

# Money Trail

## Help Page

This Document explains the use of some of the very basic actions that you'll perform

### 1. Login Page

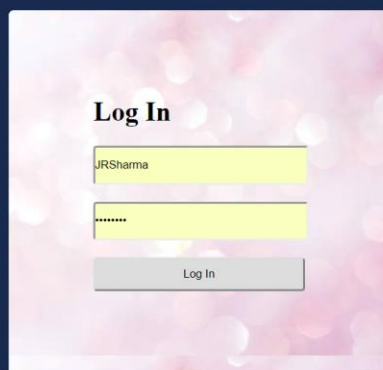
Each user will have one user account s/he can login with. Here, every person of IIT Mandi will have an account with username and password as credentials.

#### 1.1.Steps

1.1.1. Fill Username

1.1.2. Fill Password

1.1.3. Hit Enter/Click 'Log In'



**Log In**

JRSharma

\*\*\*\*\*

Log In

## 2. Account Selection:

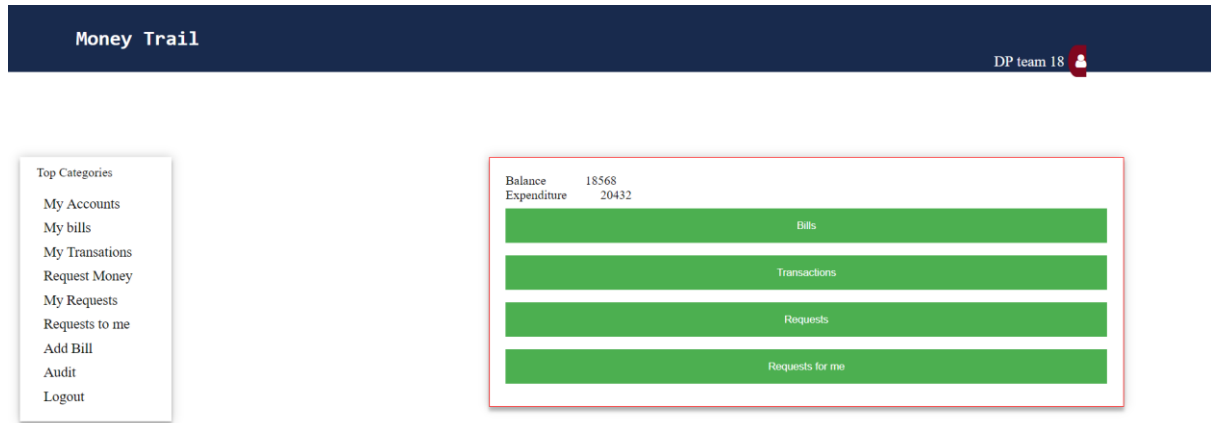
Each user account will have multiple financial accounts. S/he can select any account after user login. Only financial account will have their respective data in the system. User account just serves the purpose of financial account selection towards a user.

### 2.1. Steps:

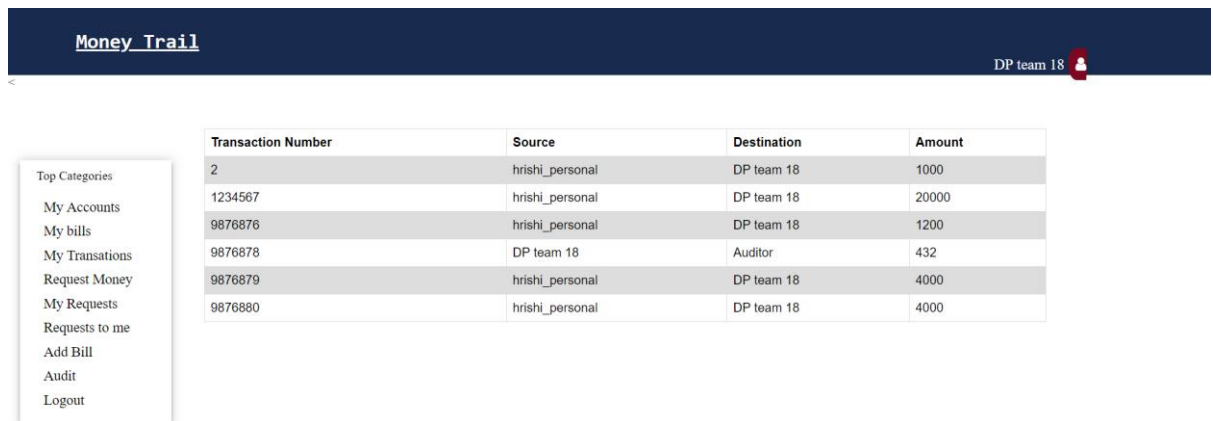
2.1.1.1. Click on the appropriate account

The screenshot displays the 'Money Trail' application interface. At the top, a dark blue header contains the text 'Money Trail' on the left and a user profile icon labeled 'hrishi' on the right. Below the header, a white box with a black border contains the text 'Choose Account'. An orange arrow points from this box to the second of two user icons. On the left side, a vertical menu lists 'Top Categories' with the following items: 'My Accounts', 'My bills', 'My Transations', 'Request Money', 'My Requests', 'Requests to me', 'Add Bill', 'Audit', and 'Logout'. In the center, there are two user icons. Below the first icon, the text reads 'Account number: 1' followed by a bulleted list: '• post: owner', '• name hrishi\_personal', and '• level: 1'. Below the second icon, the text reads 'Account number: 2' followed by a bulleted list: '• post: member', '• name DP team 18', and '• level: 4'.

**3. The Account:** Now that you are done with selecting your desired account a account home page pops up which shows things like your balance, your expenditure, etc.. You can perform various actions with your account that a normal person needs to, such as Looking at the transactions, Uploading bills, viewing them, requesting more money.




**3.1. Your transactions:** You can look at where you sent the money and where you received the money and how much.(Image below)



### 3.2. Billing: Been spending money eh! Well you need to keep track of it.

#### 3.2.1. Adding bills

**Money Trail** DP team 18 

- My Accounts
- My bills
- My Transactions
- Request Money
- My Requests
- Requests to me
- Add Bill
- Audit
- Logout


### Upload Bill

Amount

Reasons


Upload  
 No file chosen

#### 3.2.2. Checking bills: Need to view your uploaded bills, No problem!


Money Trail DP team 18 

Top Categories


- My Accounts
- My bills
- My Transactions
- Request Money
- My Requests
- Requests to me
- Add Bill
- Audit
- Logout




- Bill ID 1
- AccountID 2
- Amount 320
- [View Bill](#)




- Bill ID 2
- AccountID 2
- Amount 320
- [View Bill](#)



- Bill ID 9
- AccountID 2
- Amount 342
- [View Bill](#)



- Bill ID 10
- AccountID 2
- Amount 342
- [View Bill](#)



- Bill ID 11
- AccountID 2
- Amount 342
- [View Bill](#)

### 3.3. Need More money: Well this will be explained in elaborated steps in next section

**4. Requests:** A *request* is an action that is initiated when a person has need of more money and requests for more money. The request goes from two layers of approval i.e. The source account and the *Audit Section* , the latter being more thorough

**4.1.1. Requesting:** An account can put up requests, and have to choose an audit section and Source(Donor) account so as to start a valid *request*.

### Request Form

Account I.D. of Donor

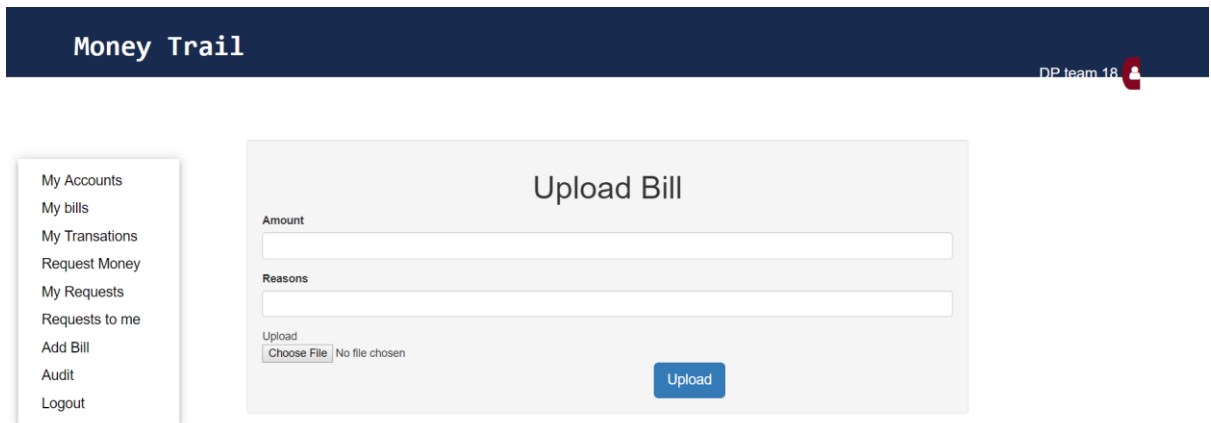
Amount

Pick an Audit Section

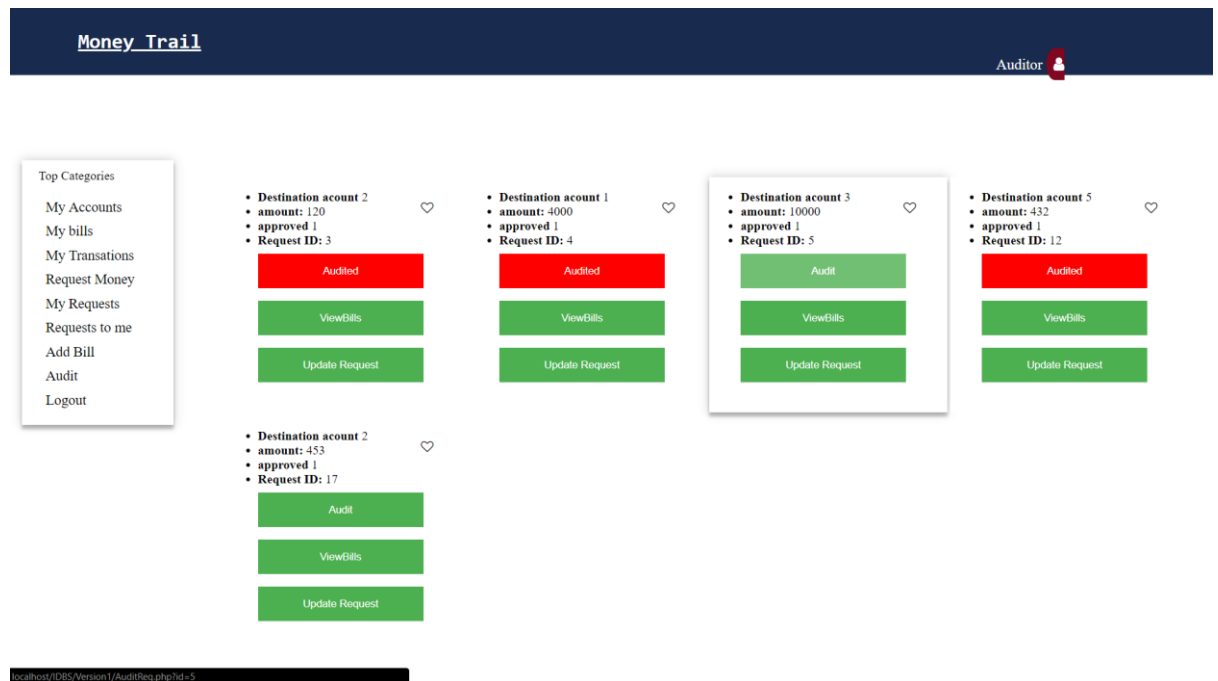
**4.1.2. Request Status:** When a request is created it will be added to your request log and it you can view its status whether it is approved, audited or not

<div style="border: 1px solid #ccc; padding: 5px;"> <p>Top Categories</p> <ul style="list-style-type: none"> <li>My Accounts</li> <li>My bills</li> <li>My Transations</li> <li>Request Money</li> <li>My Requests</li> <li>Requests to me</li> <li>Add Bill</li> <li>Audit</li> <li>Logout</li> <li>Logout</li> </ul> </div>	<ul style="list-style-type: none"> <li>• Source account 1</li> <li>• Request ID: 3</li> <li>• amount: 120</li> <li>• Audit 1</li> <li>• approved 1</li> </ul>	<ul style="list-style-type: none"> <li>• Source account 4</li> <li>• Request ID: 8</li> <li>• amount: 412</li> <li>• Audit 1</li> <li>• approved 1</li> </ul>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <ul style="list-style-type: none"> <li>• Source account 4</li> <li>• Request ID: 15</li> <li>• amount: 546</li> <li>• Audit 0</li> <li>• approved 0</li> </ul> </div>	<ul style="list-style-type: none"> <li>• Source account 4</li> <li>• Request ID: 16</li> <li>• amount: 546</li> <li>• Audit 0</li> <li>• approved 0</li> </ul>
<ul style="list-style-type: none"> <li>• Source account 4</li> <li>• Request ID: 17</li> <li>• amount: 453</li> <li>• Audit 0</li> <li>• approved 1</li> </ul>				

**4.1.3. Source Account approval:** When a request it created a entry is logged into the source account, which he/she can see in their *reuests* tab.

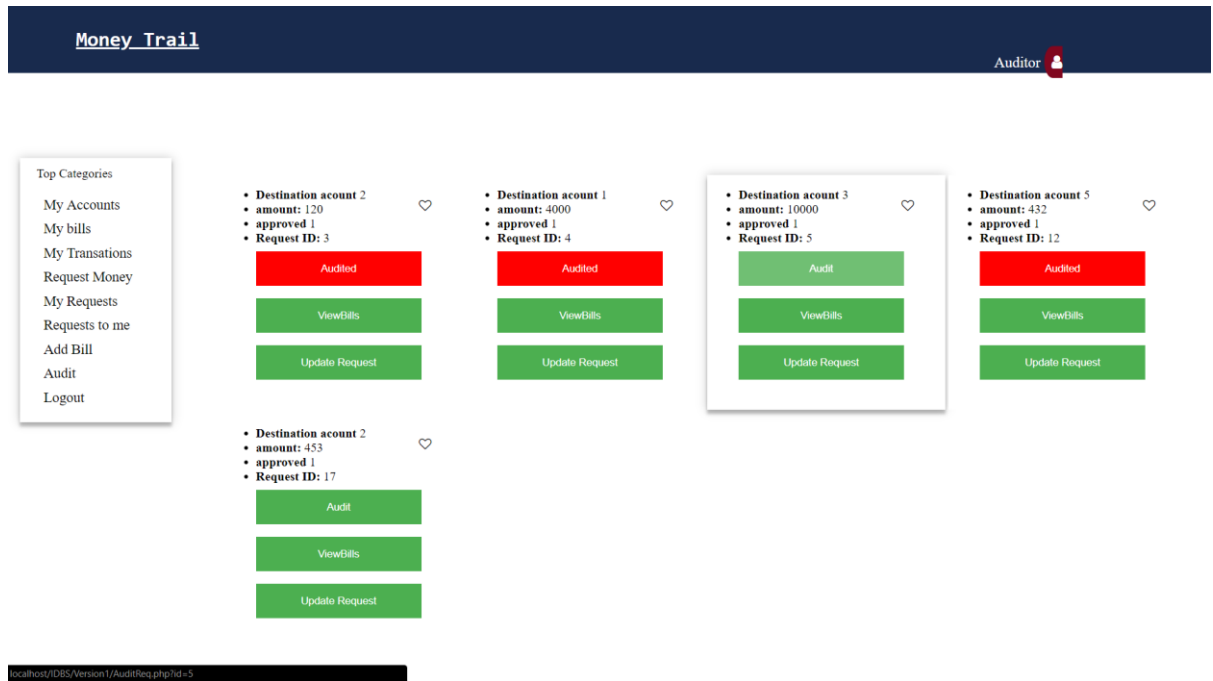


**4.1.4. Auditing:** The request now goes to the auditing department where the auditor can perform various options like editing the amount int the request, viewing the bills to see their authenciticity,etc...(Auditing discussed in details on the next section)

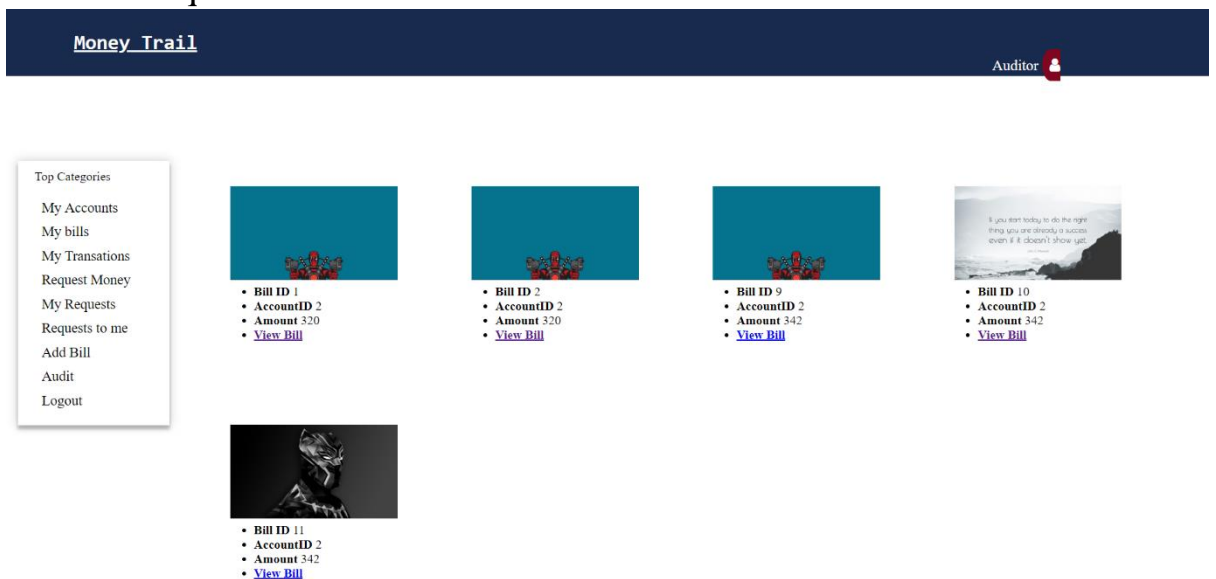


**Note:** A non approved request won't be proceeded to the audit section.

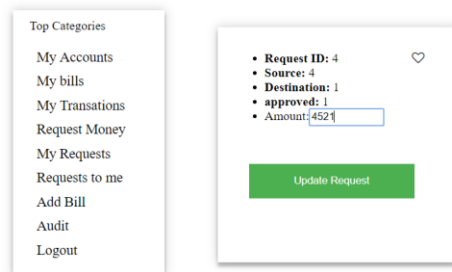
**5. Auditing:** An auditors job is to make sure that each and every request is legit, He/she takes some steps to ensure this



**5.1. Bill re-viewing:** The auditor can take a look at the bill of an account that created a request



**5.2.Editing Request:** If the auditors finds something wrong or doubtful then he/she can change the amount claimed:



**5.3.Final Nod:** After carrying out these steps the auditor approves(*Audits*) the request and then the money is transferred from the source account to the requestors account and a transaction entry is logged into the transaction log