

Bank of Xanadu – User Manual

College Name: Edmonds Community College

Department: Computer Information Systems

Assignment Name: TA6 (Team Assignment #6)

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Team Name: Team Awesome

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DATE: May 25, 2013
TO: Mr. Patrick Jay
Vice President & Manager
FROM: Team Awesome
Lindsay 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,

Lindsay 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

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Table of Contents

1 – Introduction	5
2 – System Overview	5
3 – Navigation	5
3 – Step-by-Step Instructions	6
4 – Login Screen	6
5 – Accountant Screens	7
6 – New Vendor	8
7 – New Contact	9
8 – New Unit	10
9 – New Programmer	11
10 – New Division	12
11 – New Buyer	13
12 – New Contract	14-15
13 – Update Contract	16-17
14 – Receive Invoice	18-19
15 – Update Invoice	20-21
16 – Invoice Inquiry	22
18 – Management Screens	23
19 – General Ledger Expense Reporting	24
20 – Accrual Reporting	25
21 – Contract programmers’ monthly expense recap reporting	26
22 – Contract programmer fee max vs actual Reporting	27
23 – Monthly Contract Recap Reporting	28
24 – Reports	29
25 – For More Information	29
Appendix	30

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.

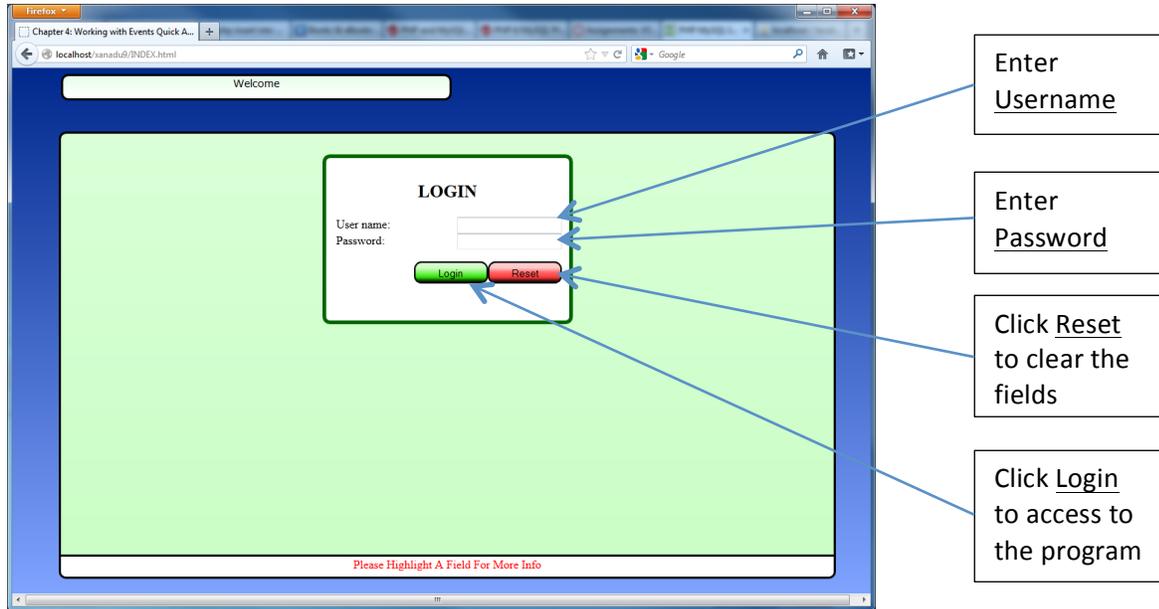
Navigation

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

All Users:

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

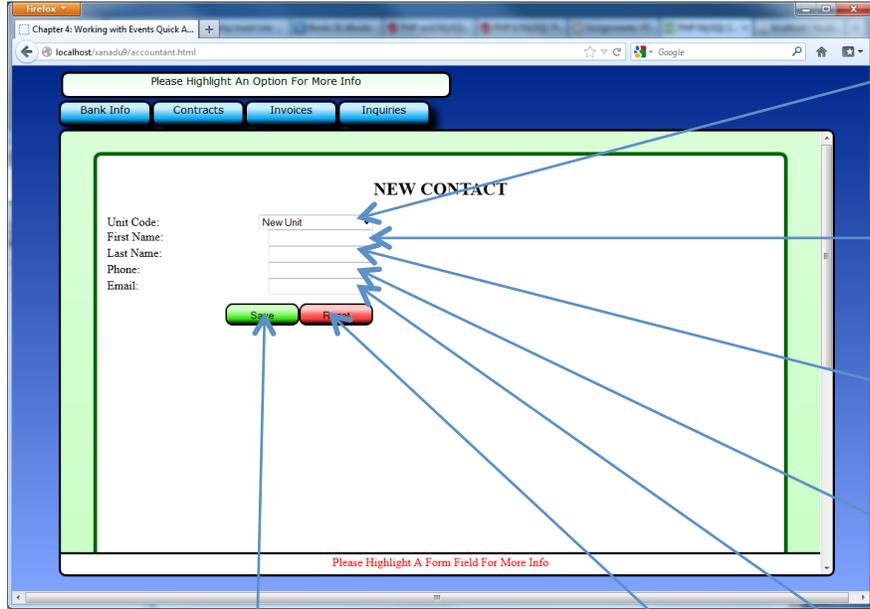
The screenshot shows a web browser window displaying a 'NEW VENDOR' form. The form has the following fields: Name, Phone, Email, Street, City, State, Zip, and Notes. Below the fields are 'Save' and 'Reset' buttons. The interface is annotated with callout boxes:

- Enter vendor City
- Enter vendor State
- Enter vendor Zip code
- Enter any Notes related to vendor
- Enter vendor Name
- Enter vendor Phone number
- Enter vendor Email address
- Enter vendor Street address
- Click SAVE to save the information
- Click RESET to clear all fields

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



Click on drop down to select unit code or select new unit

First name of contact person

Last name of contact person

Phone number of contact person

Contact persons Email address

Click SAVE to save the information

Click RESET to clear all field

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

The screenshot shows a web browser window displaying a form titled "NEW UNIT". The form has three input fields: "New Division", "Unit Number", and "Unit Location". Below the fields are two buttons: "Save" (green) and "Reset" (red). The browser's address bar shows "localhost:8080/accountant.html". The page has a blue header with navigation buttons for "Bank Info", "Contracts", "Invoices", and "Inquiries". A red message at the bottom of the form says "Please Highlight A Form Field For More Info".

Click on the drop down to select a division or select new division

Enter the Unit number

Enter the Unit location

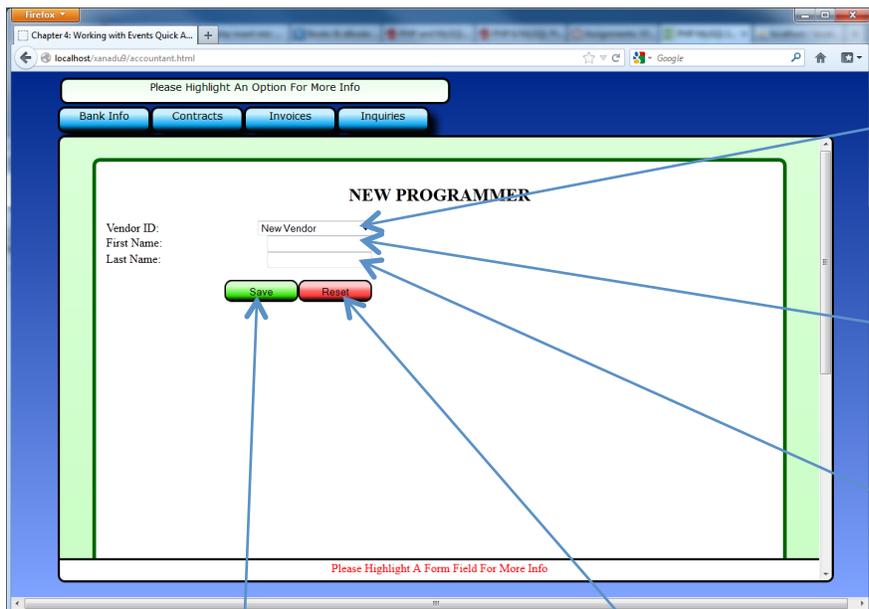
Click SAVE to save the information

Click RESET to clear all field

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



The screenshot shows a web browser window displaying a form titled "NEW PROGRAMMER". The form has a "New Vendor" dropdown menu, followed by "First Name:" and "Last Name:" labels with corresponding input fields. Below the fields are two buttons: a green "Save" button and a red "Reset" button. A red text prompt at the bottom of the form reads "Please Highlight A Form Field For More Info".

Callout boxes provide the following instructions:

- Click on drop down to select a vendor ID or select New vendor
- Enter vendor first name
- Enter Vendor Last name
- Click **SAVE** to save the information
- Click **RESET** to clear all field

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 First 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

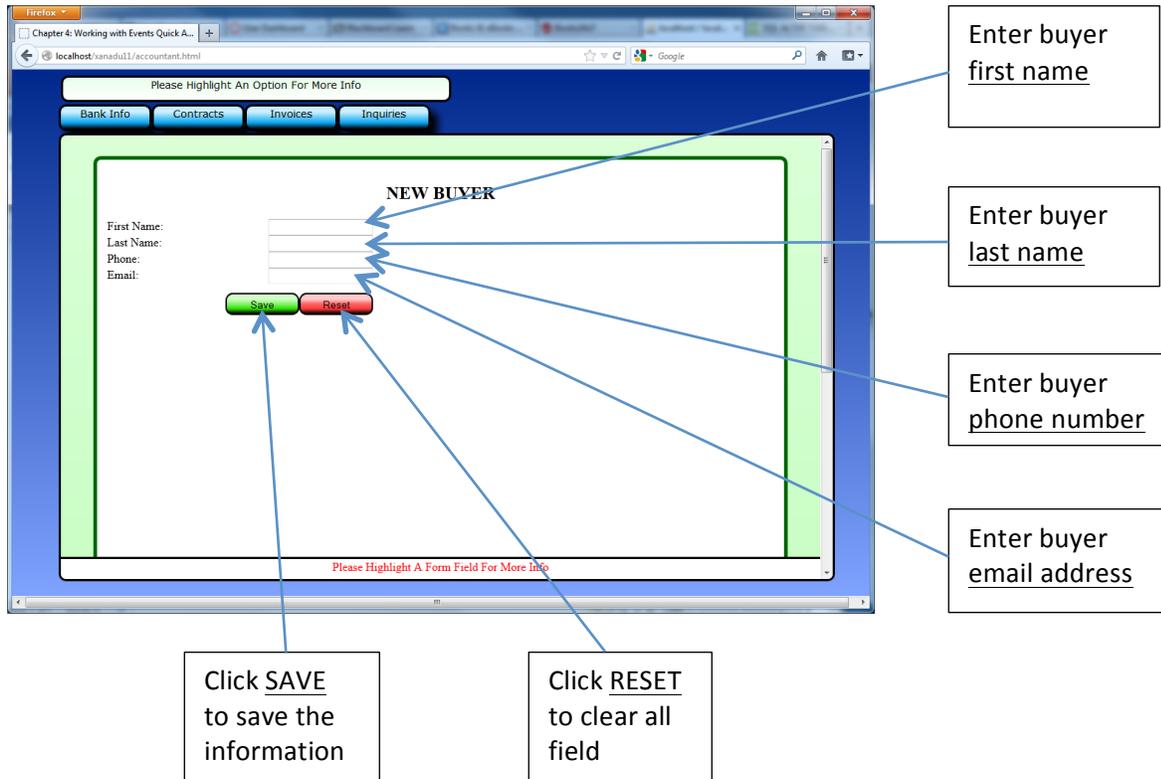
The screenshot shows a web browser window displaying a form titled "NEW DIVISION". The form has two input fields: "Code:" and "Name:". Below the fields are two buttons: "Save" (green) and "Reset" (red). Callout boxes with arrows point to these elements:

- Enter new division code (points to the Code field)
- Enter name of division (points to the Name field)
- Click SAVE to save the information (points to the Save button)
- Click RESET to clear all fields (points to the Reset button)

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



The screenshot shows a web browser window with a URL of localhost/sanadu1/accountant.html. The page has a blue header with a navigation menu containing 'Bank Info', 'Contracts', 'Invoices', and 'Inquiries'. Below the header is a green-bordered form titled 'NEW BUYER'. The form contains four input fields: 'First Name', 'Last Name', 'Phone', and 'Email'. At the bottom of the form are two buttons: a green 'Save' button and a red 'Reset' button. Blue arrows point from callout boxes to each of these elements. The callouts are: 'Enter buyer first name' (pointing to the First Name field), 'Enter buyer last name' (pointing to the Last Name field), 'Enter buyer phone number' (pointing to the Phone field), 'Enter buyer email address' (pointing to the Email field), 'Click SAVE to save the information' (pointing to the Save button), and 'Click RESET to clear all field' (pointing to the Reset button). A red text prompt 'Please Highlight A Form Field For More Info' is visible at the bottom of the form area.

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

The screenshot shows a web browser window displaying a form titled "RECEIVE CONTRACT". The form has several dropdown menus and text input fields. Callout boxes with arrows point to these elements, providing instructions:

- Click on drop down to select a unit or select new unit
- Click on drop down to select vendor name or select new vendor
- Enter contract code
- Enter hourly rate
- Enter start date
- Click on drop down to select a contact name or select new contact
- Click on drop down to select buyer name or select new buyer
- Click on drop down to select programmer name or select new programmer
- Enter end date
- Enter fee maximum
- Enter project description
- Click SAVE to save the information
- Click RESET to clear all fields

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 contract 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 contract 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 contract 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

The screenshot shows a web browser window displaying the 'UPDATE CONTRACT' form. The form is titled 'UPDATE CONTRACT' and contains several fields and buttons. Callout boxes with arrows point to specific elements, providing instructions on how to interact with them. The form fields include: Contract Code (with a dropdown menu), Contract Name (with a dropdown menu), Unit Number (with a dropdown menu), Vendor Name (with a dropdown menu), Buyer Name (with a dropdown menu), Programmer Name (with a dropdown menu), Code (text input), Rate (text input), Start Date (text input), End Date (text input), Fee Max (text input), and Description (text input). At the bottom of the form, there are two buttons: 'SAVE' (green) and 'RESET' (red). A red text prompt at the bottom of the form reads 'Please Highlight A Form Field For More Info'.

Callout boxes and their instructions:

- Click on drop down to select contract code or select new contract
- Click on drop down to select a contact name or select new contact
- Click on drop down to select unit number or select new unit
- Click on drop down to select vendor name or select new vendor
- Click on drop down to select buyer name or select new buyer
- Click on drop down to select programmer name or select new programmer
- Enter end date
- Enter contract code
- Enter fee maximum
- Enter hourly rate
- Enter project description
- Click SAVE to save the information
- Click RESET to clear all fields
- Enter start date

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

The screenshot shows a web browser window displaying a 'RECEIVE INVOICE' form. The form includes several dropdown menus for 'Contract Code', 'Employee Name', and 'Vendor Name'. A table displays contract details for 'day110'. Below the table are input fields for 'Invoice Number', 'Date', 'Start Date', 'End Date', 'Due Date', 'Date To A/P', 'Hours', 'Rate', 'Amount', 'Description', 'Sheet Hours', 'Status', and 'Accrual'. At the bottom are 'Save' and 'Reset' buttons. A red text prompt at the bottom of the form reads 'Please Highlight A Form Field For More Info'. Surrounding the screenshot are callout boxes with arrows pointing to specific elements, providing instructions on how to interact with the form.

Callout boxes include the following instructions:

- Click on drop down to select a contract code or select new contact
- Click on drop down to select employee name or select new employee
- Enter due date
- Enter date sent to A/P
- Enter total of hours
- Enter description
- Click SAVE to save the information
- Click RESET to clear all fields
- Enter accrual
- Enter status
- Enter time sheet hours
- Click on drop down to select vendor name or select new vendor
- Information display when select a valid contract code
- Enter invoice number
- Enter invoice date
- Enter start and end date
- Enter hourly rate
- Enter invoice total amount

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

The screenshot shows a web browser window displaying the 'UPDATE INVOICE' form. The form includes several input fields and a table. Callout boxes provide instructions for each field:

- Click on drop down to select invoice number or select new invoice
- Click on drop down to select contract code or new contract
- Click on drop down to select employee name or select new employee
- Click on drop down to select vendor name or select new vendor
- Information display when select a valid contract code
- Enter invoice date
- Enter Start and end date
- Enter description
- Enter time sheet hours
- Enter status
- Enter accrual
- Enter invoice number
- Enter due date
- Enter date sent to A/P
- Enter total hours
- Enter hourly rate
- Enter total amount
- Click SAVE to save the information
- Click RESET to clear all field

The form fields include: Invoice Number, Contract Code, Employee Name, Vendor Name, Invoice Number, Date, Start Date, End Date, Due Date, Date To A/P, Hours, Rate, Amount, Description, Sheet Hours, Status, and Accrual. A table displays contract details:

contract code	start date	end date	rate	fee max
day110	5555-08-08	5558-08-08	235.00	2345.00

To update invoice:

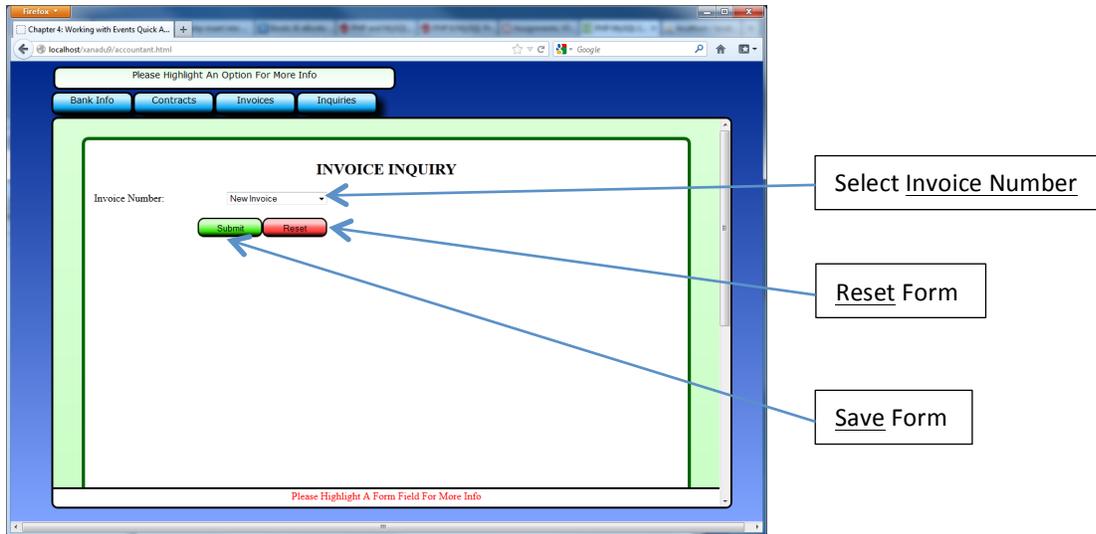
1. **Invoice Number** - click on the drop down to select the appropriate invoice number – *if a new invoice it is require to add new invoice information first before a invoice can be modify* - press TAB key to go to the next field
2. **Contract Code** – click on the drop down to select the appropriate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

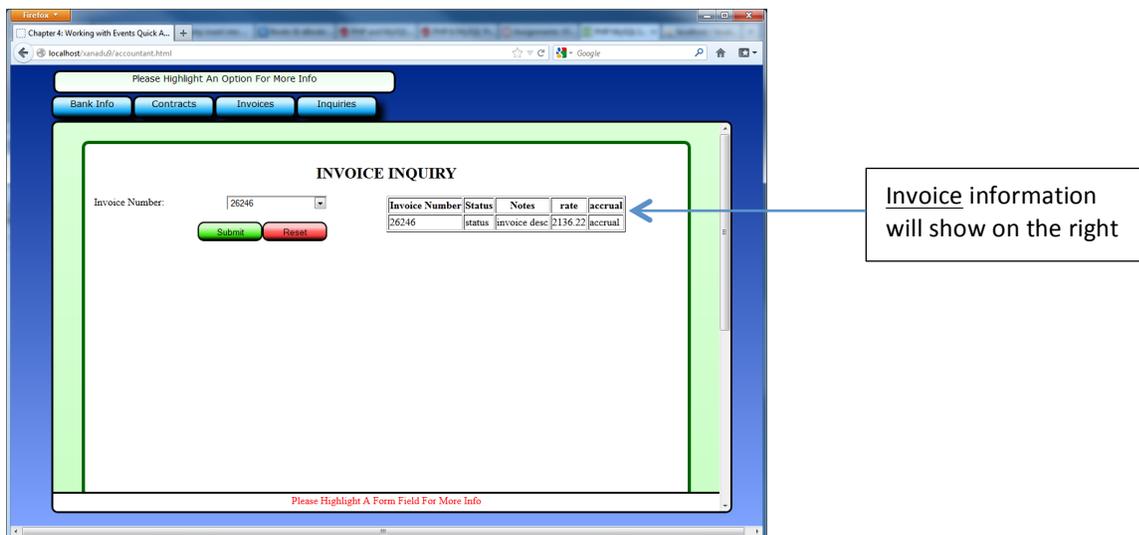
3. **Employee Name** – click on the drop down to select the appropriate employee name – *if a new employee it is require to add new employee information first before a invoice can be modify* - press TAB key to go to the next field
4. **Vendor Name** – click on the drop down to select the appropriate 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:



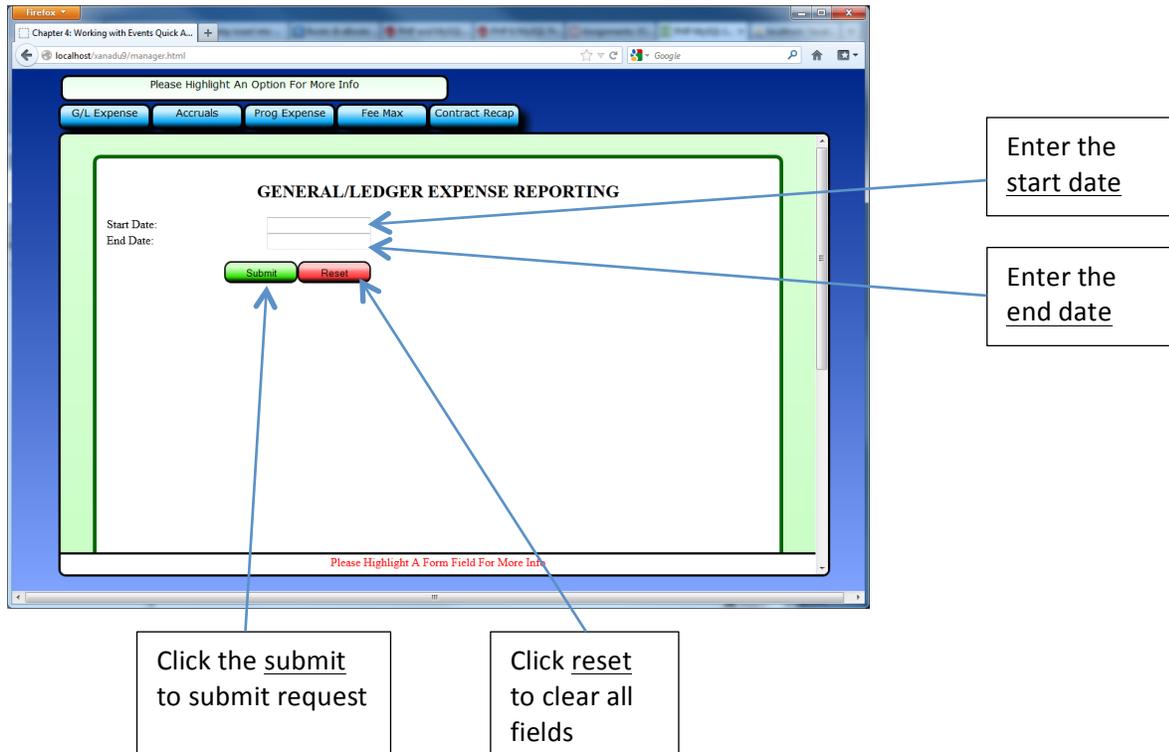
1. **Invoice** Number – select the correct invoice number from the drop down menu
2. **Submit** – click the **submit** button to advance to the next page
3. **Invoice Information** will be displayed on the right.



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

The screenshot shows a web browser window displaying the 'ACCRUAL REPORTING' form. The browser's address bar shows 'localhost/lanadu/manager.html'. The page has a blue header with a navigation menu containing 'G/L Expense', 'Accruals', 'Prog Expense', 'Fee Max', and 'Contract Recap'. Below the menu is a white box with the text 'Please Highlight An Option For More Info'. The main content area is a white box with a green border, containing the title 'ACCRUAL REPORTING'. Below the title are two input fields: 'Start Date:' and 'End Date:'. Below the input fields are two buttons: 'Submit' (green) and 'Reset' (red). At the bottom of the white box, there is a red text prompt: 'Please Highlight A Form Field For More Info'. On the right side of the image, there are four callout boxes with arrows pointing to the form elements: 'Enter Start Date' points to the 'Start Date' field, 'Enter End Date' points to the 'End Date' field, 'Reset Form' points to the 'Reset' button, and 'Submit Form' points to the 'Submit' button.

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

The screenshot shows a web browser window with the URL `localhost/sonadu/manager.html`. The page has a blue header with a search bar containing the text "Please Highlight An Option For More Info". Below the search bar are five buttons: "G/L Expense", "Accruals", "Prog Expense", "Fee Max", and "Contract Recap". The main content area is titled "CONTRACT PROGRAMMER'S MONTHLY EXPENSE RECAP REPORTING" and contains two date input fields labeled "Start Date:" and "End Date:". Below these fields are two buttons: a green "Submit" button and a red "Reset" button. At the bottom of the form area, there is a red text prompt: "Please Highlight A Form Field For More Info". Four callout boxes on the right side of the image point to the form elements: "Enter Start Date" points to the first input field, "Enter End Date" points to the second input field, "Reset Form" points to the red "Reset" button, and "Submit Form" points to the green "Submit" button.

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.

Manager Users: Contract Programmer's Fee Max vs Actual Reporting

Please Highlight An Option For More Info

G/L Expense Accruals Prog Expense Fee Max Contract Recap

CONTRACT PROGRAMMER FEE MAX VS ACTUAL REPORTING

Start Date:

End Date:

Submit Reset

Please Highlight A Form Field For More Info

Enter Start Date

Enter End Date

Reset Form

Submit Form

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

Please Highlight An Option For More Info

G/L Expense Accruals Prog Expense Fee Max Contract Recap

MONTHLY CONTRACT RECAP REPORTING

Start Date:

End Date:

Submit Reset

Please Highlight A Form Field For More Info

Enter Start Date

Enter End Date

Reset Form

Submit Form

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.

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APPENDIX



[Nothing at this time]