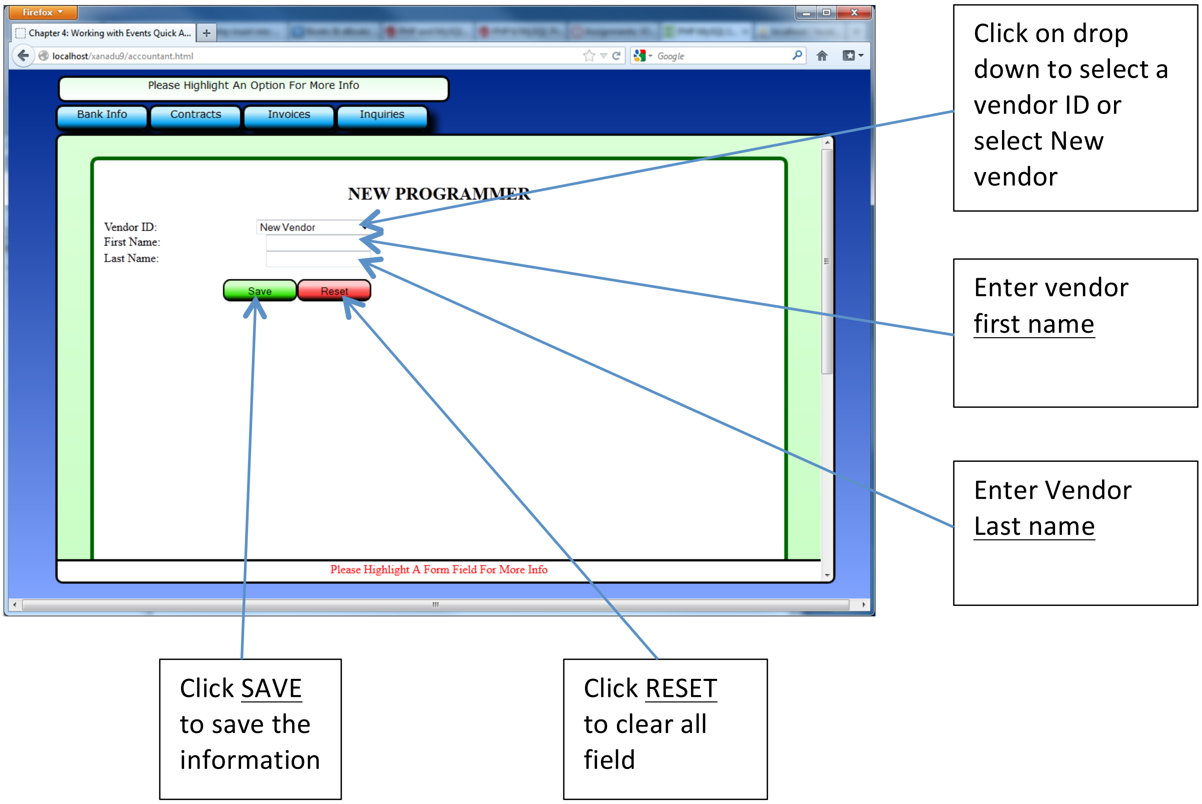
Accountant user: To add a new unit



To add a new unit:

1. **Division Code** – click on the drop down to select the appropriate division – *if a new division, It is required to add a new division first before new unit can be added* – press TAB key to go to the next field
2. Enter **Unit Number** - press TAB key to go to the next field
3. Enter **Unit Location** - press TAB key to go to the next field
4. Click **SAVE** button to save the information
5. Click **RESET** to clear all the fields

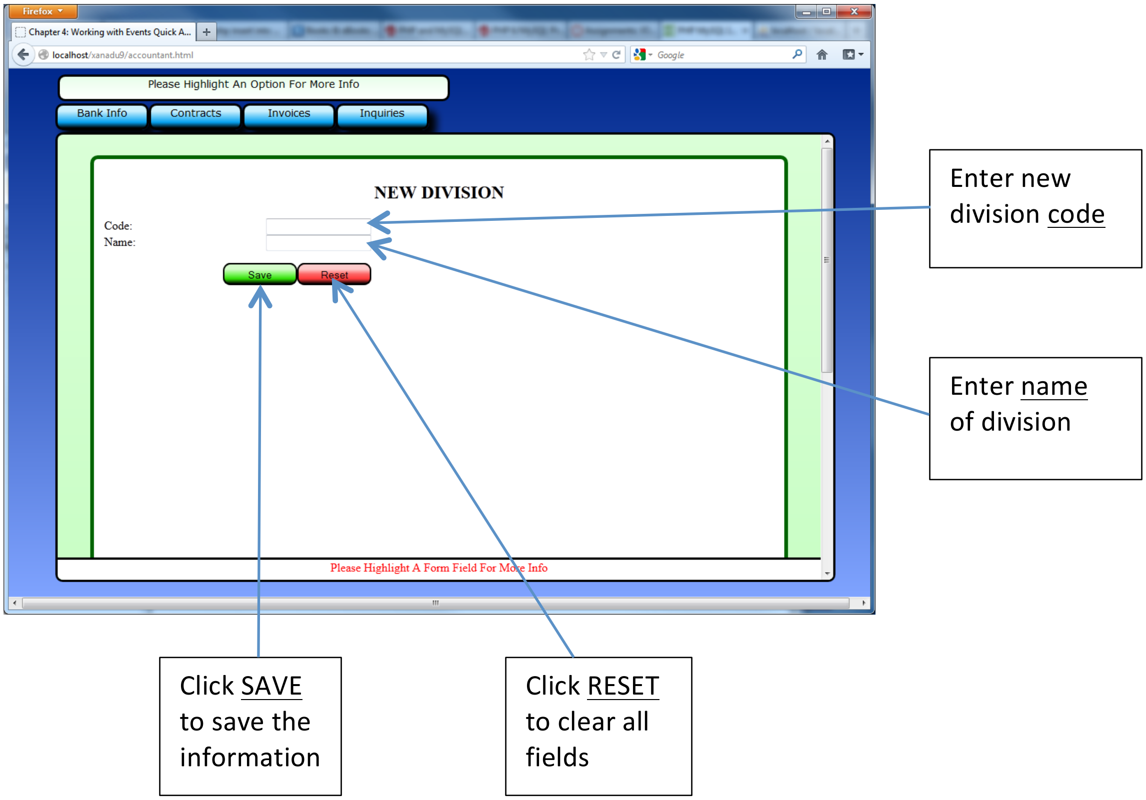
Accountant user: To add a new programmer



To add a new programmer:

1. **Vendor ID** – click on the drop down to select the appropriate division – *if a new vendor, It is required to add a new vendor first before new programmer can be added* – press TAB key to go to the next field
2. Enter **Programmer Fist Name** - press TAB key to go to the next field
3. Enter **Programmer Last Name** - press TAB key to go to the next field
4. Click **SAVE** button to save the information
5. Click **RESET** to clear all the fields

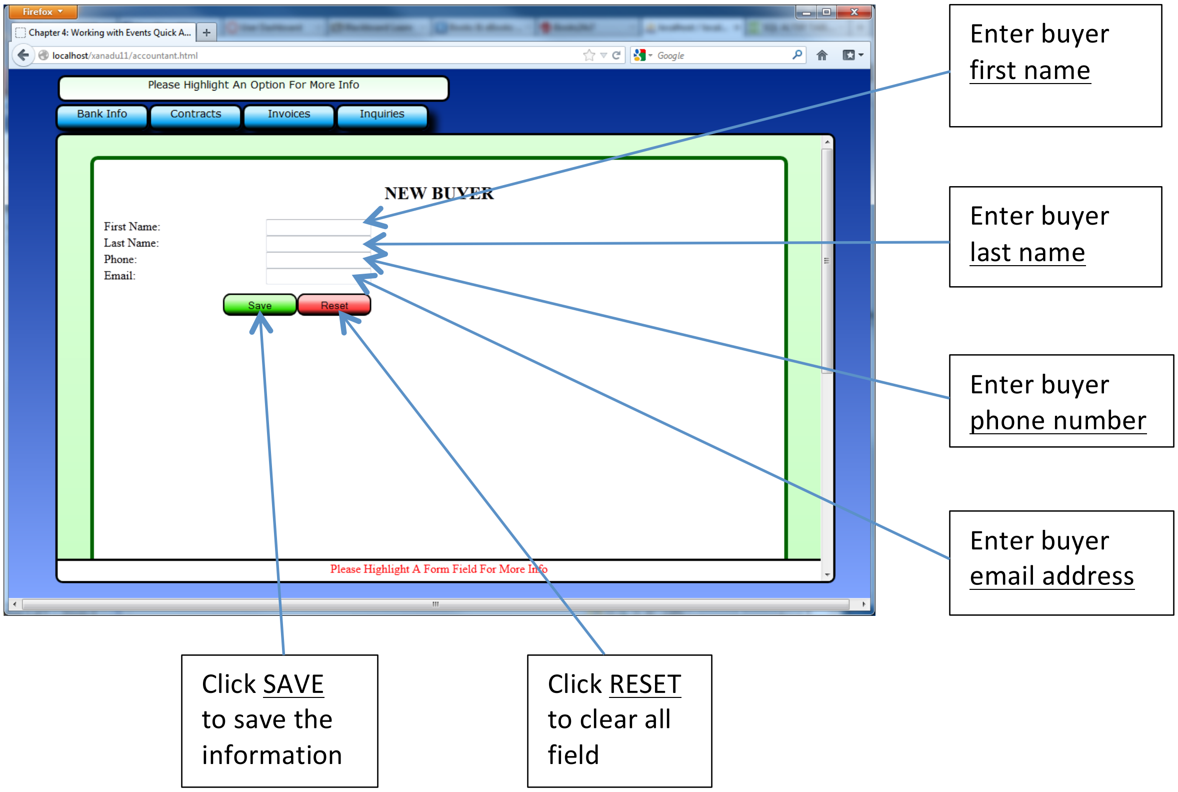
Accountant user: To add a new division



To add a new division:

1. Enter new division **Code** - press TAB key to go to the next field
2. Enter division **Name** - press TAB key to go to the next field
3. Click **SAVE** button to save the information
4. Click **RESET** to clear all the fields

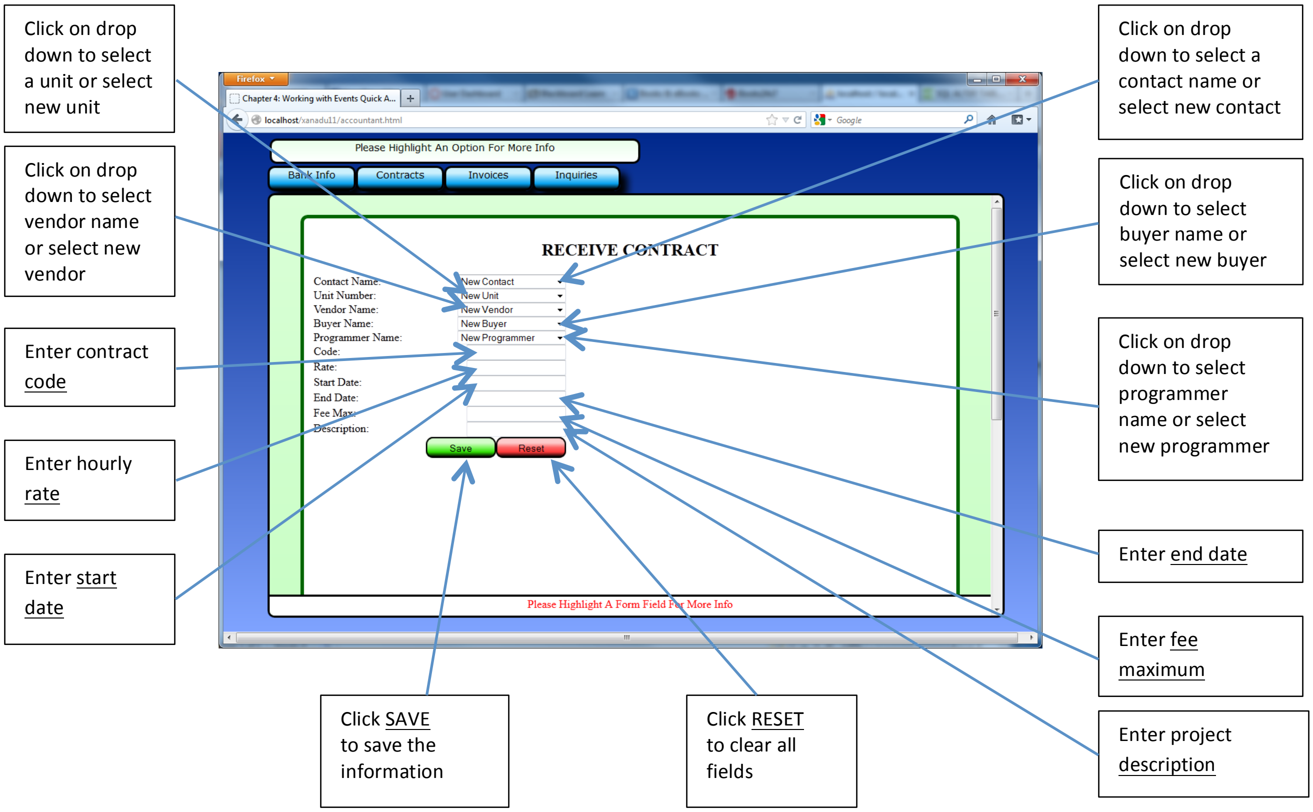
Accountant user: To add a new buyer



To add a new buyer:

1. Enter buyer **First Name** - press TAB key to go to the next field
2. Enter buyer **Last Name** - press TAB key to go to the next field
3. Enter buyer **Phone** number – press TAB key to go to the next field
4. Enter buyer **Email** address – press TAB key to go to the next field
5. Click **SAVE** button to save the information
6. Click **RESET** to clear all the fields

Accountant user: To add a new contract

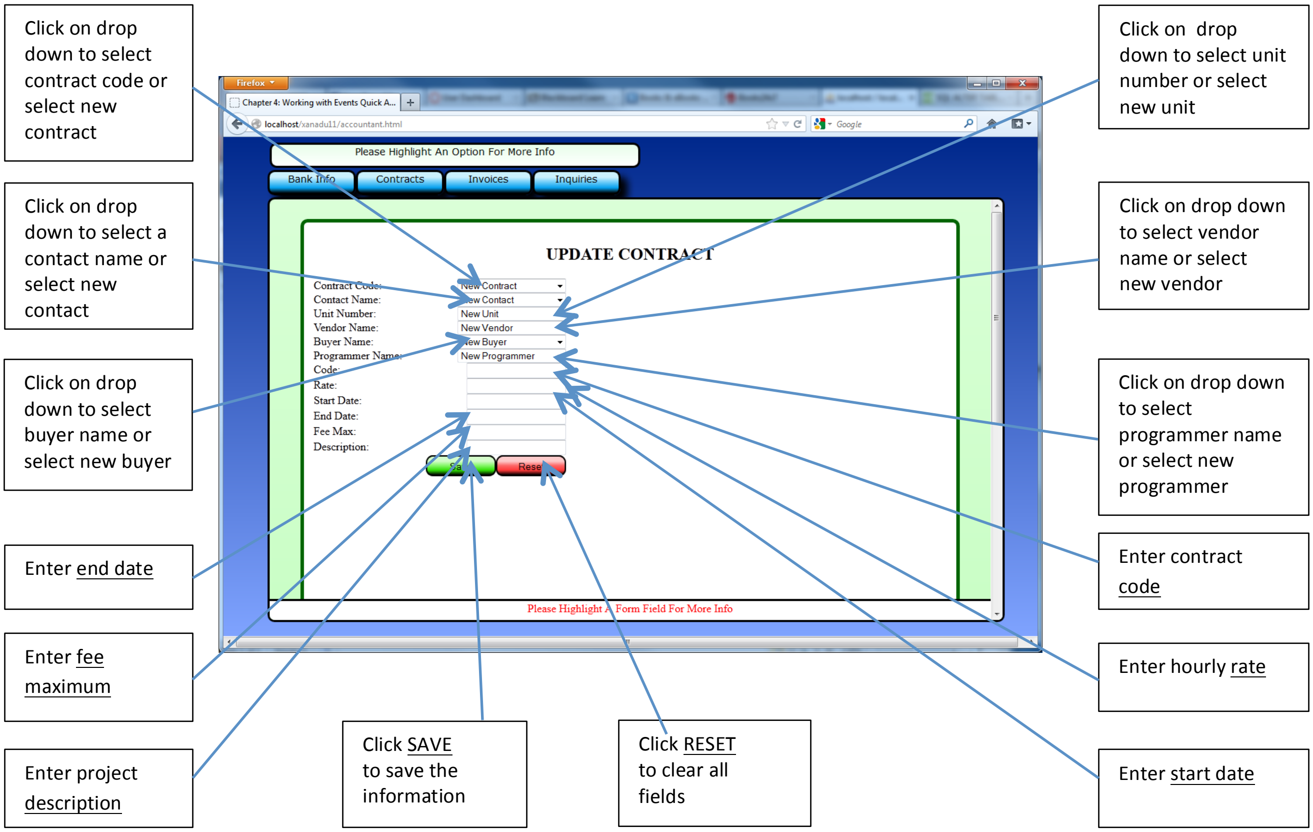


To add a new contract:

1. **Contact Name** – click on the drop down to select the appropriate contact name – *if a new contact it is require to add new contact information first before a new contract can be added* - press TAB key to go to the next field
2. **Unit Number** – click on the drop down to select the appropriate unit number – *if a new unit it is require to add new unit information first before a new contact can be added* - press TAB key to go to the next field
3. **Vendor Name** – click on the drop down to select the appropriate vendor name – *if a new vendor it is require to add new vendor information first before a new contact can be added* - press TAB key to go to the next field
4. **Buyer name** – click on the drop down to select the appropriate buyer name – *if a new buyer it is require to add new buyer information first before a new contact can be added* - press TAB key to go to the next field

5. **Programmer Name** – click on the drop down to select the appropriate programmer name – *if a new programmer it is require to add new programmer information first before a new contact can be added* - press TAB key to go to the next field
6. Enter Contract Code in the **Code** field – press TAB key to go to the next field
7. Enter hourly rate in the **Rate** field - press TAB key to go to the next field
8. Enter contract **Start Date** - press TAB key to go to the next field
9. Enter contract **End Date** – press TAB key to go to the next field
10. Enter contract maximum fee in the **Fee Max** field – press TAB key to go to the next field.
11. Enter contract description in the **Description** field – press TAB key to go to the next field.
12. Click **SAVE** button to save the information
13. Click **RESET** to clear all the fields

Accountant user: To update contract



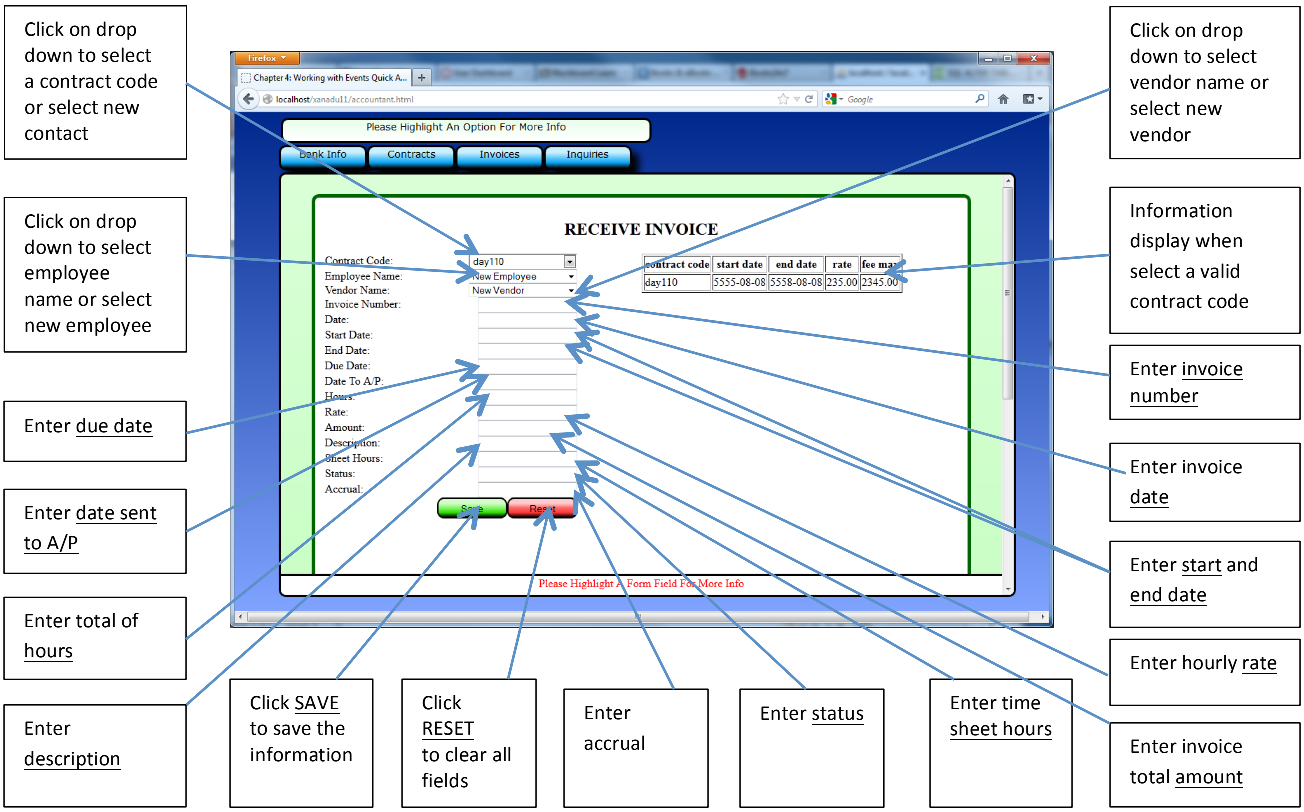
To update contract:

1. **Contract Code** – click on the drop down to select the appropriate contract code – *if a new contract it is require to add new contract information first before a contract can be updated* - press TAB key to go to the next field
2. **Contact Name** – click on the drop down to select the appropriate contact name – *if a new contact it is require to add new contact information first before a contract can be updated* - press TAB key to go to the next field
3. **Unit number** – click on the drop down to select the appropriate unit number – *if a new unit it is require to add new unit information first before a contract can be updated* - press TAB key to go to the next field
4. **Vendor Name** – click on the drop down to select the appropriate vendor name – *if a new vendor it is require to add new vendor*

information first before a contract can be updated - press TAB key to go to the next field

5. **Buyer Name** – click on the drop down to select the appropriate buyer name – *if a new buyer it is require to add new buyer information first before a contract can be updated* - press TAB key to go to the next field
6. **Programmer Name** – click on the drop down to select the appropriate programmer name – *if a new programmer it is require to add new programmer information first before a contract can be updated* - press TAB key to go to the next field
7. Enter Contract Code in the **Code** field – press TAB key to go to the next field
8. Enter hourly rate in the **Rate** field - press TAB key to go to the next field
9. Enter contract **Start Date** - press TAB key to go to the next field
10. Enter contract **End Date** – press TAB key to go to the next field
11. Enter contract maximum fee in the **Fee Max** field – press TAB key to go to the next field.
12. Enter contract description in the **Description** field – press TAB key to go to the next field.
13. Click **SAVE** button to save the information
14. Click **RESET** to clear all the fields

Accountant user: To receive invoice

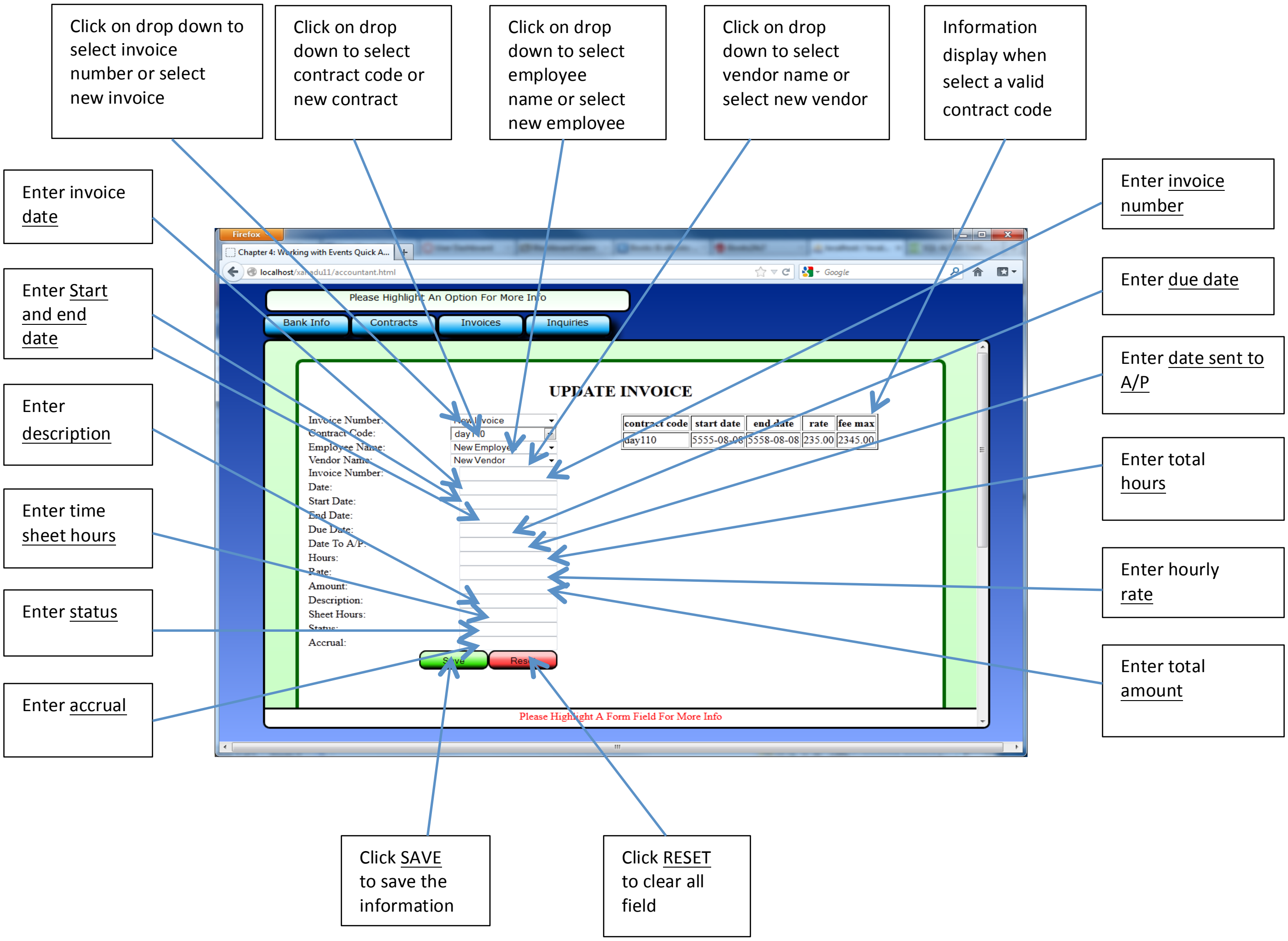


To add receive invoice:

1. **Contract Code** – click on the drop down to select the appropriate contract code – *if a new contract it is require to add new contract information first before a new invoice can be added – if a valid contract code the information will display in a separate box on the screen* - press TAB key to go to the next field
2. **Employee Name** – click on the drop down to select the appropriate employee name – *if a new employee it is require to add new employee information first before a new invoice can be added* - press TAB key to go to the next field
3. **Vendor Name** – click on the drop down to select the appropriate vendor name – *if a new vendor it is require to add new vendor information first before a new invoice can be added* - press TAB key to go to the next field
4. Enter **Invoice Number** – press TAB key to go to the next field

5. Enter invoice date in the **Date** field – press TAB key to go to the next field
6. Enter invoice **Start Date** - press TAB key to go to the next field
7. Enter invoice **End Date** – press TAB key to go to the next field
8. Enter invoice **Due Date** – press TAB key to go to the next field
9. Enter **Date to A/P** – press TAB key to go to the next field
10. Enter total hours to **Hours** field – press TAB key to go to the next field
11. Enter hourly rate in the **Rate** field - press TAB key to go to the next field
12. Enter total of the invoice in the **Amount** field – press TAB key to go to the next field
13. Enter invoice description in the **Description** field – press TAB key to go to the next field.
14. Enter total hours on the timesheet in the **Sheet Hours** field – press TAB key to go to the next field
15. Enter invoice status in the **Status** field – press TAB key to go to the next field
16. Click **SAVE** button to save the information
17. Click **RESET** to clear all the fields

Accountant user: To update invoice



To update invoice:

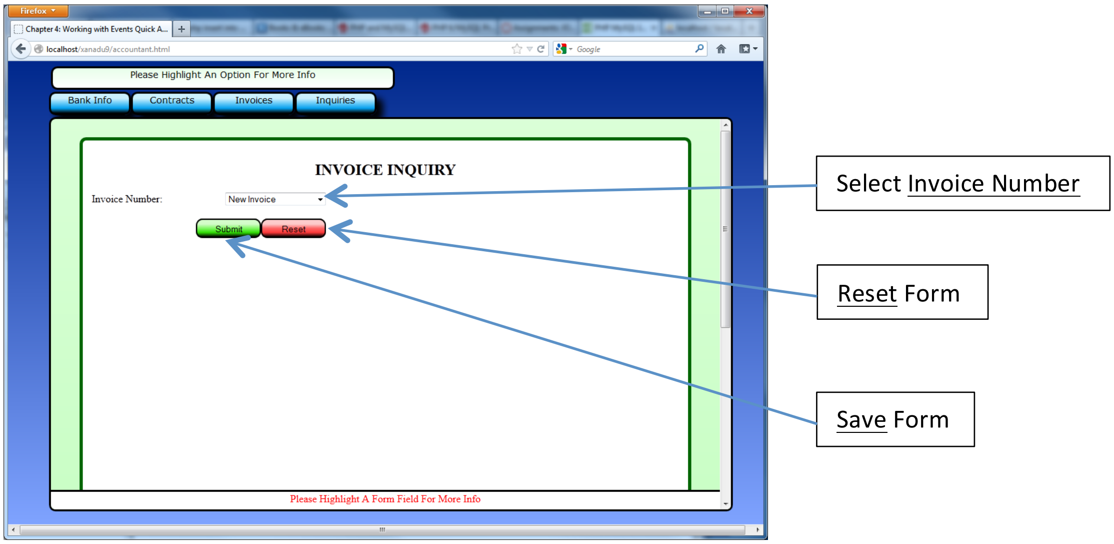
1. **Invoice Number** - click on the drop down to select the appropriate invoice number – *if a new invoice it is require to add new invoice information first before a invoice can be modify* - press TAB key to go to the next field
2. **Contract Code** – click on the drop down to select the appropriate contract code – *if a new contract it is require to add new contract information first before a invoice can be modify – if a valid contract*

code the information will display in a separate box on the screen - press TAB key to go to the next field

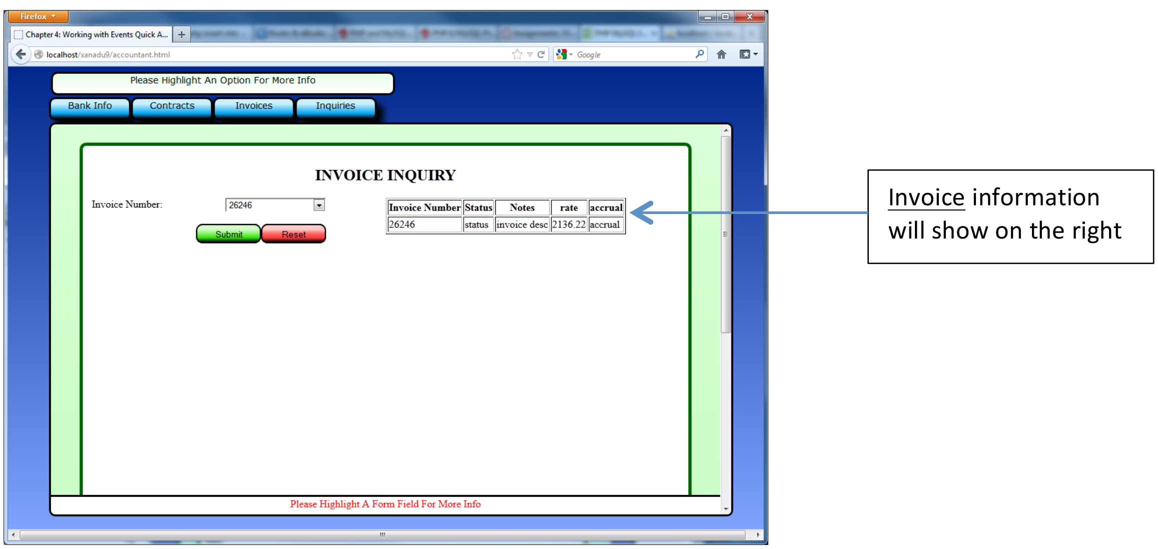
3. **Employee Name** – click on the drop down to select the appropriate employee name – *if a new employee it is require to add new employee information first before a invoice can be modify* - press TAB key to go to the next field
4. **Vendor Name** – click on the drop down to select the appropriate vendor name – *if a new vendor it is require to add new vendor information first before a invoice can be modify* - press TAB key to go to the next field
5. Enter **Invoice Number** – press TAB key to go to the next field
6. Enter invoice date in the **Date** field – press TAB key to go to the next field
7. Enter invoice **Start Date** - press TAB key to go to the next field
8. Enter invoice **End Date** – press TAB key to go to the next field
9. Enter invoice **Due Date** – press TAB key to go to the next field
10. Enter **Date to A/P** – press TAB key to go to the next field
11. Enter total hours to **Hours** field – press TAB key to go to the next field
12. Enter hourly rate in the **Rate** field - press TAB key to go to the next field
13. Enter total of the invoice in the **Amount** field – press TAB key to go to the next field
14. Enter invoice description in the **Description** field – press TAB key to go to the next field.
15. Enter total hours on the timesheet in the **Sheet Hours** field – press TAB key to go to the next field
16. Enter invoice status in the **Status** field – press TAB key to go to the next field
17. Click **SAVE** button to save the information
18. Click **RESET** to clear all the fields

Invoice Inquiry:

The **Invoice Inquiry** screen appears:

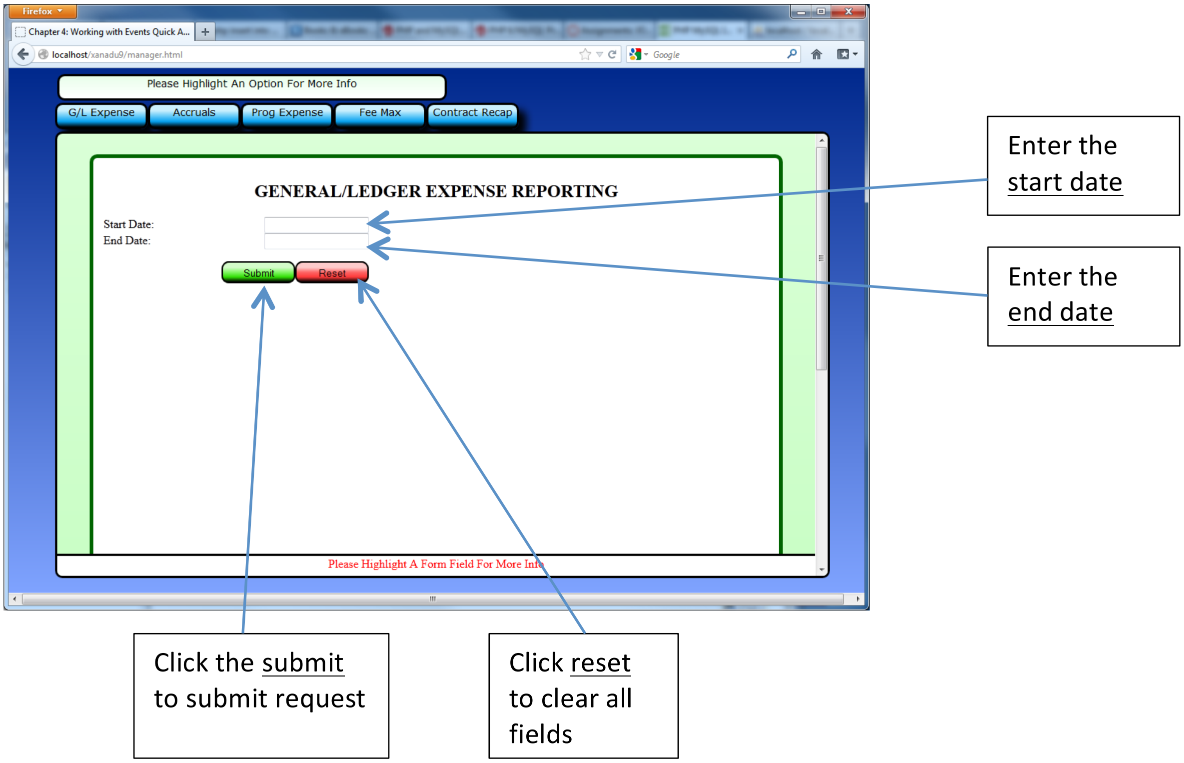


1. **Invoice** Number – select the correct invoice number from the drop down menu
2. **Submit** – click the **submit** button to advance to the next page
3. **Invoice Information** will be displayed on the right.



MANAGEMENT SCREENS

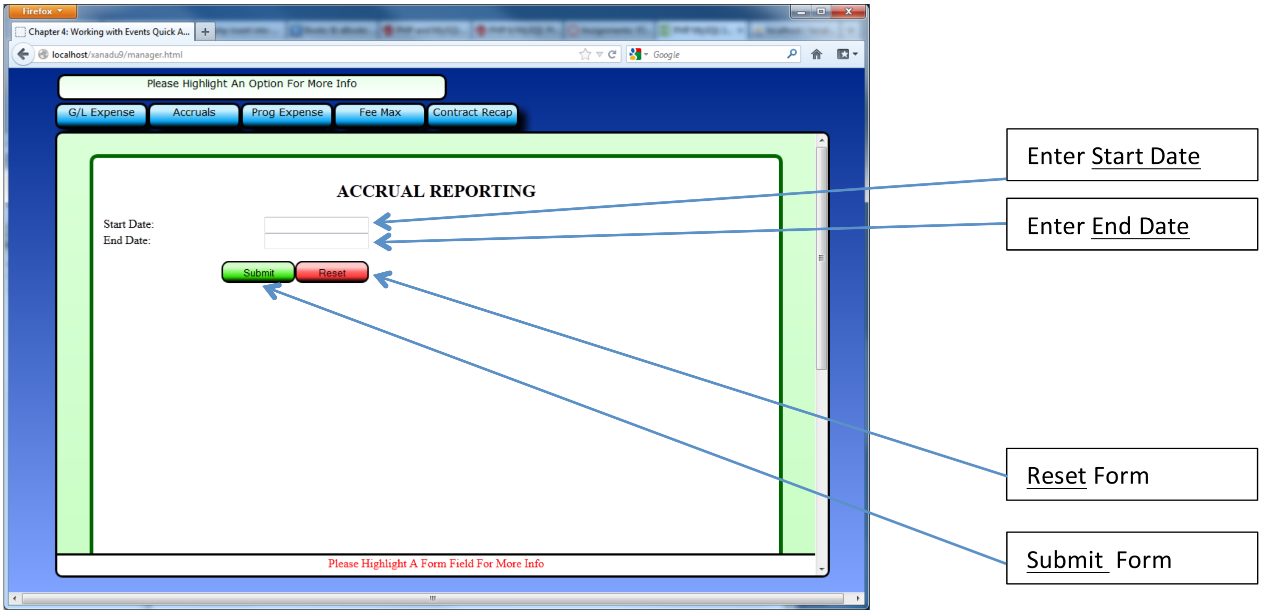
Manager Users: General Ledger Expense Reporting



To view the General Ledger Expense Reports:

1. **Start Date** – enter the starting date of the reporting period
2. **End Date** – enter the ending date of the reporting period
3. **Submit** – click the **submit** button to advance to the next screen
4. **Reset** – click the **reset** button to clear the fields
5. Resulting report will have all general ledger accounting information for the reporting period

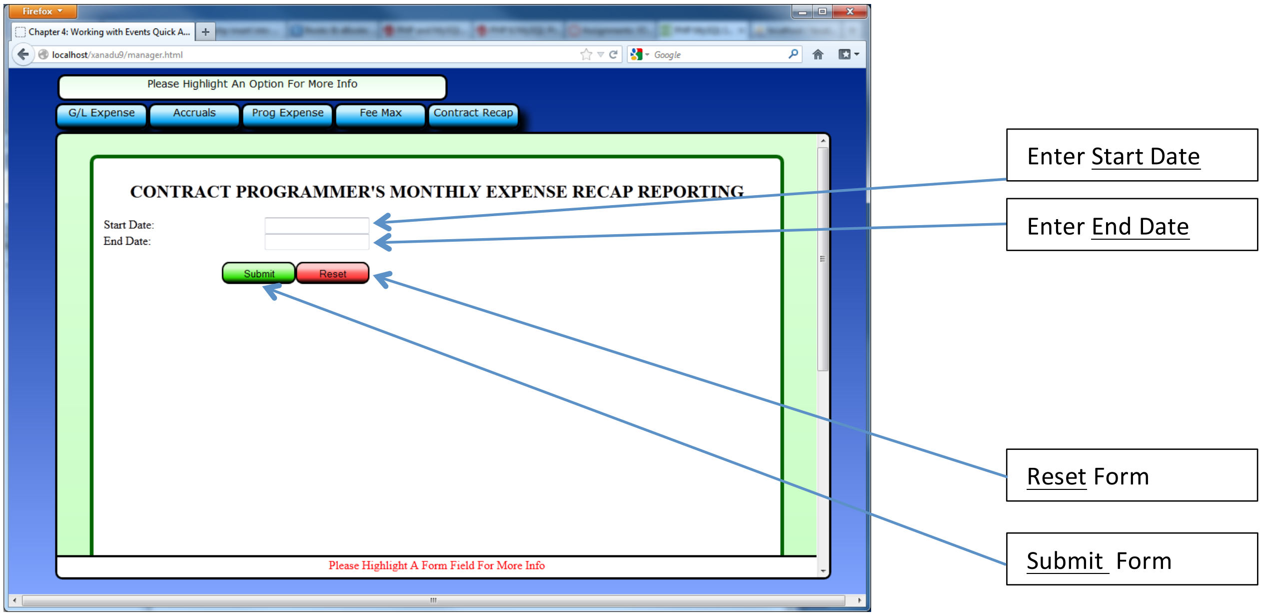
Manager Users: Accrual Reporting



To view the Accrual Reports:

1. **Start Date** – enter the starting date of the reporting period
2. **End Date** – enter the ending date of the reporting period
3. **Submit** – click the **submit** button to advance to the next screen
4. **Reset** – click the **reset** button to clear the fields
5. Resulting report will show all the invoices that have been accrued, (the Accrual REPORT) so that accruals can be processed and then reversed the following month.

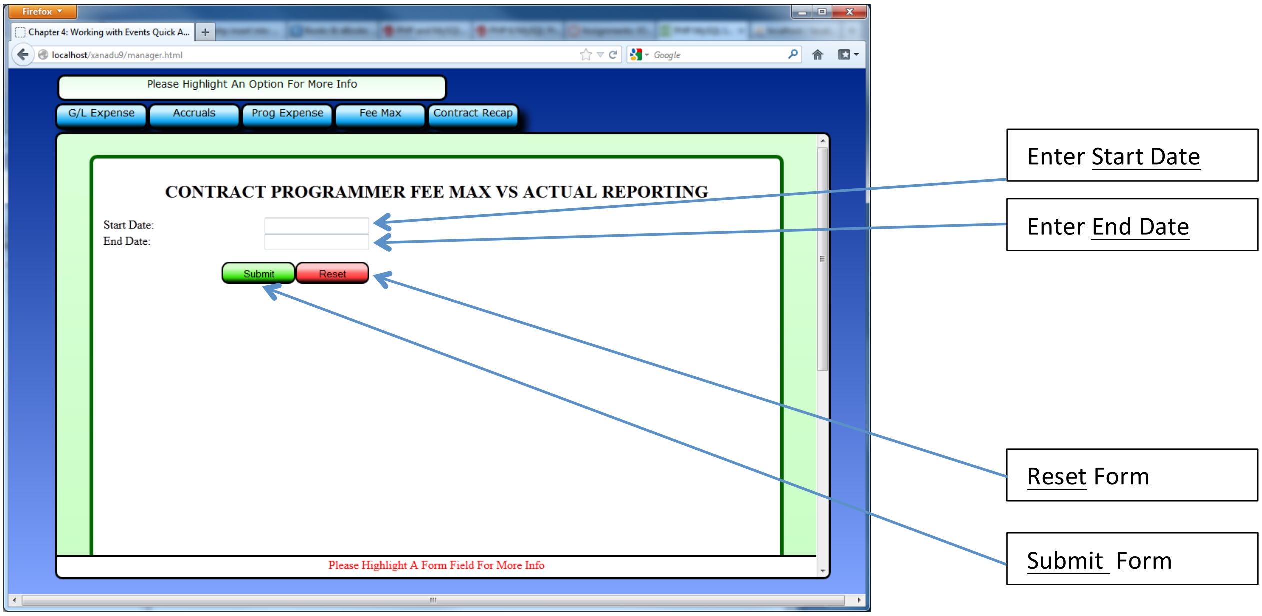
Manager Users: Contract Programmer's Monthly Expense Recap



To view the Contract Programmer's Monthly Expense Recap:

1. **Start Date** – enter the starting date of the reporting period
2. **End Date** – enter the ending date of the reporting period
3. **Submit** – click the **submit** button to advance to the next screen
4. **Reset** – click the **reset** button to clear the fields
5. Resulting report will show the contract programmers invoice expenses paid each month. It is sent to each bank division and is then sorted by the charge unit.

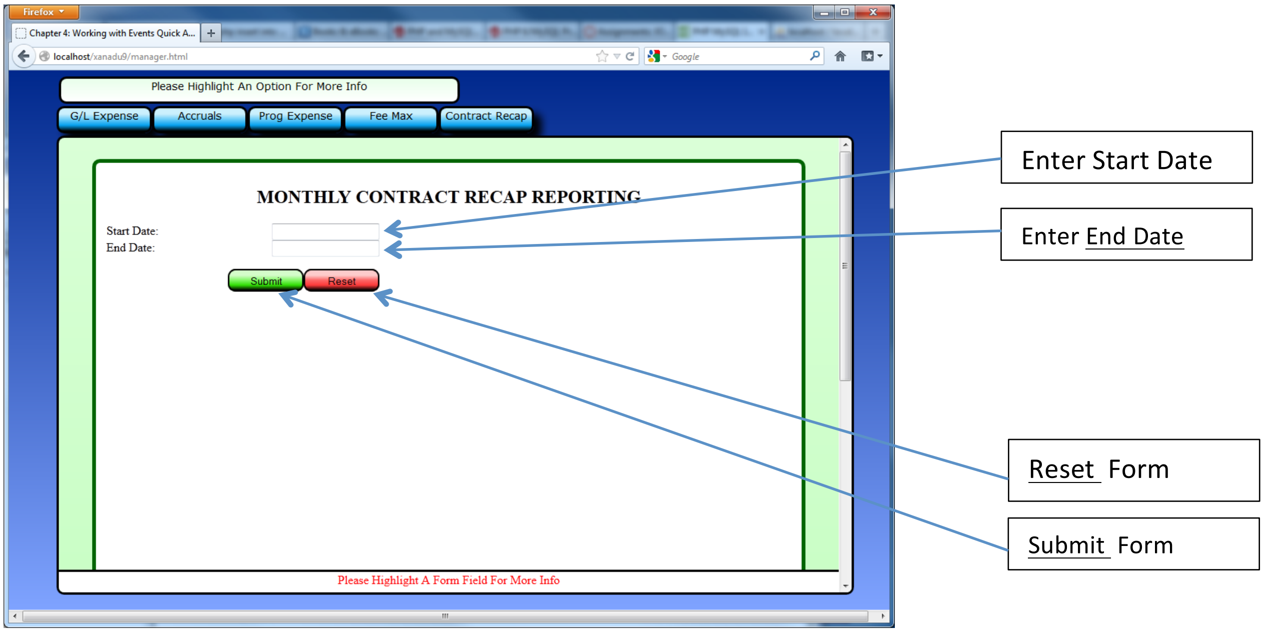
<u>**Manager Users: Contract Programmer's Fee Max vs Actual Reporting**</u>



To view the Contract Programmer's Fee Max vs Actual Reporting:

1. **Start Date** – enter the starting date of the reporting period
2. **End Date** – enter the ending date of the reporting period
3. **Submit** – click the **submit** button to advance to the next screen
4. **Reset** – click the **reset** button to clear the fields
5. Resulting report will show the contract fee maximum and the invoices that have been paid against each contract with the remaining fee max available. It is sent to each division and then sorted by charge unit.

Manager Users: Monthly Contract Recap Reporting



To view the Monthly Contract Recap Reporting:

1. **Start Date** – enter the starting date of the reporting period
2. **End Date** – enter the ending date of the reporting period
3. **Submit** – click the **submit** button to advance to the next screen
4. **Reset** – click the **reset** button to clear the fields
5. Resulting report will show the contract and invoice information for each Project Manager - it is used by them to keep track of the contract and programmers working for them.

Reports

To run reports you have to log in as a Manager. For each report, you enter the specific time-period for the report.

- G/L Expense - shows all the invoices paid in the specific time period
- Accruals - shows all the invoices which were accrued in the specific time period
- Programmer Expense - shows all the invoices charged by divisions in the specific time period
- Fee Max - shows the fee max vs. actual for programmers in the specific time period
- Contract Recap - shows a monthly recap for contracts in the specific time period

For More Information

In the case the system fails, this User Manual is not sufficient or for general non-emergent questions, please email Team.Awesome@gmail.com. For immediate attention please contact our 24/7 service phone number 425-555-1234 and our on call service will notify the appropriate parties.

BANK OF XANADU APPENDIX

[Nothing at this time]