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TaskTak User guide – Expenses

All the expenses done by Tasktak is recorded here.

Expenses Table

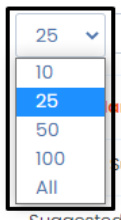
This table will contain all the data associated with expenses.

1	2	3	4	5	6	7	8	9	10
25	EXPORT	MANIPULATION							
Category	Amount	Name	Expense Receipt	Date	Project	Customer	Invoice	Reference #	Payment Mode
Kitchen Expense	\$150.00	Sink		2021-11-19				123456	TaskTak Checking end 001
Kitchen Expense	\$100.00			2021-11-19					Bank
Apparel for clothing line	\$20.01	dummy		2021-11-10	Starting Up Business Operations	Tuslr Technology	INV-000004	1234	Stripe Checkout
Rental Office	\$30.01	dummy 2		2021-11-10	Starting Up Business Operations	Tuslr Technology			Bank
Test 123	\$20.01	Item Cost		2021-11-10	Test 123	Sound Technologies Inc		12533	Bank
Rental Office	\$30.01	dummy 2		2021-11-10	Starting Up Business Operations	Tuslr Technology			Bank
Cafeteria Expense	\$60.02			2021-11-05				1234	Bank
Apparel for clothing line	\$920.00	21110211#12345		2021-11-02				12345	Bank

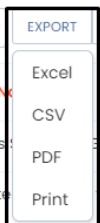
Showing 1 to 8 of 8 entries

Previous 1 Next

1. The dropdown represents the number of data which can be selected to show on the table using the scroll down for that page.



2. The data can be exported into excel, csv and pdf format and this system also has the option to print the data - when clicked upon the Export button.



3. The **MANIPULATION** button works when the user selects multiple tasks and the following UI shown below is shown when this button is clicked.

☐ Mass delete

Status

Status

Priority

Non selected

Assigned to

Non selected

Billable

Non selected

Tags:

Tag

CLOSE

CONFIRM

If the Admin user wants, he/she can delete the selected data by checking onto the "Mass Delete" box.

☐ Mass delete

Status

Status

Not Started

In Progress

Testing

Awaiting Feedback

Complete

Priority

Non selected

Tags:

Tag

CLOSE

CONFIRM

Admin user can select the priority of the selected tasks. All the selected tasks will have the same priority.

☐ Mass delete

Status

Status

Priority

Non selected

Low

Medium

High

Urgent

Tags:

Tag

CLOSE

CONFIRM

Admin user can select the status of the selected tasks. All the selected tasks will have the same status.

Manipulation

☐ Mass delete

Status

Status

Priority

Non selected

Assigned to

Non selected

tom

Tam Swayer

Tags:

Tag

CLOSE

CONFIRM

The admin user has the liberty to assign the selected tasks to one or multiple staffs.

☐ Mass delete

Status
Status

Priority
Non selected

Assigned to
Non selected

Billable
Non selected
Yes
No

CLOSE CONFIRM

Admin user can choose if the selected tasks are billable or not. The selected option will leave impact on all the selected tasks.

☐ Mass delete

Status
Status

Priority
Non selected

Assigned to
Non selected




Billable
Non selected


Tags:
Driver's Questions

CLOSE CONFIRM

Tags can be provided by the admin for the selected tasks. They are given to describe the task in short terms.

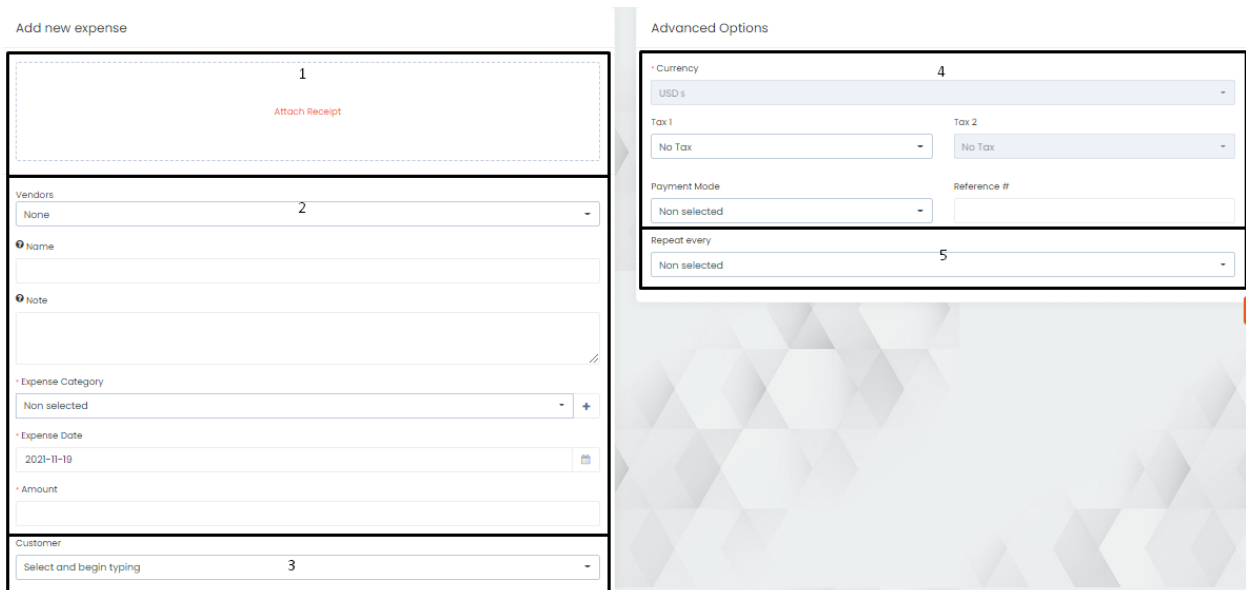
Afterwards the admin has to press "Confirm" the button if he/she wants to save the data. If not, the admin can select the "Cancel" button to dismiss the changes.

- The  button will help the Admin User refresh the table.
- Admin can select one or multiple items from the table.
- The  button helps the user to order the set of data from its highest to lowest or from its lowest to highest order.
- A search bar is present at the top on the table, which helps the user to search for any data instantly.
- The  icon will help the admin to change the size of the table to full size by clicking on the contents from the table.
- The quick statistics dashboard shows the total expenses for the project spent in the "Total" box. Billable expenses show the amount of expense that can be billed for the project. Non billable items are those which are not yet entered into the database under expenses section but are spent for the project. "Not Invoiced" items are those whose bill is not recorded to the system. The "billed" items are those which have been approved and paid by the authority for the project.

10. Admin can filter the data and view on the table by clicking on the  icon.
11. When there will be a large amount of data, the admin users will be able to view the next or previous set of data by clicking on the "Previous" and "Next" button. The numbers will indicate the number of the page.

RECORD EXPENSE

Expenses can be recorded by clicking on the "Record Expense" button.



The screenshot displays the 'Add new expense' form, which is divided into two main sections: a primary form on the left and an 'Advanced Options' section on the right. The primary form includes a dashed box at the top for attaching a receipt (labeled 1), a vendor selection dropdown (labeled 2), fields for name and note, an expense category dropdown, an expense date field, and an amount field. At the bottom of the primary form is a customer selection dropdown (labeled 3). The 'Advanced Options' section contains a currency dropdown (labeled 4), tax selection fields, payment mode and reference number fields, and a repeat every field (labeled 5).

1. Receipts can be added using this option.
2. Admin must provide the vendor's name for the product with product name, note if any additional details is required to add, expense category to determine under which group the expense falls under, expense date on which the expenditure was done, and the amount.
3. The customer company's name needs to be selected from the dropdown.
4. Currency type, tax, payment method and reference are added in this field.
5. If the expense is done frequently within a fixed specific timeframe and the expense needs to be added to the system for record, this option will help the admin to avail this facility.

View/Edit/Delete Expense

Admin can view and edit the expense by moving the cursor over the expense name.

View :

The screenshot shows the 'Expense of' tab with a list of expenses and a detailed view of the 'Kitchen Expense'.

Category	Amount	Reference #	Payment Mode
Kitchen Expense	\$150.00	123456	TaskTak Checking end 001
Kitchen Expense	\$100.00		Bank
Rental Office	\$30.01		Bank
Test 123 Not Invoiced	C\$20.01	12633	Bank
Rental Office	\$30.01		Bank

Kitchen Expense
Sink

Amount: **\$150.00**
Paid Via TaskTak Checking end 001
Date: 2021-11-19
Ref #: 123456

Expense Receipt

Attach Receipt

1. All the data related to the sections will be shown here. However, the sections are discussed below.

Expense Of :

The expense details are displayed here.

The screenshot shows the 'Expense of' tab with the details of the 'Kitchen Expense'.

Kitchen Expense
Sink

Amount: **\$150.00**
Paid Via TaskTak Checking end 001
Date: 2021-11-19
Ref #: 123456

Expense Receipt

Attach Receipt

Tasks :

Tasks associated to the expenses are created, viewed, edited and deleted through this section.

The screenshot shows the 'Tasks' tab with a list of tasks associated with the 'Kitchen Expense'.

Kitchen Expense
Sink

NEW TASK

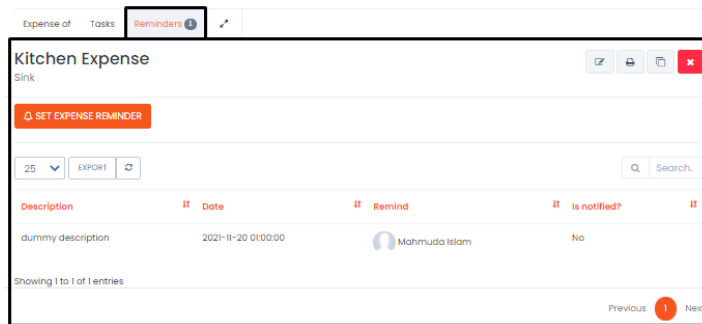
#	Name	Status	Start Date	Due Date	Assigned to	Tags	Priority
1153	dummy	In Progress	2021-11-19				Medium

Showing 1 to 1 of 1 entries


Previous 1 Next

Reminders :

Reminder associated to the expense can be set, edited and deleted through this section.



Toggle Full View :

The  icon will help the admin to change the size of the table to full size by clicking on the contents from the table.

Edit :

Admin can edit expense by clicking on the “Edit” option, which can be found when the cursor is moved over the expense category. When an expense is edited, the detail for that expenditure is modified.

Delete :

Admin can delete an expense by clicking on the “Delete” option, which can be found when the cursor is moved over the expense category. When an expense is deleted, the expenditure is removed from the table.