Redmine – ERPmine
User Guide

Version 4.7
Apr 18, 2023

Revision History

Date	Version	Description	Author
09/06/2017	3.0	Inventory module is introduced	R.Dhineshkumar
10/28/2017	3.1	Asset module is introduced	R.Dhineshkumar
01/31/2018	3.2	Schedule Shifts	R.Dhineshkumar
12/21/2018	3.3	Supervisor feature	M.Karthick
01/08/2019	3.4	Dashboards is introduced	T.Arun
03/11/2019	3.5	Survey module is introduced	T.Arun
05/10/2019	3.6	Entity Surveys	T.Arun
07/03/2019	3.7	Employee Performance Review	T.Arun
11/01/2019	3.8	Leave Request	T.Arun
12/27/2019	3.9	Income Tax Calculations	R.Amutha
06/07/2020	4.0	Record Geo Location	R.Amutha
11/03/2020	4.1	Individual approvers per project for timesheets	R.Amutha
03/17/2021	4.2	Referral	R.Amutha
06/30/2021	4.3	Generate invoice on selected hours	R.Amutha
08/18/2021	4.3.1	Serial number	R.Amutha
10/14/2021	4.4	Delivery	R.Amutha
02/09/2022	4.5	Cash Flow Report	C.Dhanalakshmi
05/31/2022	4.6	Assemble item	C.Dhanalakshmi
04/18/2022	4.7	Sales Quote	C.Dhanalakshmi

Table of Contents

1. Introduction

ERPmine is a free open source ERP for Service Industries. It runs as a plugin within Redmine, it has the following modules:

1.1 Installation

Unpack the zip file to the plugins folder of Redmine. Starting from version 1.2, it requires db migration. So run the following command for db migration

rake redmine:plugins:migrate NAME=redmine_wktime RAILS_ENV=production

When uninstalling the plugin, be sure to remove the db changes by running

rake redmine:plugins:migrate NAME=redmine_wktime VERSION=0 RAILS_ENV=production

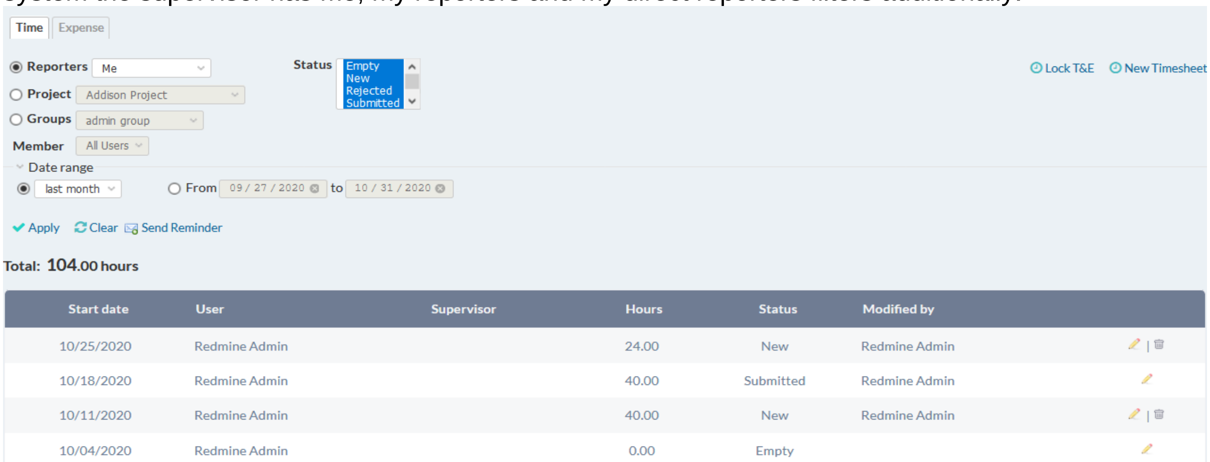
2. Time & Expense

2.1 Timesheet

Timesheet is used to log the spent time for projects by their members for a week. The member should have log time permission to fill out the timesheet.

2.1.1 Timesheet List

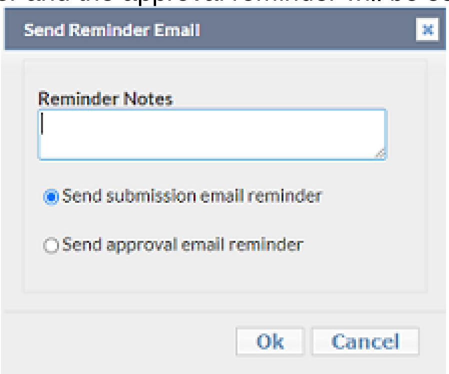
The list page by default displays the timesheets for the current month. Date range filters can be applied to the list page. The users with "Edit time logs" permission will have additional filters; project, member, group and status dropdowns. The list page displays the list of timesheets satisfying the filter criteria. The project/group dropdown is used for filtering the member dropdown. User custom fields which are marked as filters can also be used to filter time/expense sheets. In the Supervisor based approval system the supervisor has me, my reporters and my direct reporters filters additionally.



Note: Users who have edit permissions on all projects within a timesheet will be allowed to delete a timesheet from this list page.

2.1.2 Send Reminder

Manager and TE admins can send reminders to the user to submit and approve the time/expense sheet. The reminders will be sent based on the filtered time/expense sheet list. The submission reminder will be sent to the corresponding user and the approval reminder will be sent to the user's manager.



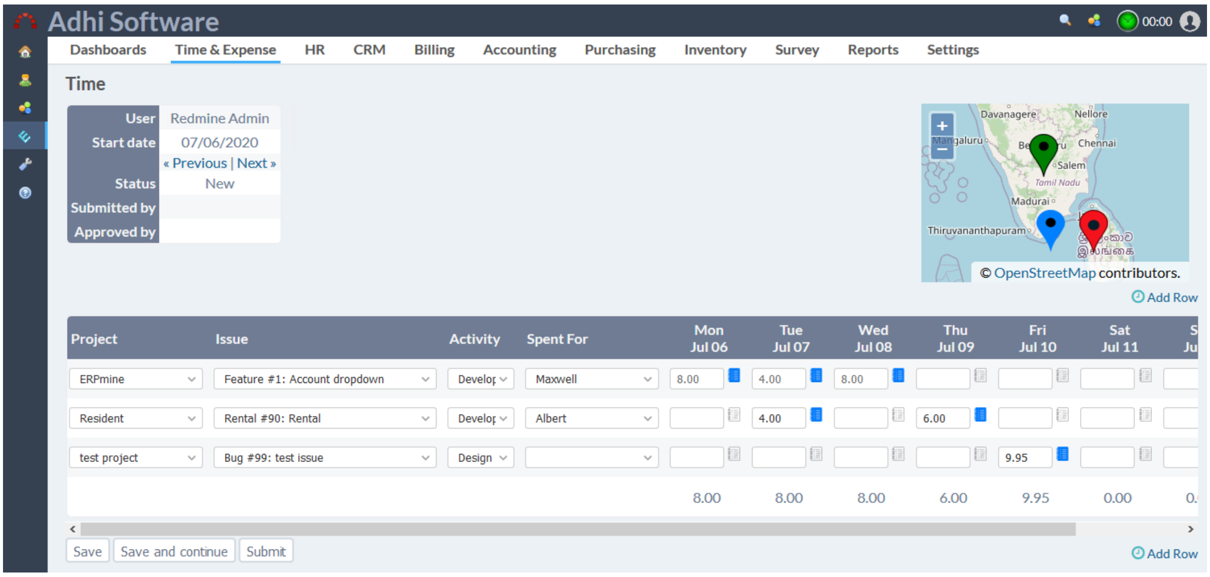
2.1.3 New timesheet

Here are the steps to add a new timesheet.

- Click on the top menu "ERPmine",
- Select the tab "Time & Expense"
- Click on "New Timesheet" hyperlink
- Enter the start date of the week, sheet view for the new timesheet and if previous week template is needed check the previous week template checkbox, else uncheck it

- Click “Continue” to create timesheet.

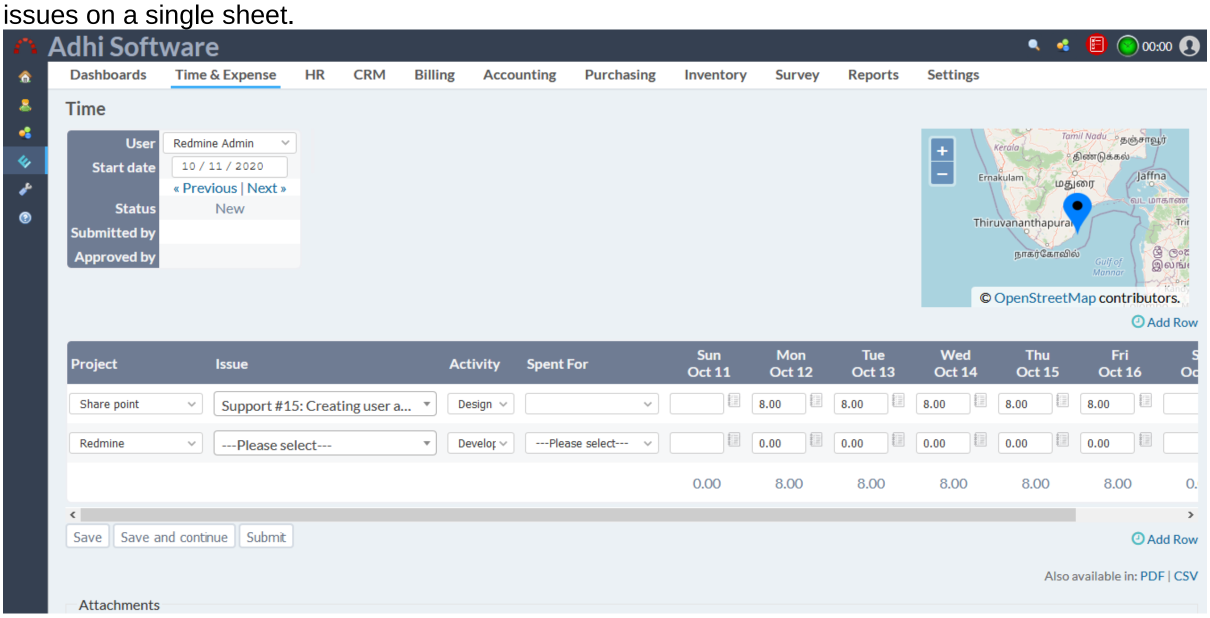
The screenshot represent the timesheet page. Using the “Add row” link, the user can enter new time entry. Choose the project, issue and activity from their respective dropdowns. Rows can be deleted using the delete icon at the end of the row. Enable the save geolocation, then we will view the current location in time sheet. we can add geo location. Map can be loaded even offline. The configuration timesheet Refer 15.2.8.



The Previous and Next link helps the user to navigate to the previous and next week timesheet.

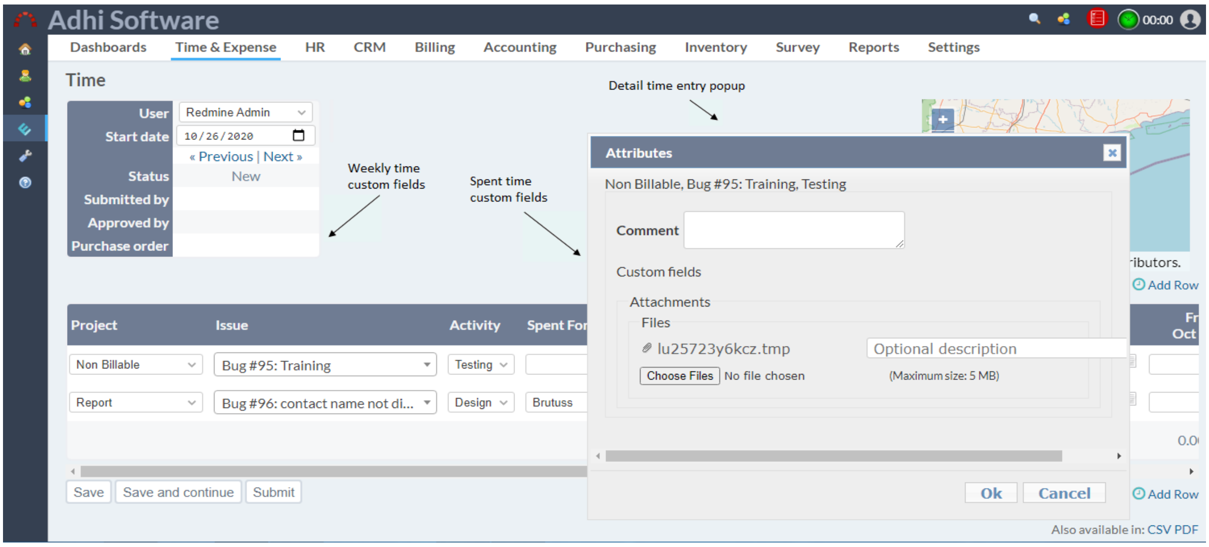
2.1.4 *Issue view*

Issue view helps us to enter the time entry for all assigned issues with respective spentfor. Chose issue view in new timesheet sheet view dropdown to get the issue view. It will list all the assigned issues on a single sheet.



2.1.5 *Custom fields*

Custom fields can be added at the Timesheet level and also at the individual spent time level.



Administrators can create custom fields by navigating to Administration ➔ Custom fields menu ➔ New custom field link. To create individual spent time custom fields choose the “Spent time” option and for timesheet custom fields choose the “Weekly Time” option from the Custom fields page.

2.1.5.1 Spent time Custom Fields

The spent time custom fields are applicable to the individual cells within a timesheet; these are attributes of Spent Time entity. These custom fields can be configured for a row (discussed in section 6.5.7 and 6.5.8) instead of a cell and by default it will be shown in detail time entry popup (discussed in section 6.4).

2.1.5.2 Timesheet Custom Fields

These custom fields are applicable to the whole timesheet and are created from the Weekly Time tab from the Custom fields page. For e.g., the Purchase Order field applies to the whole timesheet.

Refer the timesheet configuration 15.2

2.2 Expense Sheet

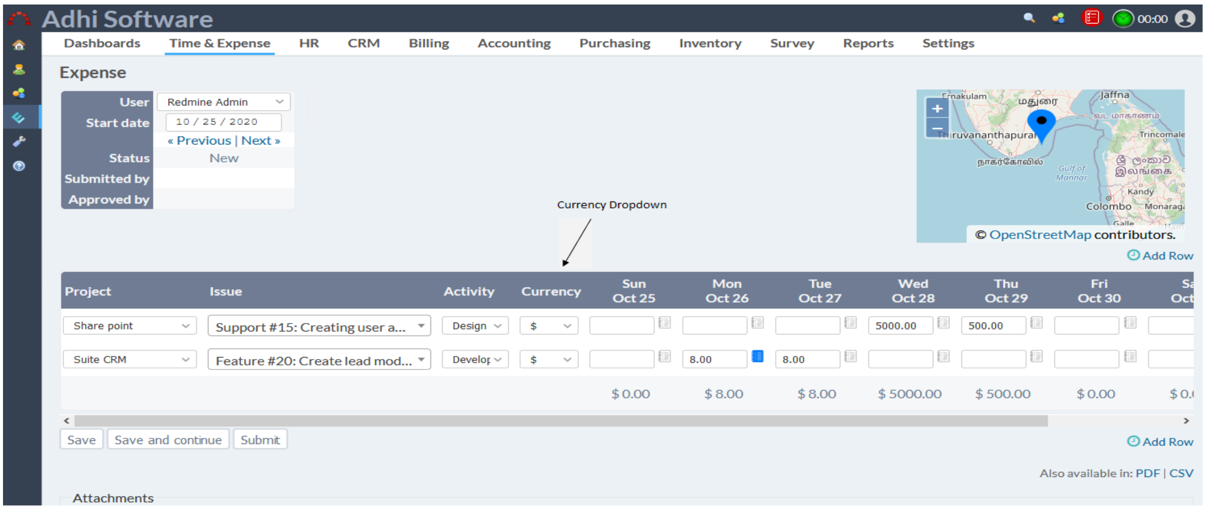
Expense sheet is used to fill out the expenses incurred on various projects. It works same as the timesheet. In addition to project, issue and activity fields, it has the currency field as well. Even though different currencies can be used for different rows, the currency from the last row is used for the day total and week total. Custom fields are not available for Expense Sheet.

2.2.1 Expense Sheet List

This page list the expense sheets based on the filter criteria chosen on the page. This page is similar to the timesheet list page described in section 2.1.

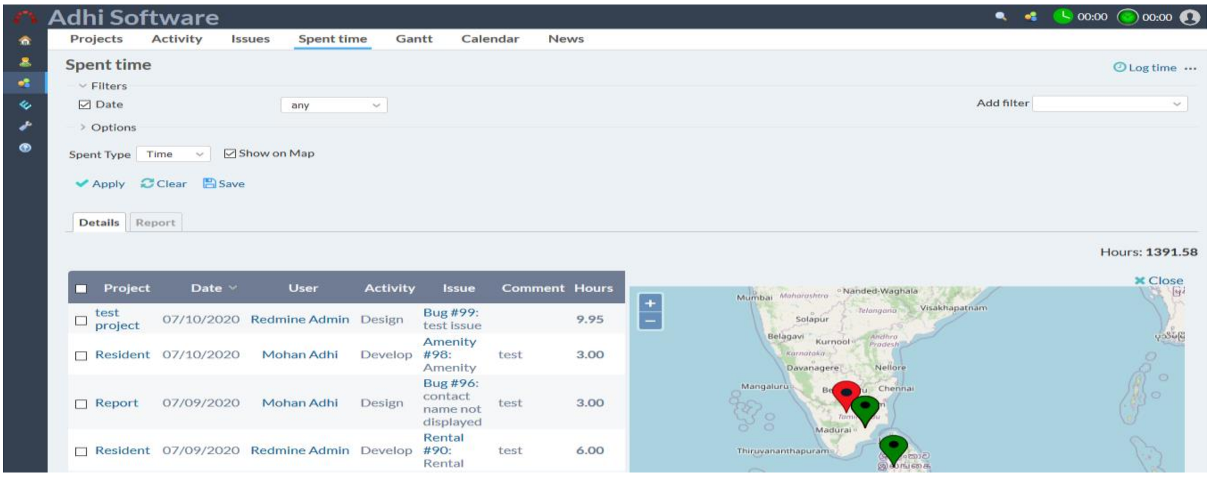
2.2.2 New Expense Sheet

The steps for adding a new expense sheet is same as that of the timesheet. The configuration expense sheet Refer 15.2.18

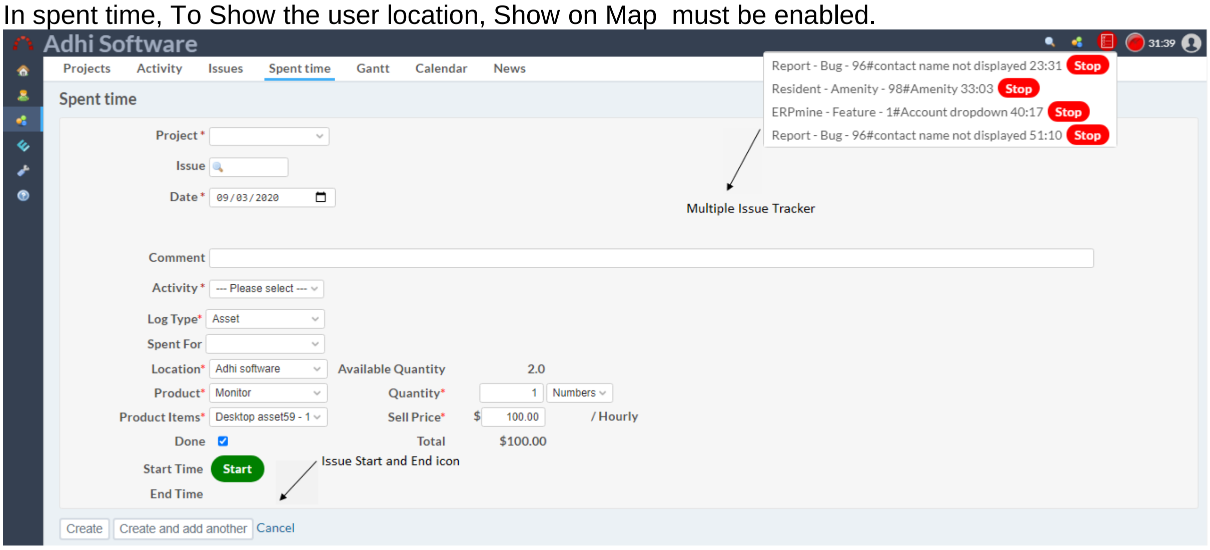


2.2.3 *Detail and Report Page*

The expense detail and report page resembles the spent time detail and report page of redmine.



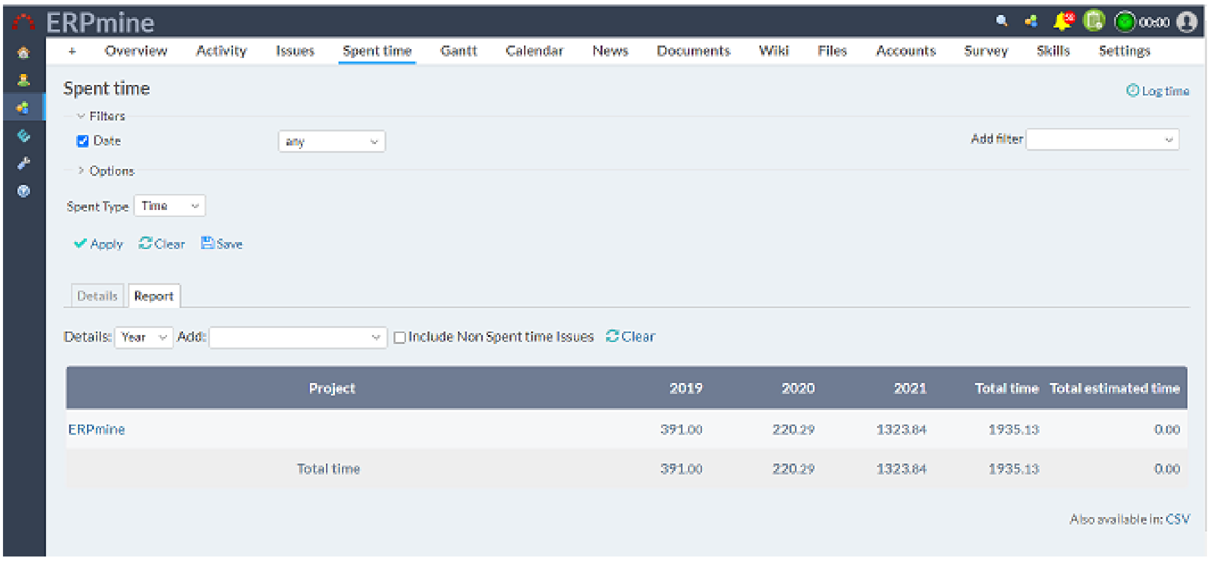
Start/Stop issue tracker helps to track the time for particular issue. we can add geo location.
In spent time, To Show the user location, Show on Map must be enabled.



The navigation for the expense Detail and Report page is Projects ➔ Edit project ➔ Expense Report.

The project members with 'View Spent Time' permission have access to this page.

The details tab will list individual expense entries made for the project. We can edit and delete expense entries from here as well. The edit link will take the user to the corresponding expense sheet. Individual expense entries can be deleted from this page as well. The report tab can be used to summarize data at various levels; member, tracker etc. Report will show issues by enabling 'include non spent time Issue'. Added Total estimated time column in the spent time report.



2.3 Approval System

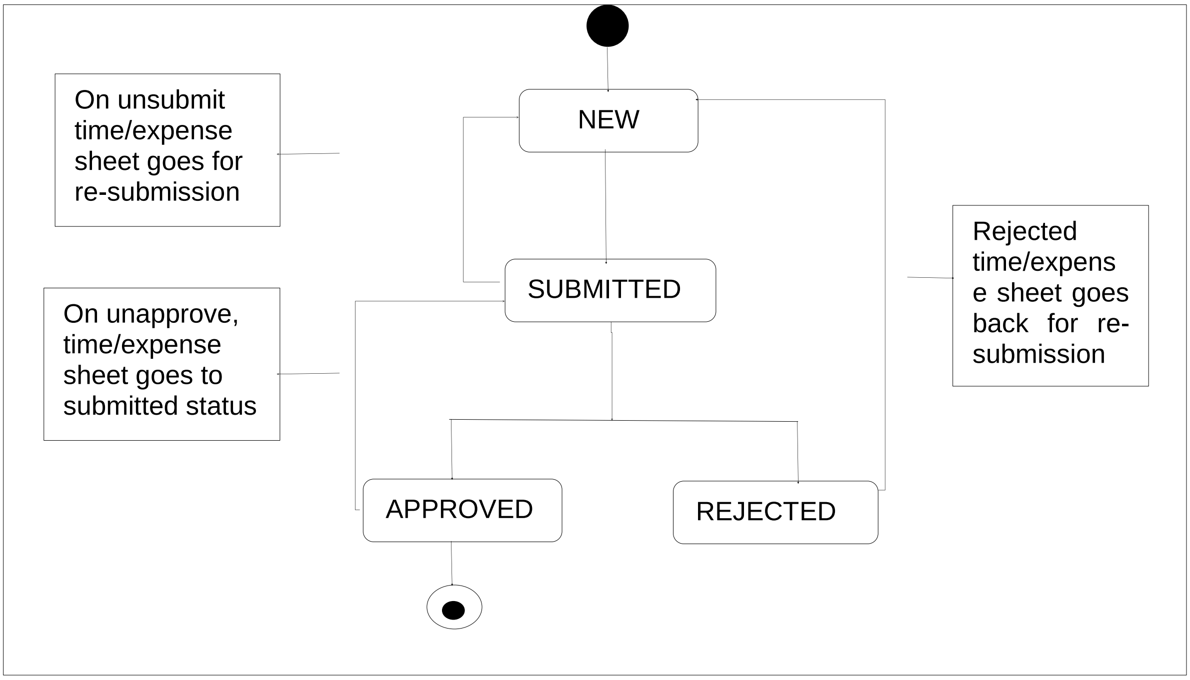
The ERPmine sheets can be approved / rejected by supervisors after it is submitted by Project Members.

2.3.1 Status

The various statuses of the Time & Expense sheets are:

- New
- Submitted
- Approved
- Rejected.

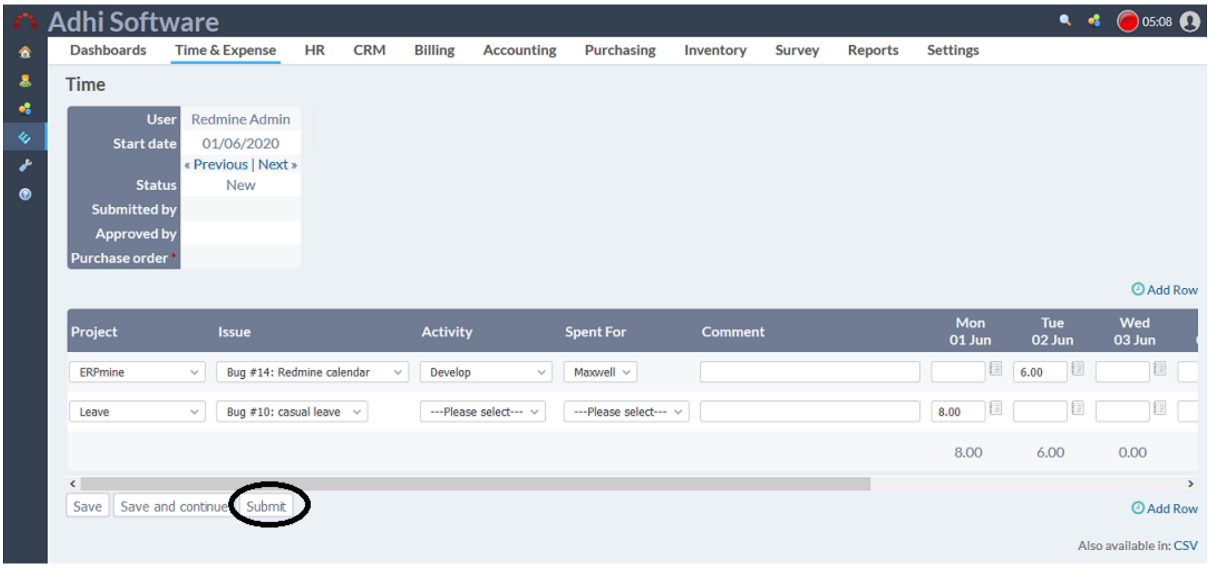
The time & expense sheet is in "New" status when it is created. Once the timesheet is submitted, it goes to the "Submitted" status. It goes to "Approved" status when the supervisor approves it. When the timesheet is rejected, it goes to the "Rejected" status and goes backs to the project member for resubmission. The Time & Expense Sheet returns to the "New" status when it gets un-submitted.



2.3.2 Workflow

The workflow of Approval system is as follows.

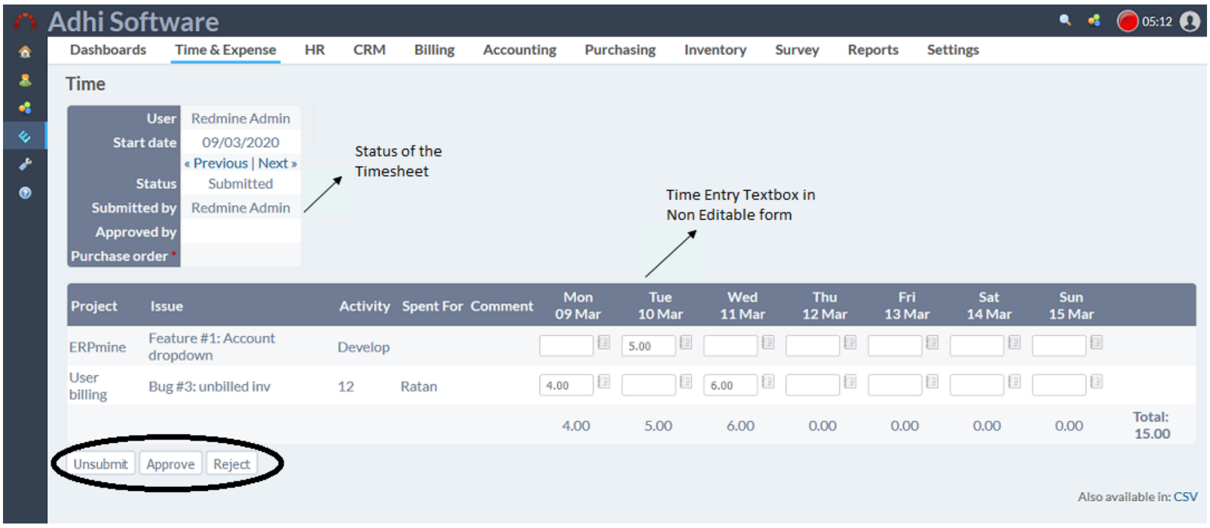
i) The Time & Expense sheet has the Submit button in addition to the Save button.



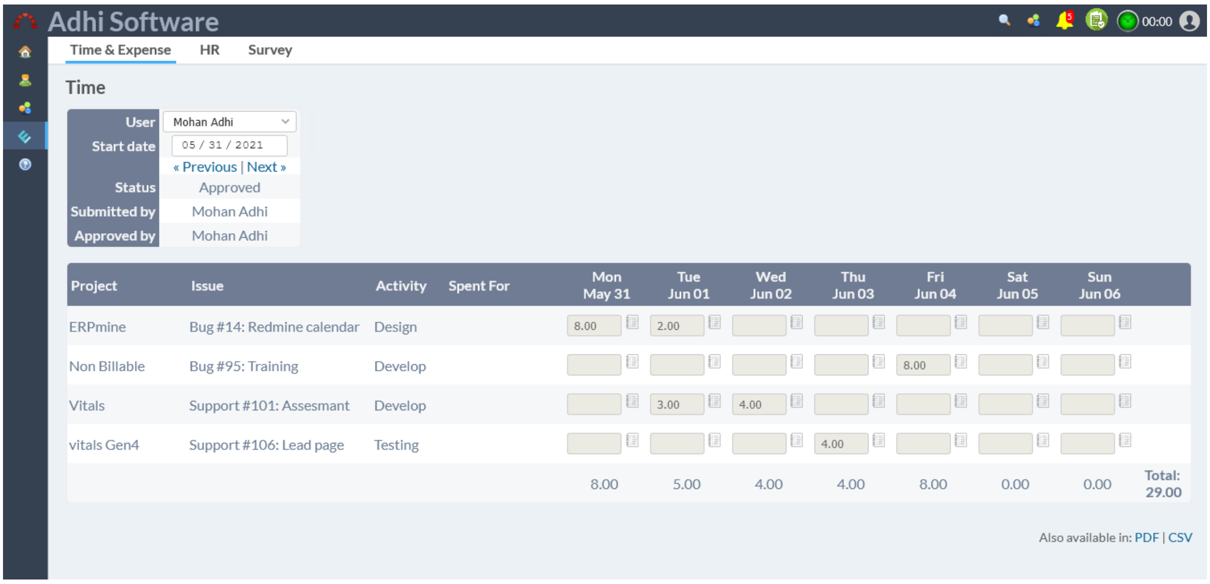
ii) A team member can save a time & expense sheet any number of times, but can only submit once.
iii) Once a time & expense sheet is submitted, the user with "Approve time logs" permission can approve / reject it, the project member can also un-submit his time & expense sheet, if he wants to take back his submission.
iv) Once approved, the time & expense sheets can never be edited.
v) If the time & expense sheet is rejected, then it goes back to the project member for re-submission. An email about the rejection is sent to the Project Member.

vi) Once approved, a time & expense sheet can be unapproved; it sends the time & expense sheet back to submitted state.

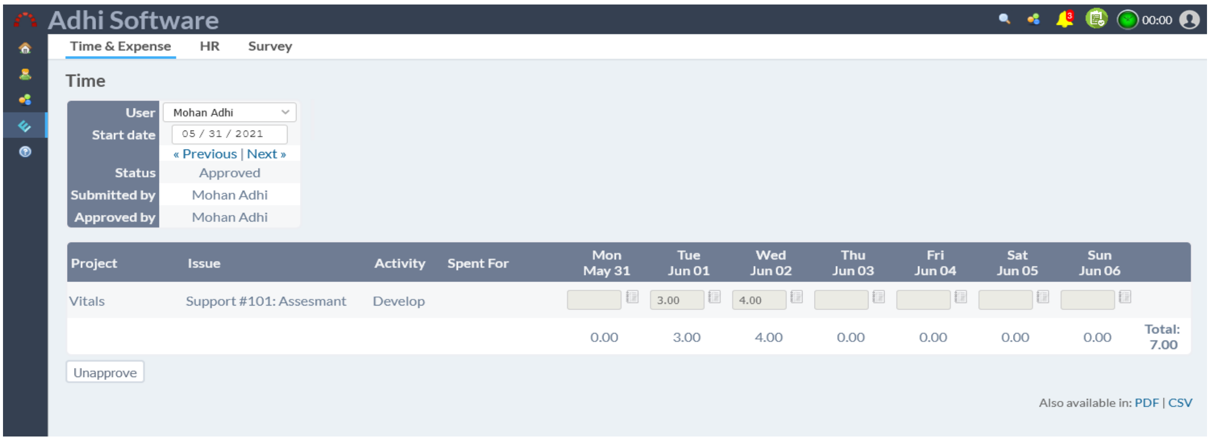
vii) If the timesheet is not submitted before deadline, then an email notification will be sent to the project member.



2.3.3 Multiple Approvers



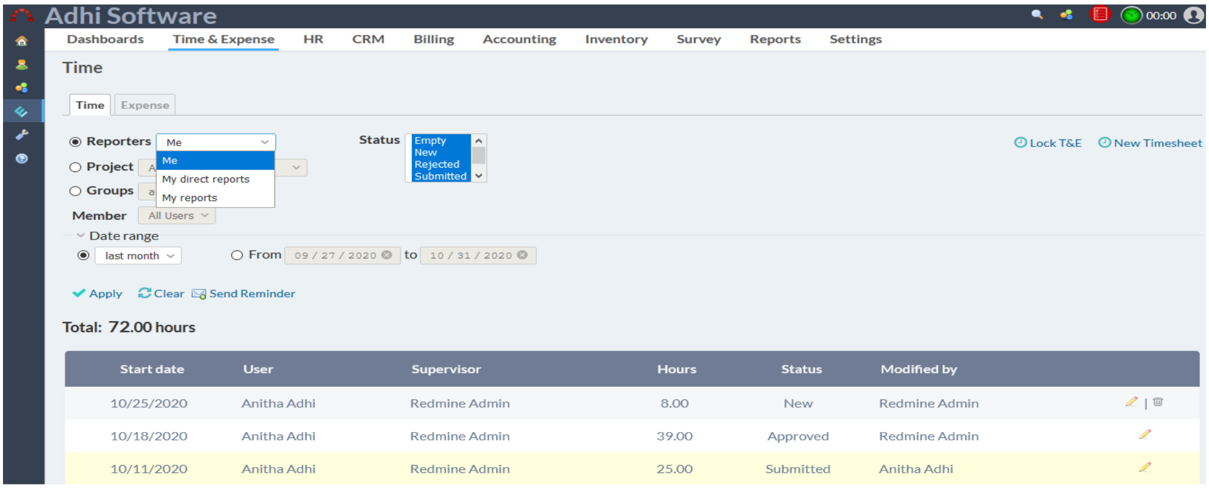
In case of multiple approvers for a time sheet, the approver can only approve the permitted time entries, please see the below two screenshots



The approval system configuration Refer 15.1.2.20

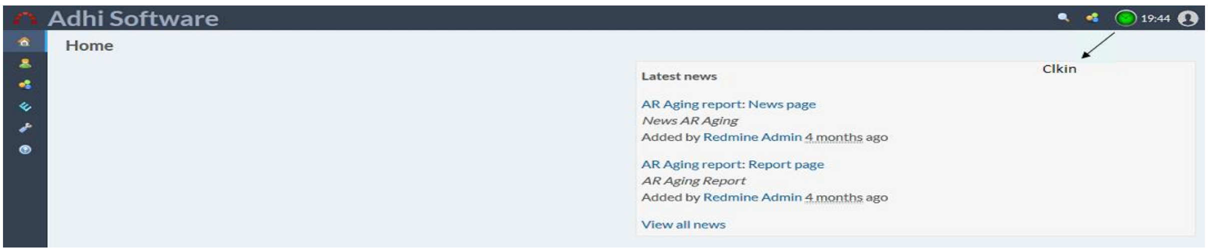
2.4 Supervisor

Supervisor is responsible for the productivity and actions of a small group of employees. Supervisor feature is enabled when “Use supervisor based approval system**”** is checked.
The supervisor can view their direct reporters and reporters using the filter. The supervisor also has the approval privilege. The configuration supervisor Refer 15.3

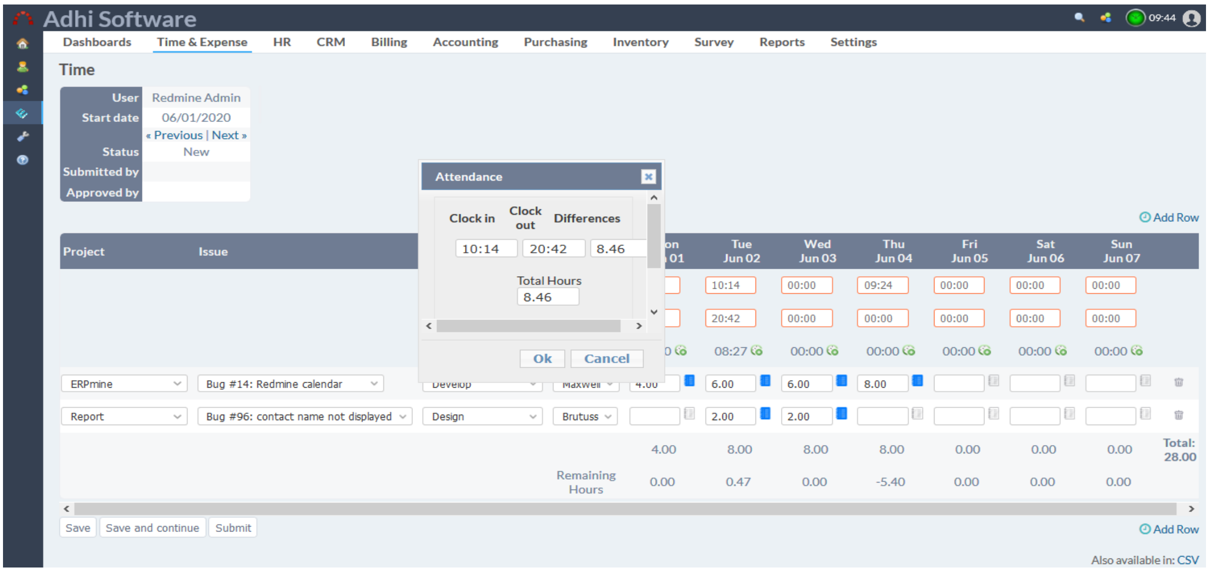


3. Attendance

Attendance module is enabled when “**Enable attendance module and Enable clock in / clock out**” is checked in the settings page. It allows the user to enable/disable attendance module and clock in and clock-out from the timesheet page. User is also allowed to do multiple clock-in and clock-out on the same day. The configuration attendance Refer 15.3

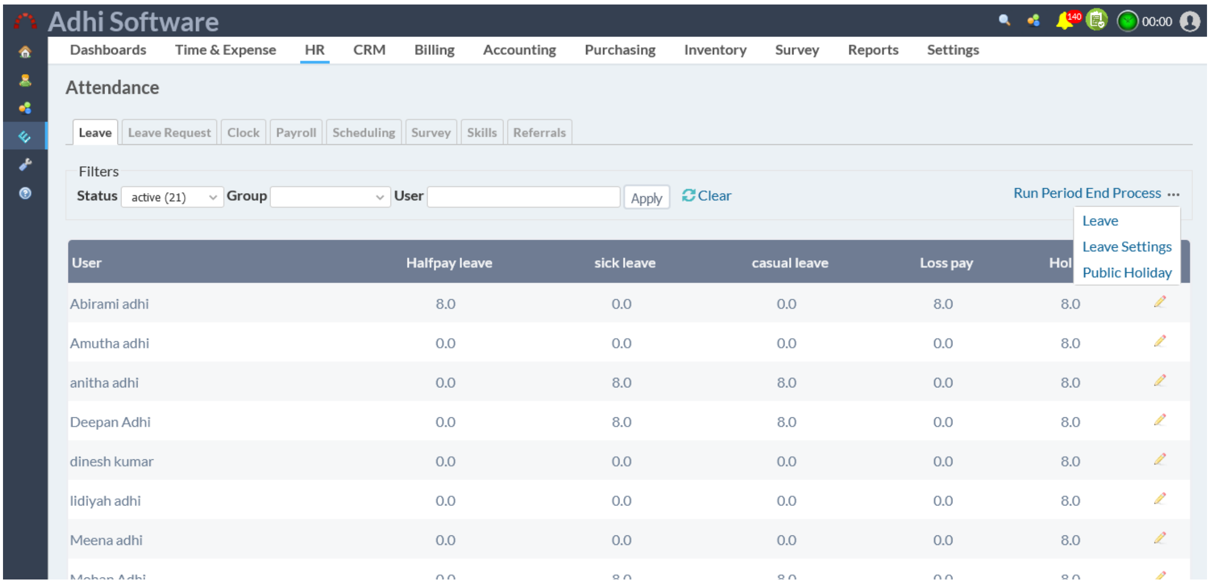


TE admin can add and edit other user's clock in and clock out time.The Start textbox shows the clock in time, End textbox shows the clock out time, Total number of hours worked in a day excluding the break time hours is shown below the end time. Remaining hours are the number of hours left to be logged.



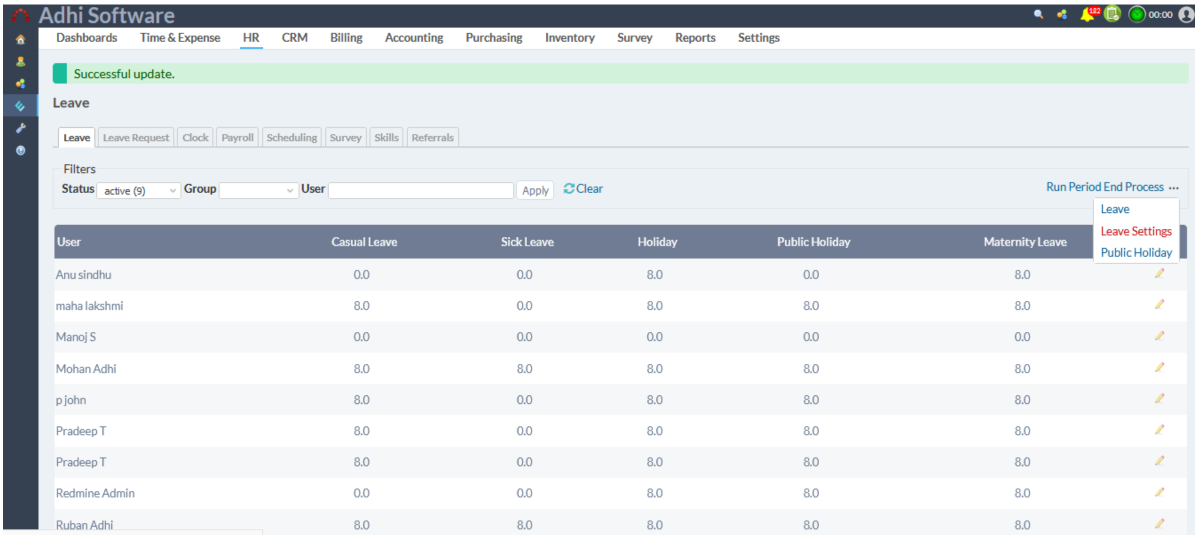
3.1 Leave Summary

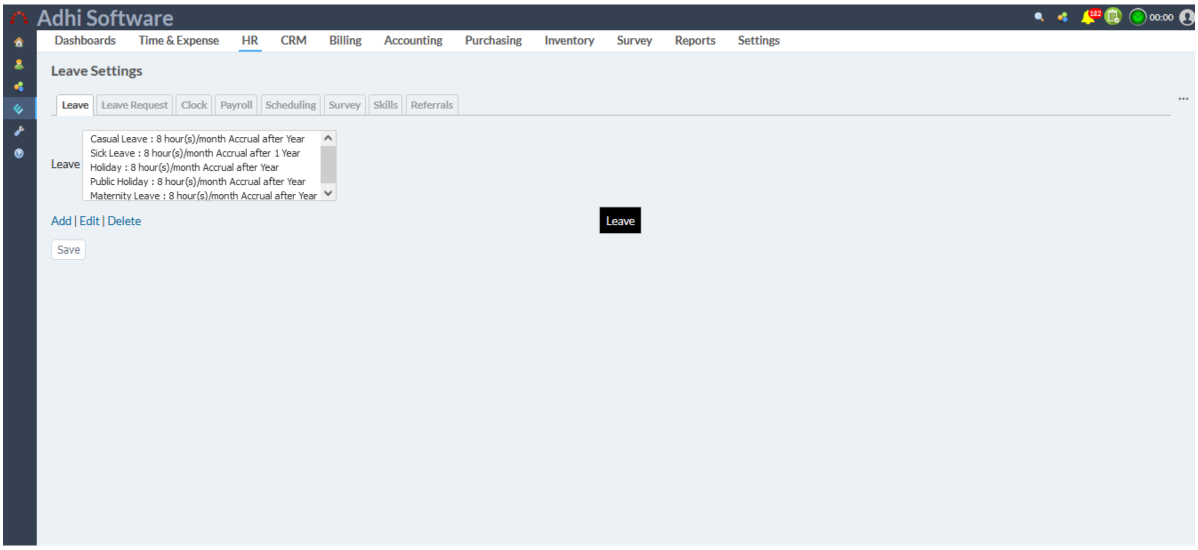
The leave tab shows the summary of accrual, leave taken during the month. The list page shows closing balance for up to five configured leave information. User filters can be applied. Now, export list as CSV on all list pages.

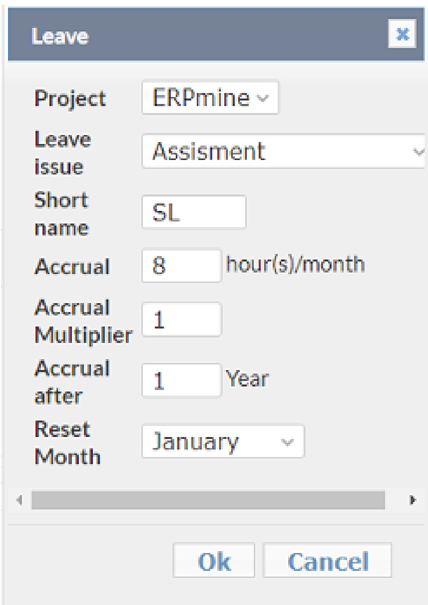


3.1.1 Leave Configuration

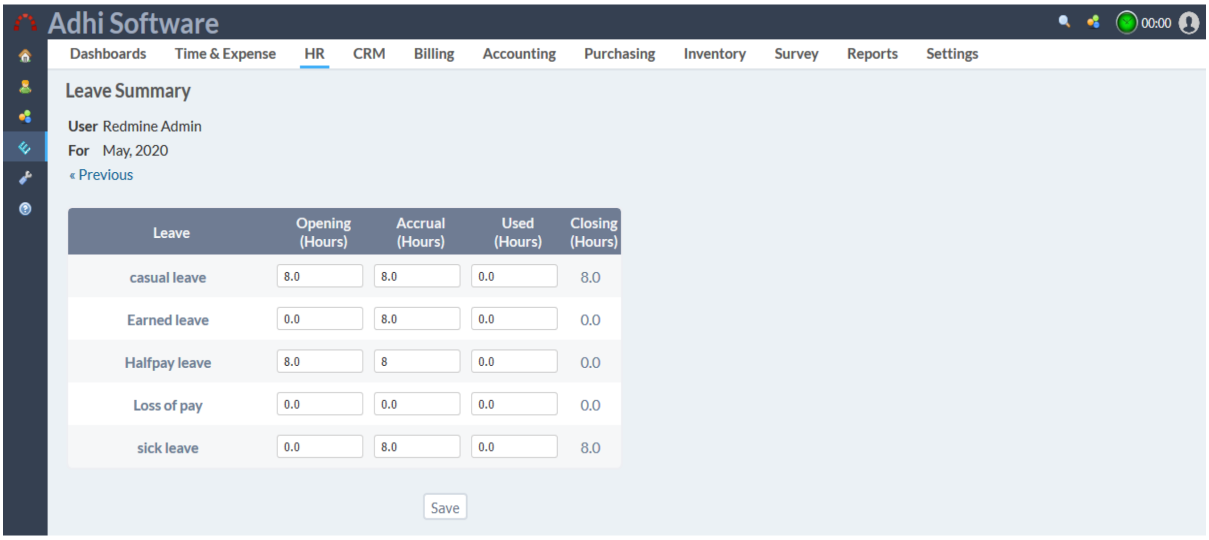
Leaves can be configured with short name, accrual, accrual after, reset month.


Adhi Software
Dashboards
Time & Expense
HR
CRM
Billing
Accounting
Purchasing
Inventory
Survey
Reports
Settings
Successful update.
Leave
Leave
Leave Request
Clock
Payroll
Scheduling
Survey
Skills
Referrals
Filters
Status
active (9)
Group
User
Apply
Clear
Run Period End Process
Leave
Leave Settings
Public Holiday
User
Casual Leave
Sick Leave
Holiday
Public Holiday
Maternity Leave
Anu sindhu 0.0 0.0 8.0 0.0 8.0
maha lakshmi 8.0 0.0 8.0 8.0 8.0
Manoj S 0.0 0.0 0.0 0.0 0.0
Mohan Adhi 8.0 8.0 8.0 8.0 8.0
p john 8.0 0.0 8.0 8.0 8.0
Pradeep T 8.0 0.0 8.0 8.0 8.0
Pradeep T 8.0 0.0 8.0 8.0 8.0
Redmine Admin 0.0 0.0 8.0 8.0 8.0
Ruban Adhi 8.0 8.0 8.0 8.0 8.0


Adhi Software
Dashboards
Time & Expense
HR
CRM
Billing
Accounting
Purchasing
Inventory
Survey
Reports
Settings
Leave Settings
Leave
Leave Request
Clock
Payroll
Scheduling
Survey
Skills
Referrals
Leave
Casual Leave : 8 hour(s)/month Accrual after Year
Sick Leave : 8 hour(s)/month Accrual after 1 Year
Holiday : 8 hour(s)/month Accrual after Year
Public Holiday : 8 hour(s)/month Accrual after Year
Maternity Leave : 8 hour(s)/month Accrual after Year
Add | Edit | Delete
Save
Leave


Leave
Project
ERPmine
Leave issue
Assisment
Short name
SL
Accrual
8
hour(s)/month
Accrual Multiplier
1
Accrual after
1
Year
Reset Month
January
Ok
Cancel

The detail page shows opening balance, accrual, leave taken in hours, remaining hours for each leave configured. TE admin are allowed to edit other user's leave information.



If the setting "**Approver Can Approve their own Time & Expense**" is enabled, then TE admin can edit his/her own leave information.

A scheduled job will be run at start of each month to calculate the leave accruals. The following rules are applied in calculating accruals

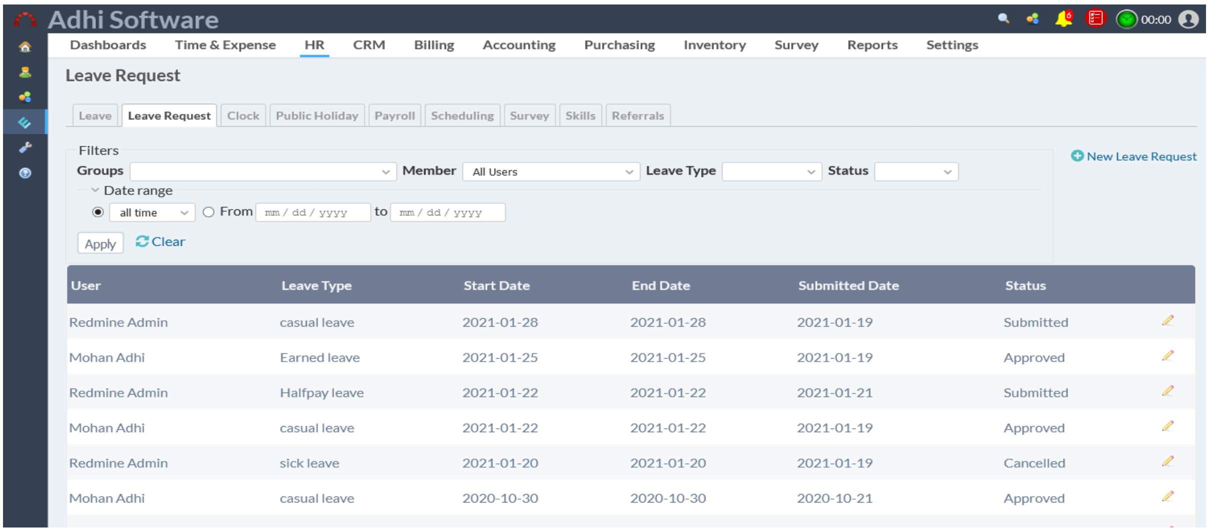
- Accrual will be given only when the user has attendance for at least 11 full days of month. For example, if the "**Default work time"** configured to 8 hours, then the user should have attendance for at least 88 hours to get accrual.

- If the 'reset month' is configured for a leave, then the balance will be reset to zero during that month. If the user has values in negative then it will be carry forwarded to the next period.

If the 'accrual after' is configured, then accrual will start only after passing the initial period configured.

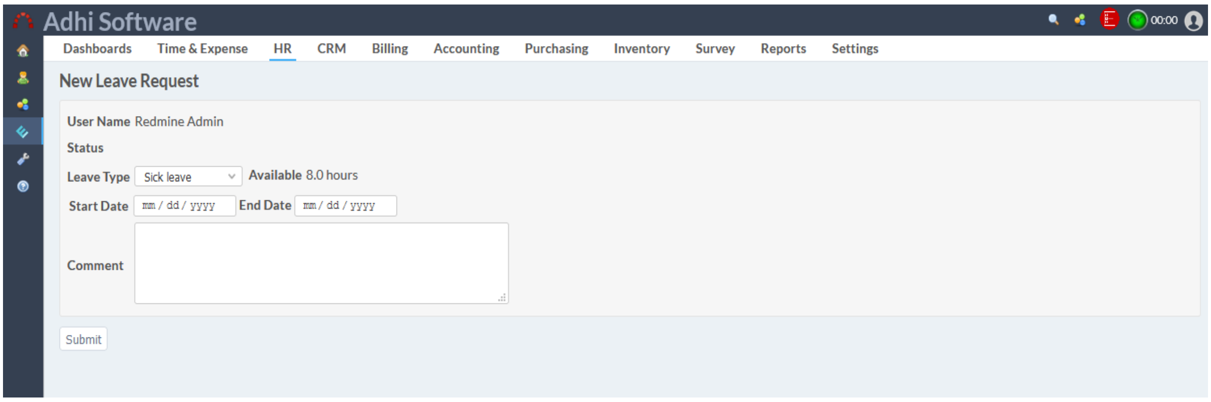
3.2 Leave Request

An employee can submit a leave request and can be approved by the supervisor. The list page by default displays all the leave requests. Leave type, status, date range filter and group filters can be applied to the list page.



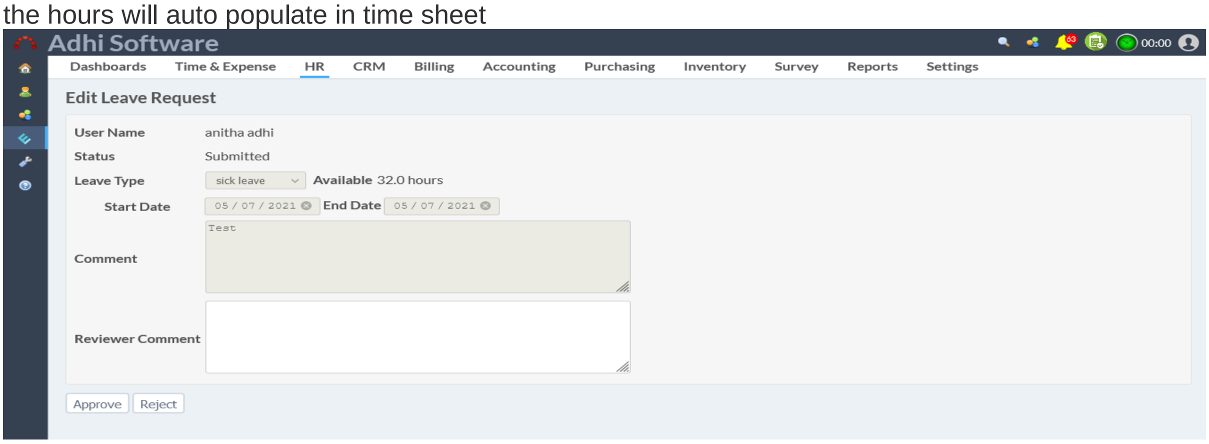
3.2.1 New/edit Leave Request

To add a new Leave Request, click on “New Leave Request” hyperlink. “Available hour” are automatically populated.



3.2.2 Approved Leaves Auto Populate

When a leave request is submitted, the supervisor can approve it. Once the leave request Approved the hours will auto populate in time sheet



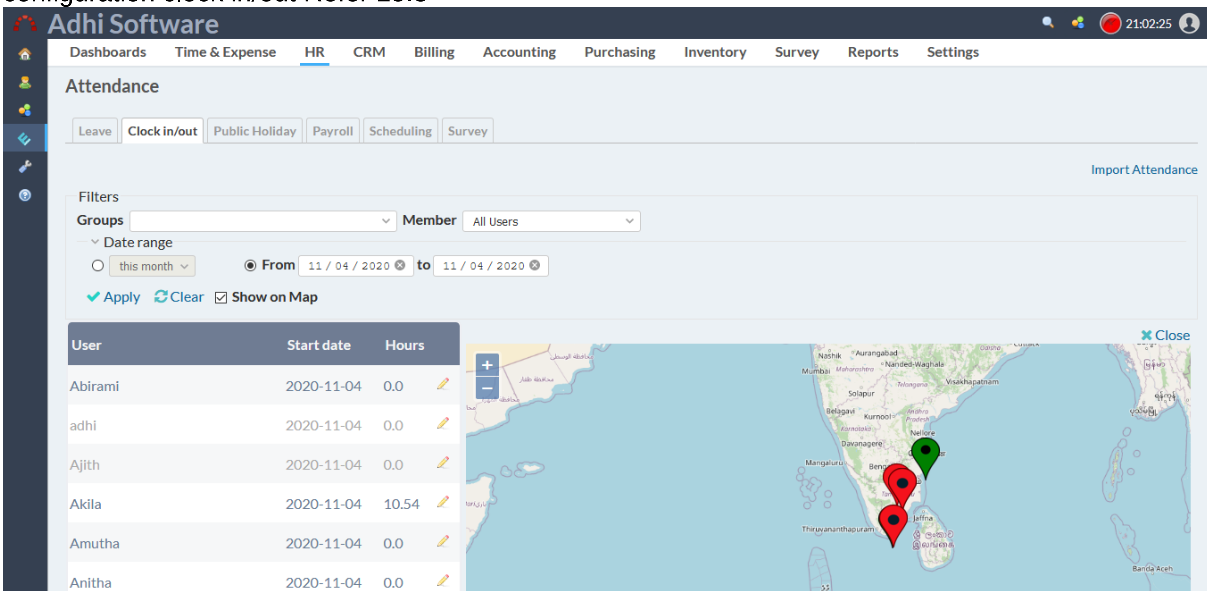
The supervisor will get the **Email notification**, Supervisor can be set in User detail page. To Configure User setting Refer 15.8

If additional people need to to be notified, a user group can be used. To setup the leave notification

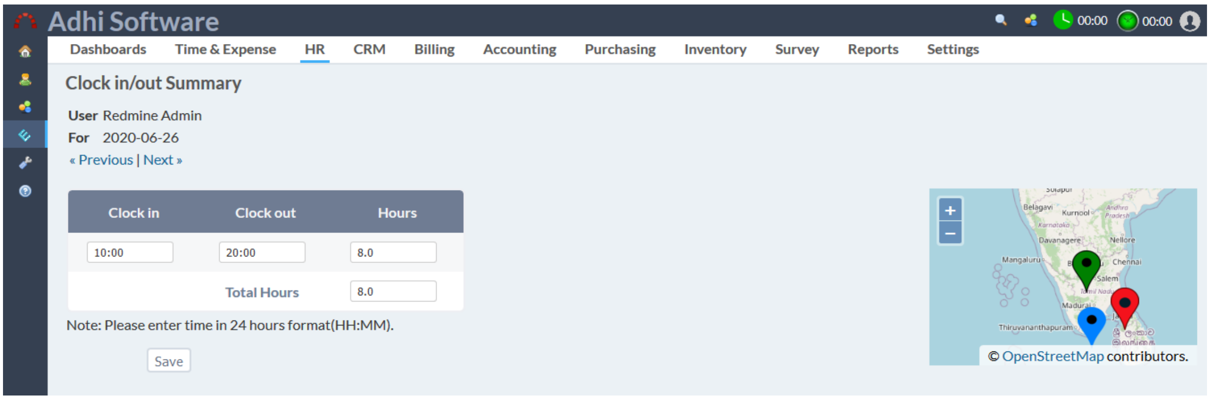
for a user group, please navigate to "Settings -> Permission -> Select Group -> Check Receive Leave Notification"
The configuration leave request Refer 15.3.4

3.3 Clock in/out

The list page by default displays the daily clock in/out for the current month. Date range and Group filters can be applied to the list page. In Plugins > Attendance, geolocation checkbox is enabled and HR > Attendance, ShowonMap is enabled, then Map shows the user clockin/out location. The configuration clock in/out Refer 15.3

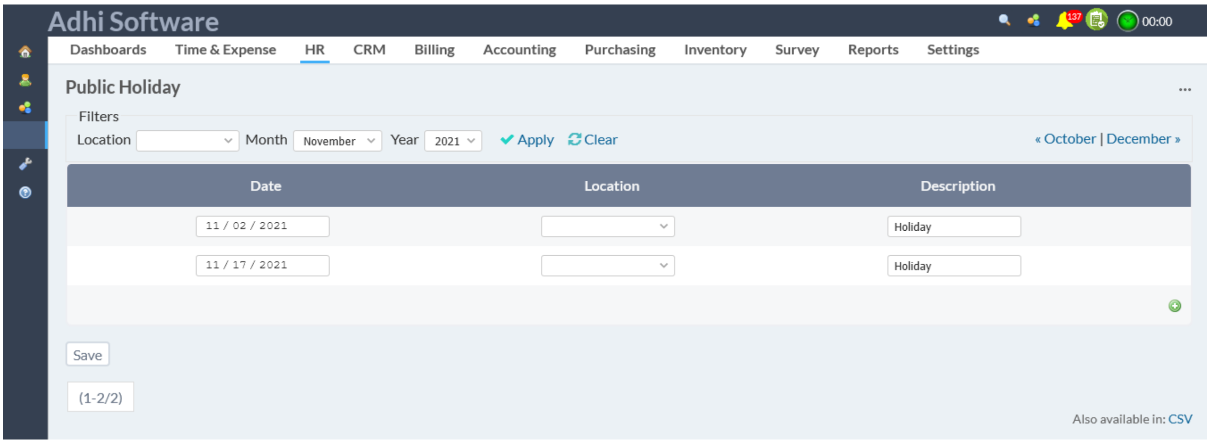


3.3.1 New/Edit Clock in/out

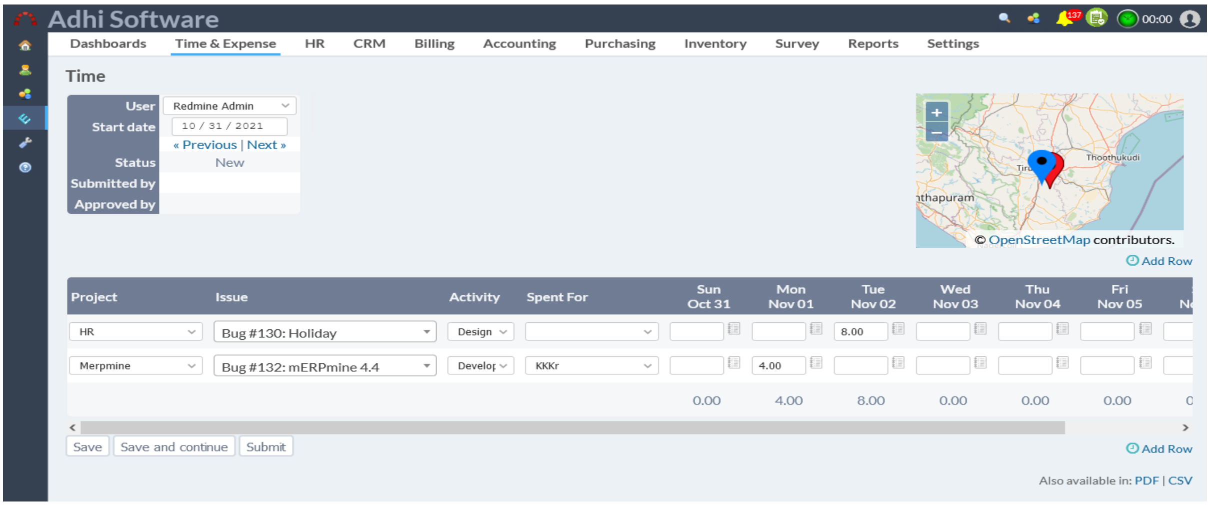


3.4 Public Holidays

A public holiday can be set for a particular location and considered non-working day during the year. Location and Date range filters can be applied to the list page. Once the holiday entered it will auto populate in the time sheet

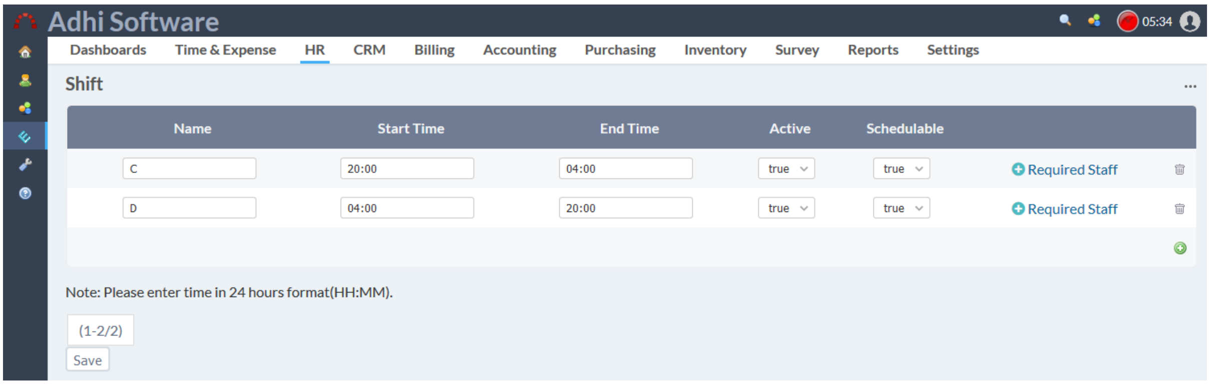


The configuration Public holiday Refer 16.3.



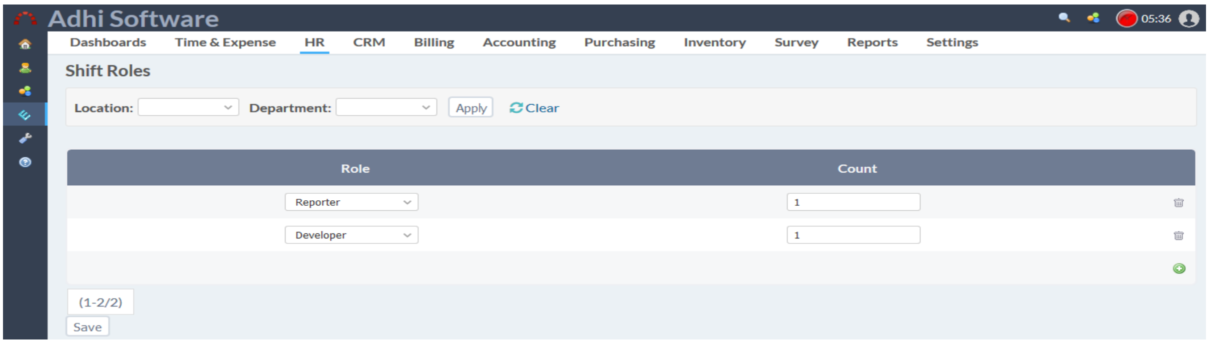
3.5 Shifts

Employee shifts can be configured in 24 hour format and shift can be activated and used in schedule generation.



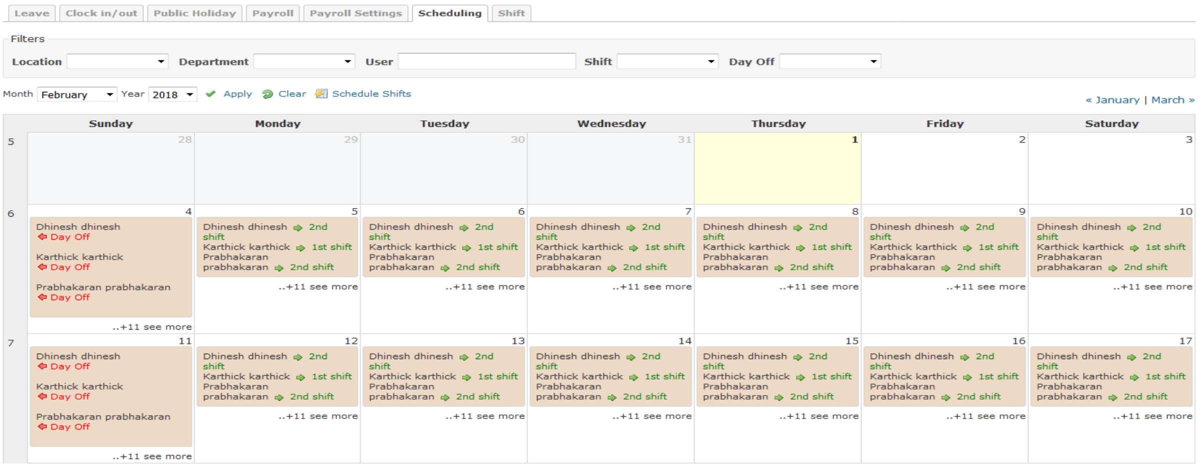
3.6 Shift Roles

Required staff per Role per shift can be setup under shift role page.



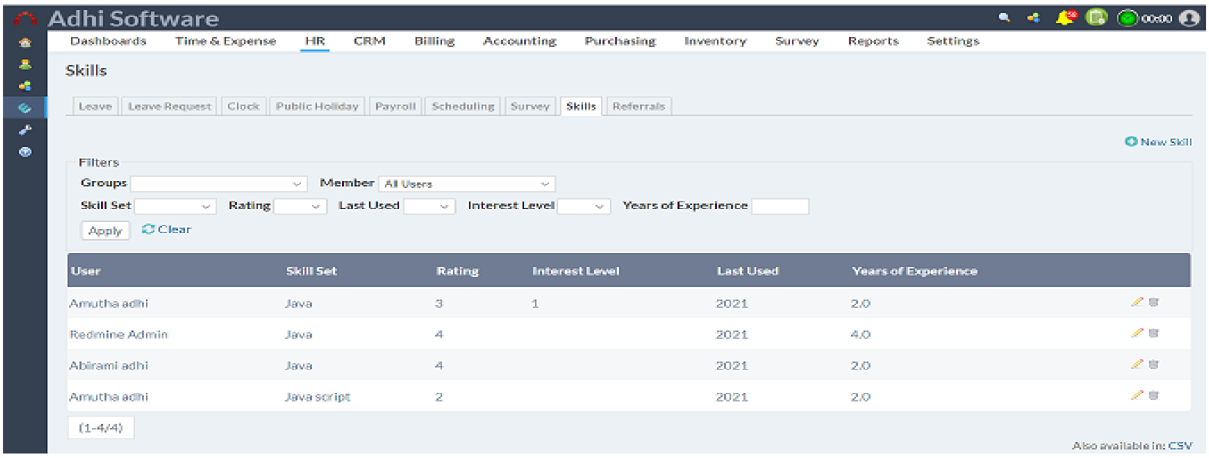
3.7 Scheduling

Shifts can be scheduled on a weekly basis. The calendar view displays the daily scheduled shifts for the current month by default.. Date range, location, department, user, shifts and day off filters can be applied to the view. ‘Schedule shifts’ link is used to schedules the shifts for employees by rotational basis. Employees can enter their shift preferences and the preferences will be taken into consideration while scheduling.



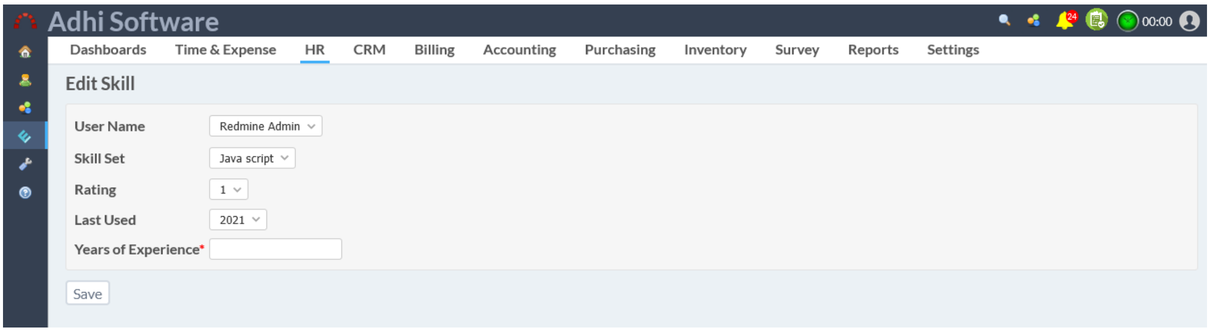
3.8 Skills

Employee skills can be captured in Erpmine, The list page by default displays the rating, skill set, interest level and years of experience.



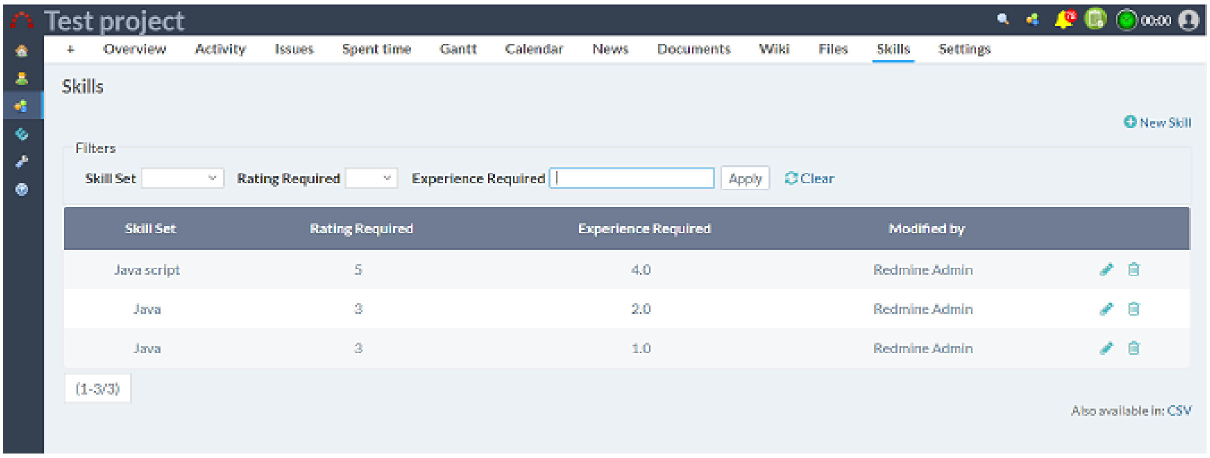
3.8.1 New/Edit Skills

To add a new new skill, click on "new skill" hyperlink. Skillsets can be added through settings > enumeration. Refer enumeration 13.1.



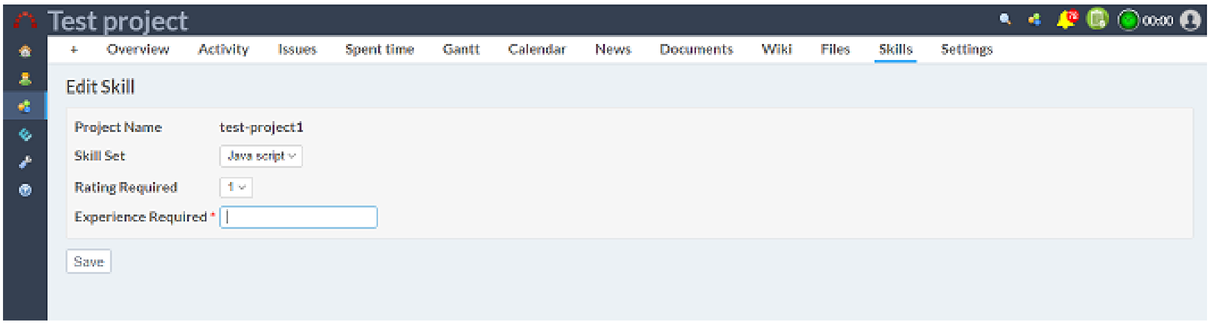
3.8.2 Project skills

Project can list the skills required for its team members. The list page by default displays the rating , skill set, interest level and years of experience. To edit project skill user should have create and edit project permission.



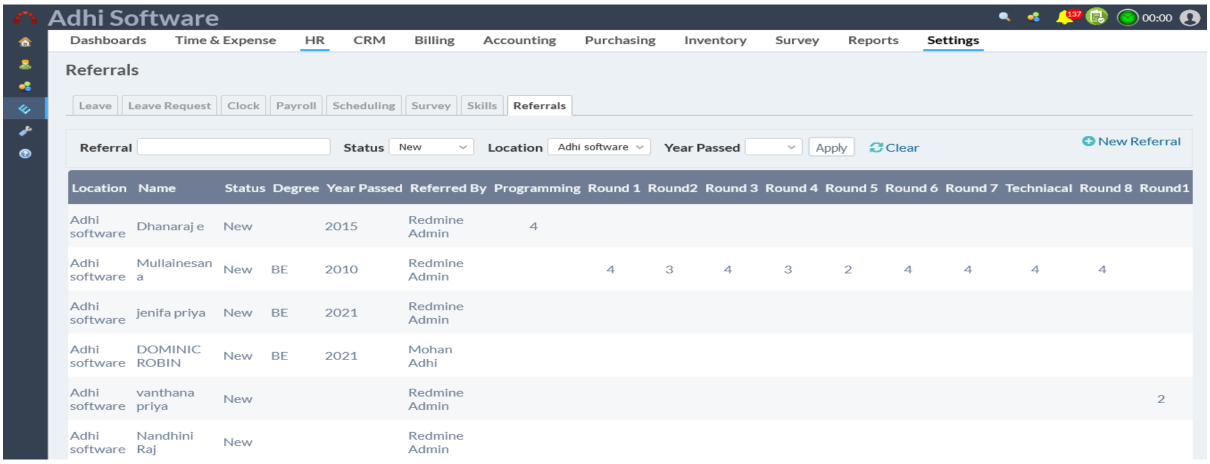
3.8.3 New/Edit Project Skills

To add a new project skill, click on "new skill" hyperlink. Skillsets can be added in settings > enumeration. Refer enumeration 13.1.



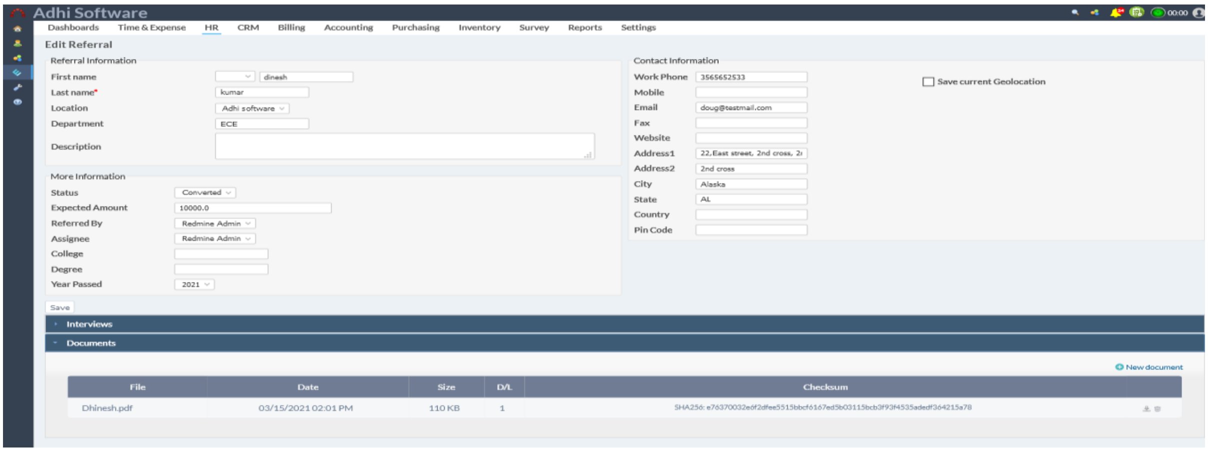
3.9 Referrals

The Employee referrals can be added into the system. The list page by default displays the Referred candidates' details. These referrals can later be interviewed and hired. Once candidates are hired, the referral details will be populated to user as Hired employees. Referral name can be wildcard searched and Status filter is also available for the list page.



3.9.1 New/Edit Referrals

The Edit referral page helps to update the referral information. Interview details can be added. The interview documents like resume, mark sheets, certificates can be uploaded to document section.

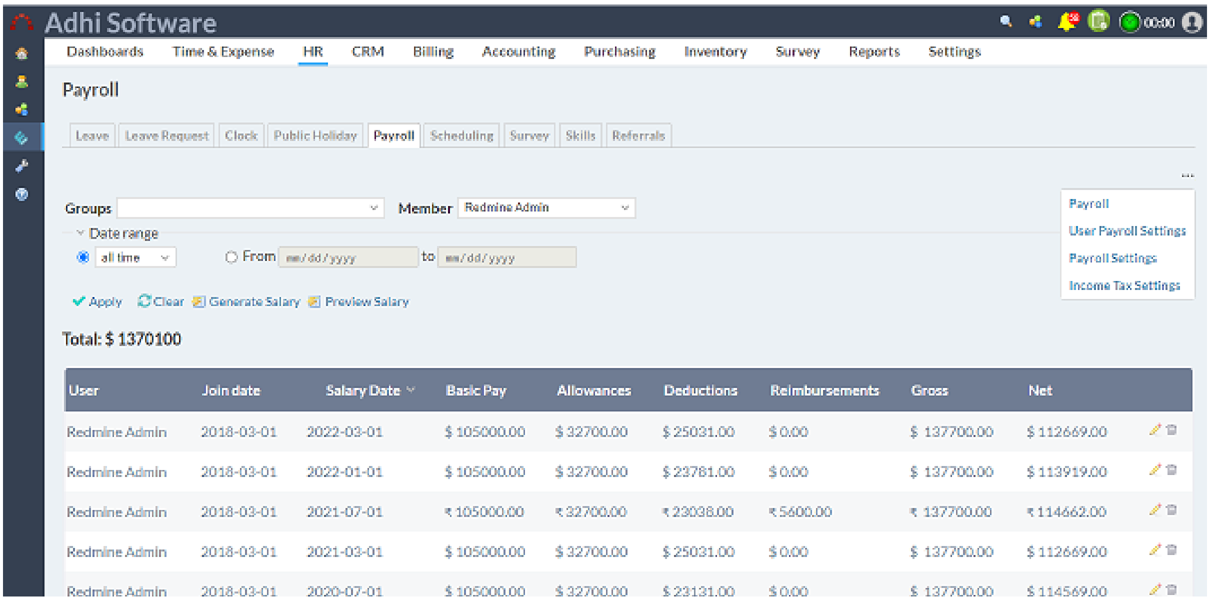


4 Payroll

This module allows the user to setup the payroll for the employees. The payroll settings can be done at the company level and can be overrides at the employee level. Once the payroll setup is done, the payroll can be generated on a periodic basis (monthly, weekly, bi-weekly etc). The payroll generation can be automated as well.

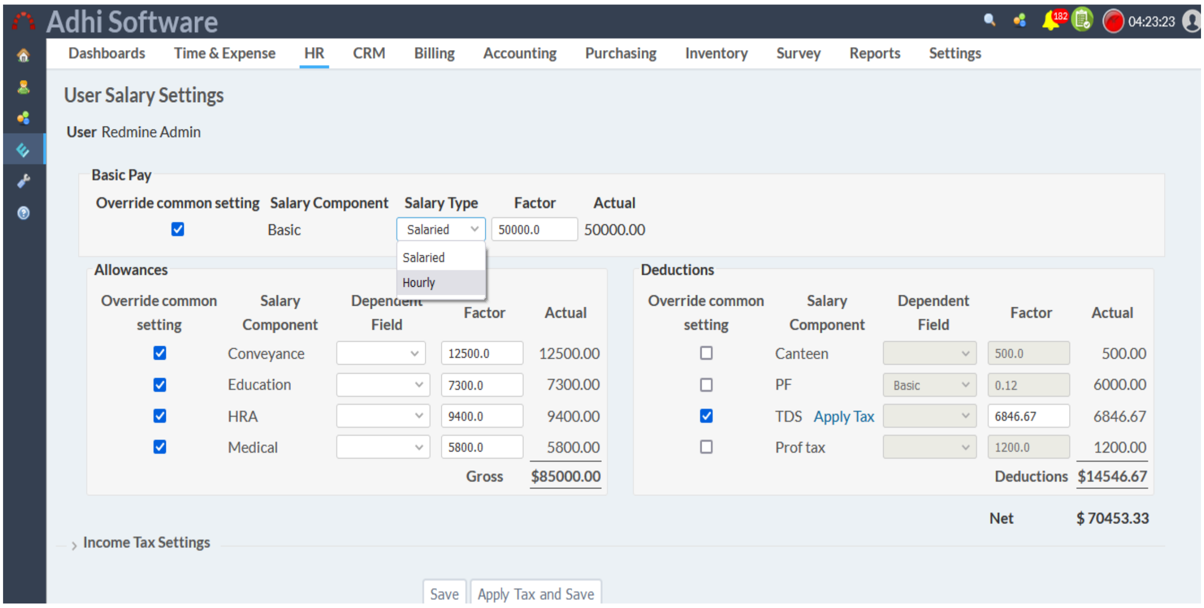
4.1 Payroll List

The list page by default displays the payroll for the current month. Date range and group filters can be applied to the list page and generate the salary, Plugin, configure the project. Individual payroll entries can be deleted from this page as well. To add projects in the reimbursement Plugins>payroll >Reimbursement Projects. The configuration Payroll Refer 15.4.

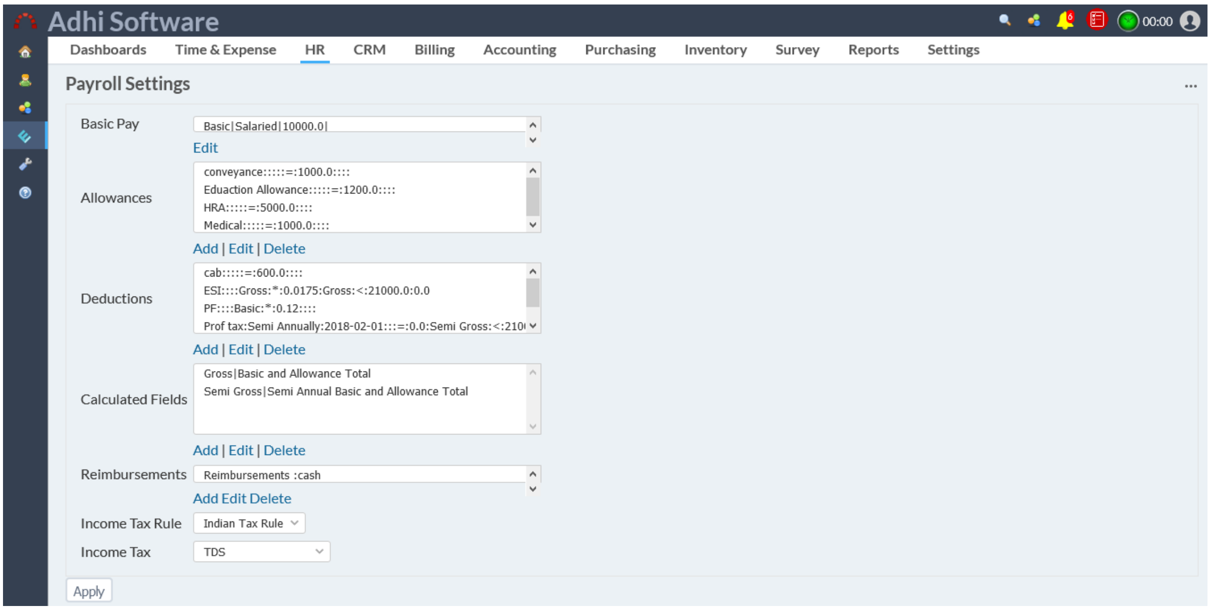


4.2 User Settings

To override an user payroll setting from the company level payroll setting, the User Setting tab is used. The list page by default displays the list of users. User, status and Group filters can be applied to the list page. The Edit page can be used to override the payroll setting for the individual user. There are two types of Salary. Salaried type and Hourly type. If the employee working based on hourly based we have to select hourly. We can also customize for single user. “Income tax" is calculated based on Government rule. Taxes are automatically applied. The apply tax automatically calculate the tax into tds fields based on increment



4.3 Payroll Settings



4.3.1 Basic pay

Basic pay can be configured with name, salary type, debit Ledger and factor. Factor is nothing but the wages, it can be a hourly rate or wages.

4.3.2 Allowances

Allowance can be configured with name, frequency, start date, debit ledger, depends on and factor.

#	field	description
1	name	Name of the allowance/deduction
2	Frequency	Frequency of the allowance, for monthly allowances, it can be left as blank
3	Start date	Applicable only when a frequency is set
4	Dr/Cr Ledger	Select the appropriate GL ledger
5	Depends on	Selected the field on which this depends on
6	Factor	Factor can be either a % or an amount

4.3.3 Detection

Deduction can be configured with name, frequency, start date, depend on and factor, please refer the table above.

4.3.4 Reimbursement

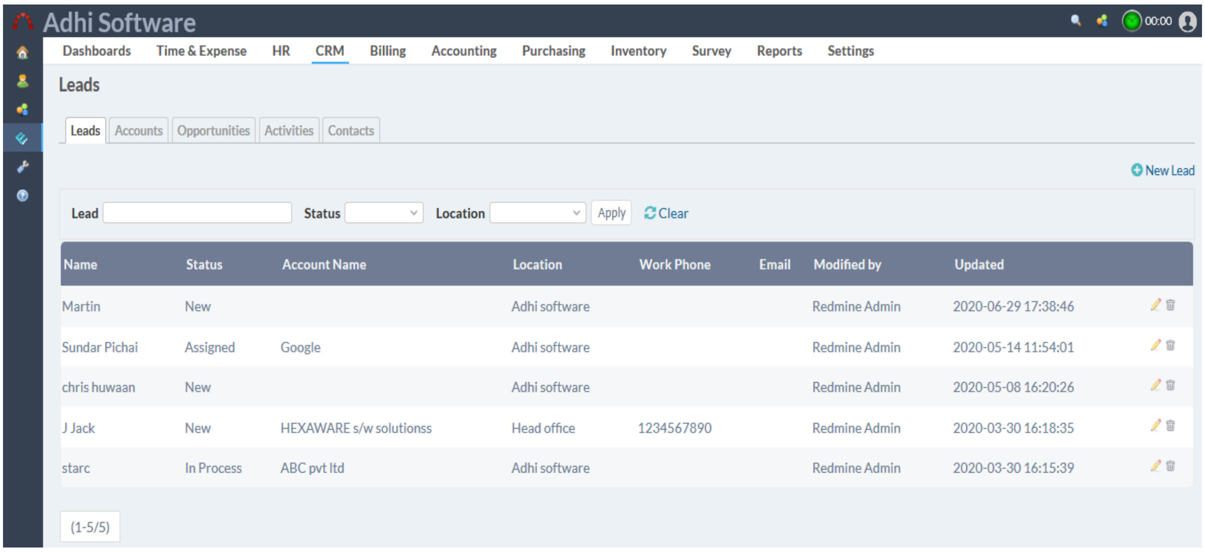
Reimbursement can be configured with name and ledger.

5 CRM

This Module allows the user to manage CRM entities like Leads, account contacts, opportunities and activities.

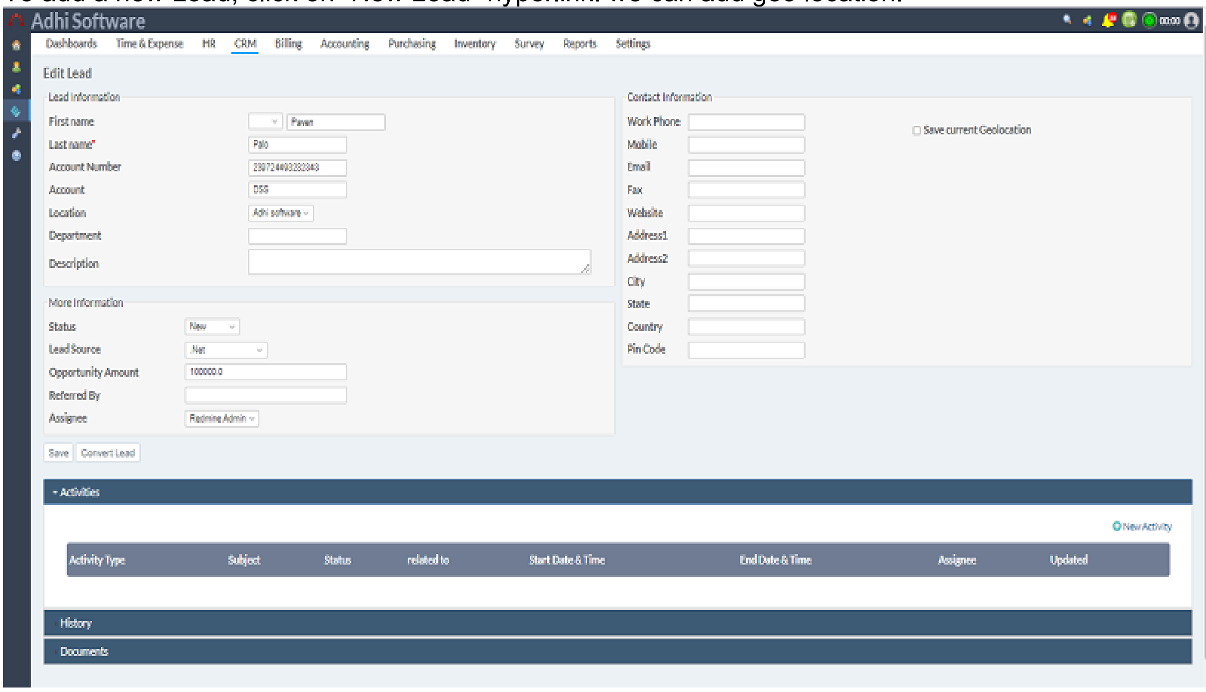
5.1 Leads

The list page by default displays the Leads details. Once Leads are converted, they are no longer visible in the Leads List View. Lead name wildcard search and Status filters can be applied to the list page.



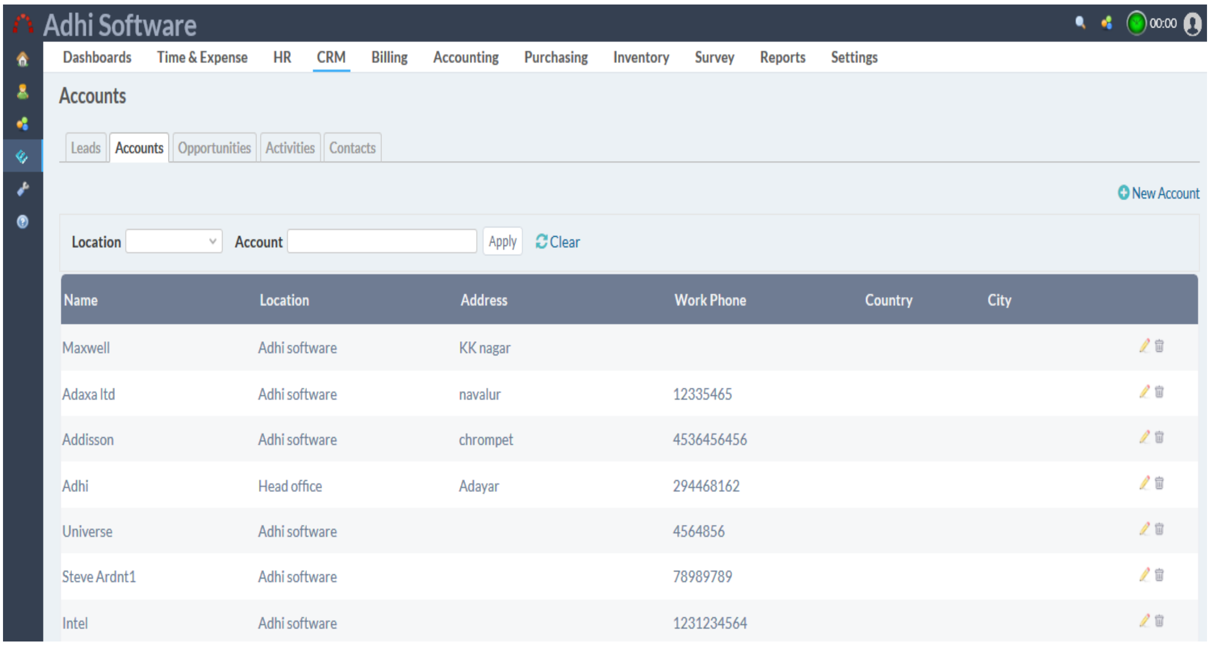
5.1.1 New/Edit Lead

To add a new Lead, click on "New Lead" hyperlink. we can add geo location.



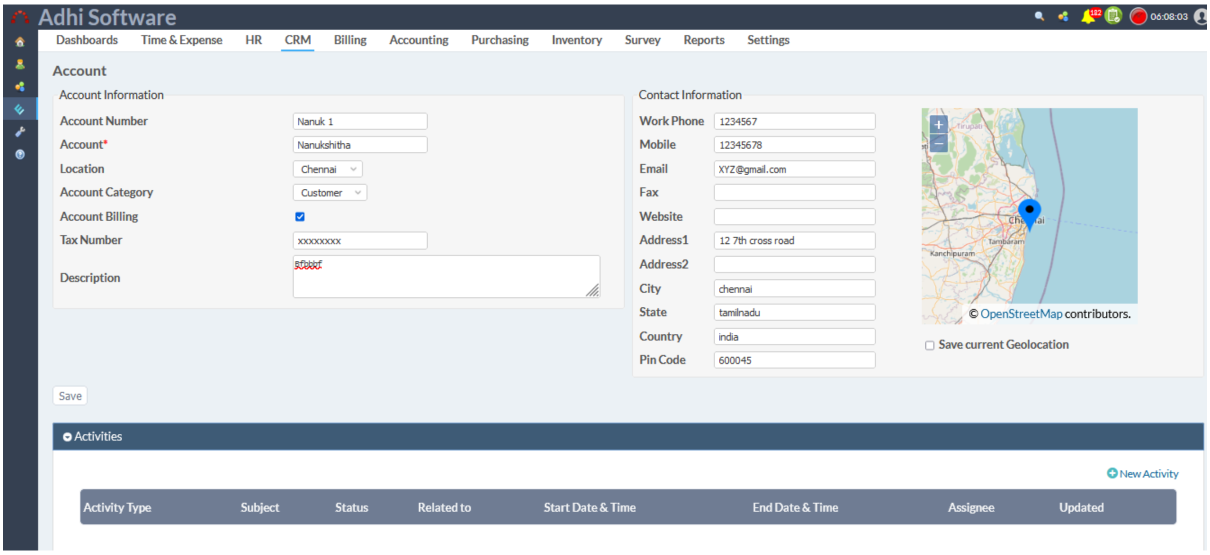
5.2 Accounts

Accounts are clients for whom the projects are executed, there can be multiple projects for an account. The list page by default displays the list of accounts. Account name wildcard search can be applied to the list page.



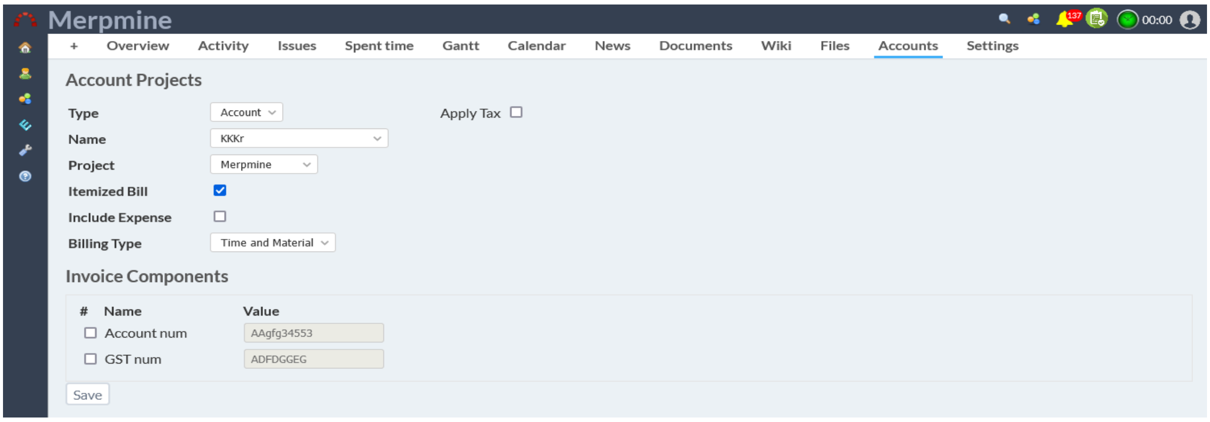
5.2.1 New Account

To add a new account, click on “New Account” hyperlink. we can add geo location.



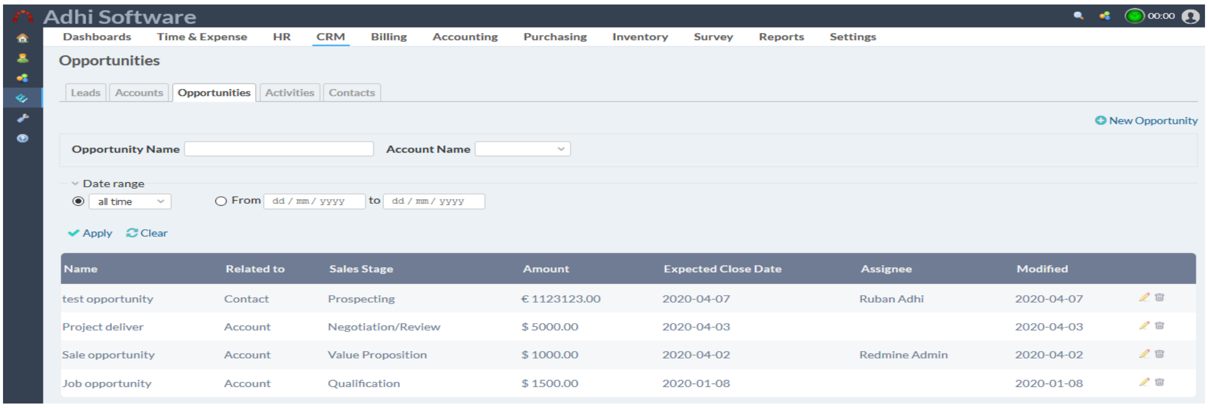
5.2.2 New Account Project

To add a new Account Project, click on “New Account Project” hyperlink. The new/edit account project page associate the type, name and projects and define the properties such as; account/contact billing types, account/contact projects taxes, include expense and billing items and add the billing schedules. Billing schedules are required for Fixed Cost projects. invoice component can be edited



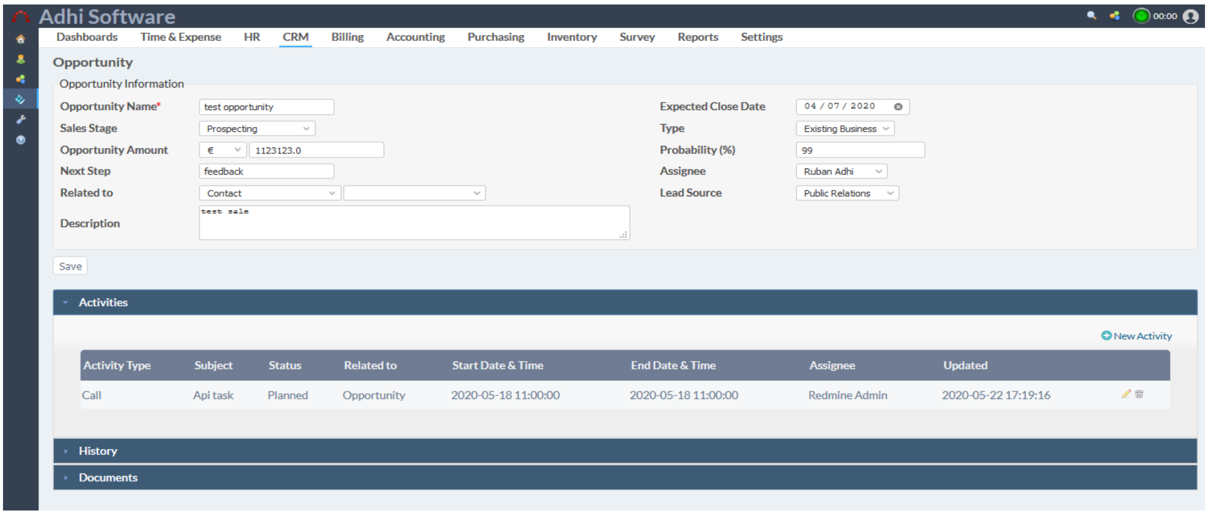
5.3 Opportunities

Any sales opportunities within an account can be captured. The list page by default displays the list of opportunities. Opportunity name wildcard search, account and Date range filters can be applied to the list page. Opportunity can be removed.



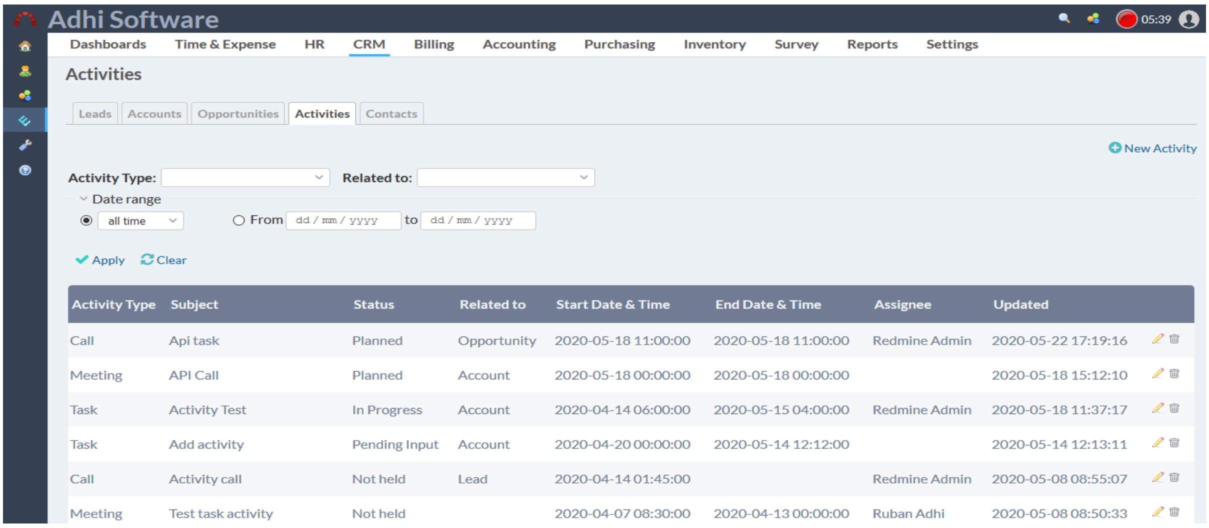
5.3.1 New/Edit Opportunities

To add a new Opportunity, click on "New Opportunity" hyperlink



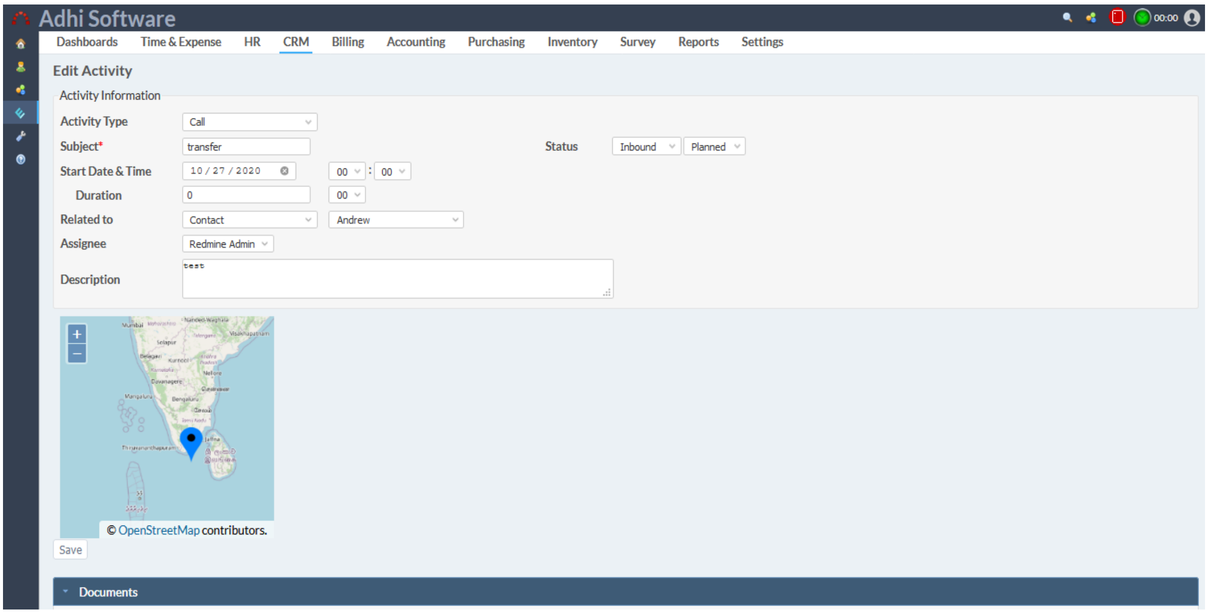
5.4 Activities

The sales activities performed by the sales team can be tracked. The list page by default displays the list of activities. Activity type, Related To and Date range filters can be applied to the list page. Activity can be removed.



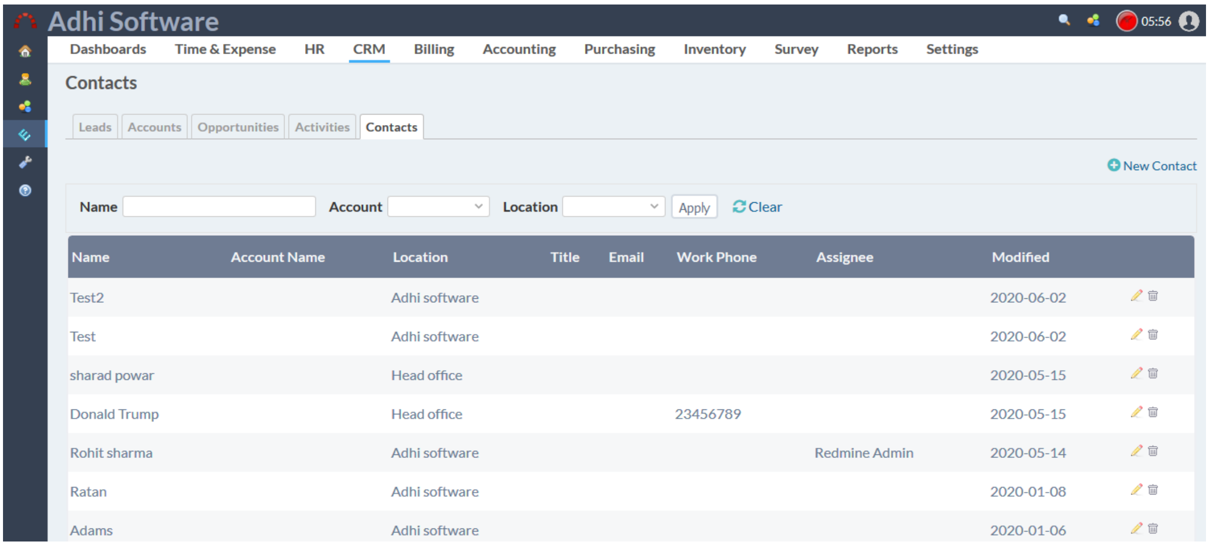
5.4.1 Add/ Edit Activities

To add a new Activity, click on "New Activity" hyperlink



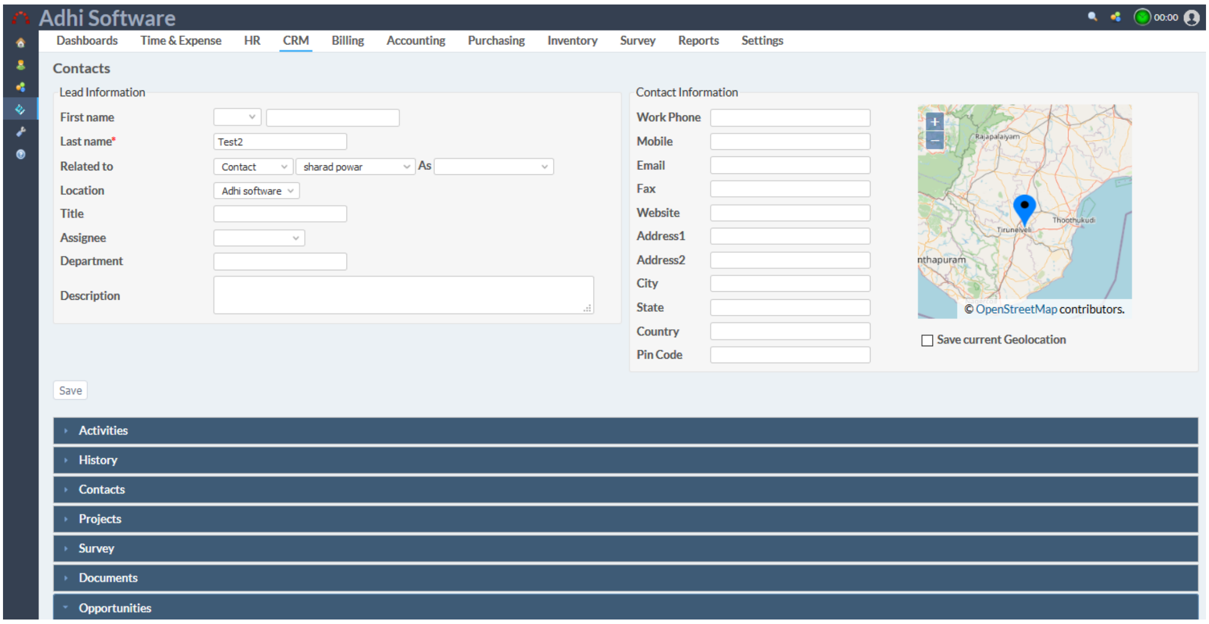
5.5 Contacts

A contact is an individual, they may work for an account. Contact can also related to many contacts. The list page by default displays the list of Contacts. Contact name wildcard search and account filters can be applied to the list page. Contact can be removed.



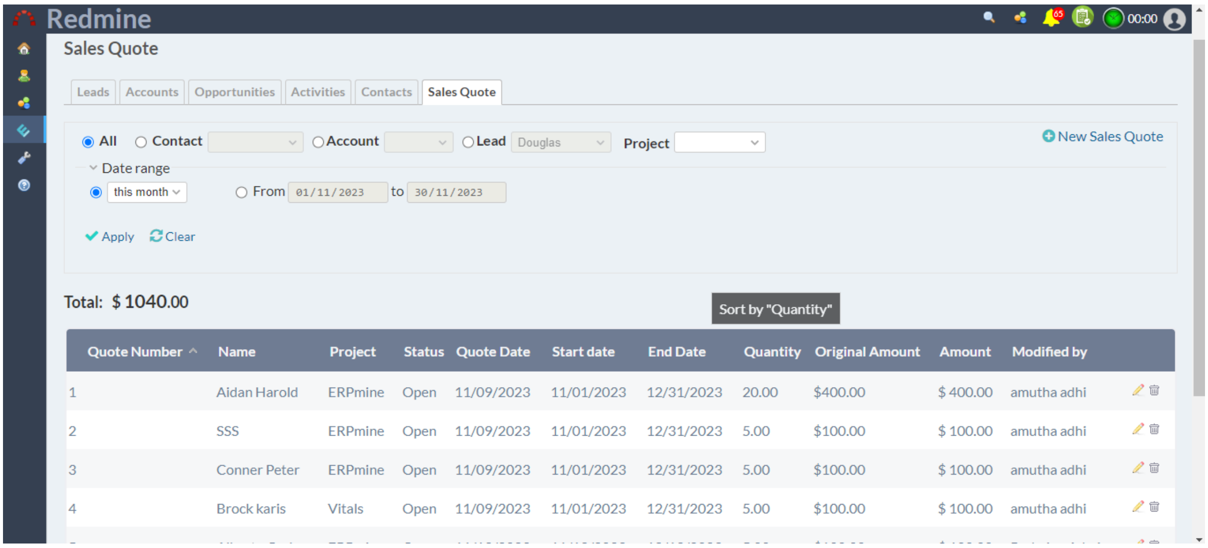
5.5.1 Add/ Edit Contacts

To add a new Contact, click on “New Contact” hyperlink. We can add geo location.



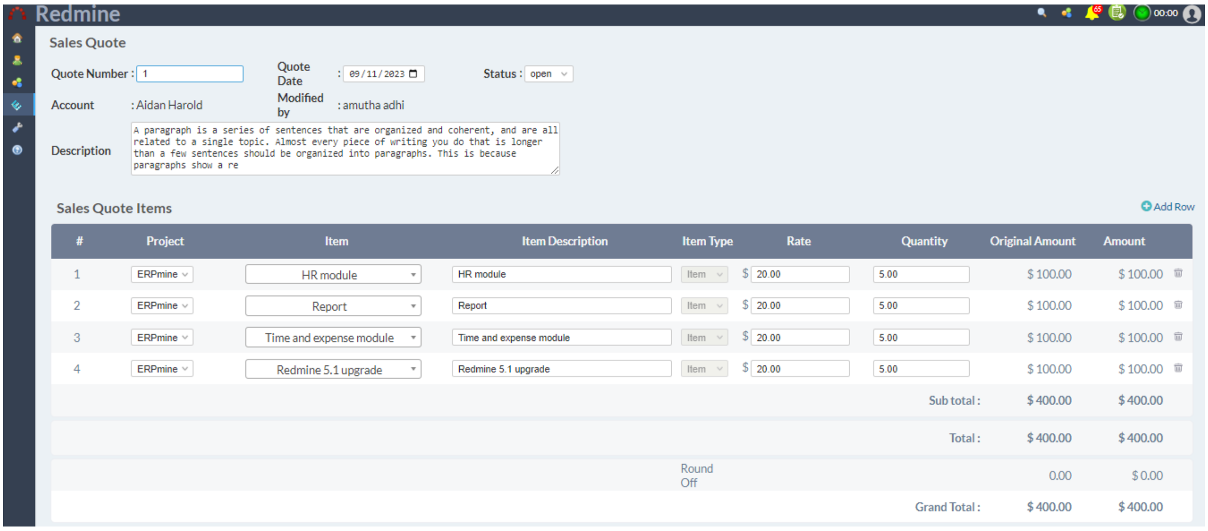
5.6 Sales Quote

A sales quote that tells a potential client how much your product or service will cost.The list page by default displays the list of sales quote. Date range, account, contact, Lead and project filters can be applied to the list page.



5.6.1 New/ Edit Quote

To add a new Sales Quote click on “New Sales Quote” hyperlink. Quotes can be exported as CSV and PDF.

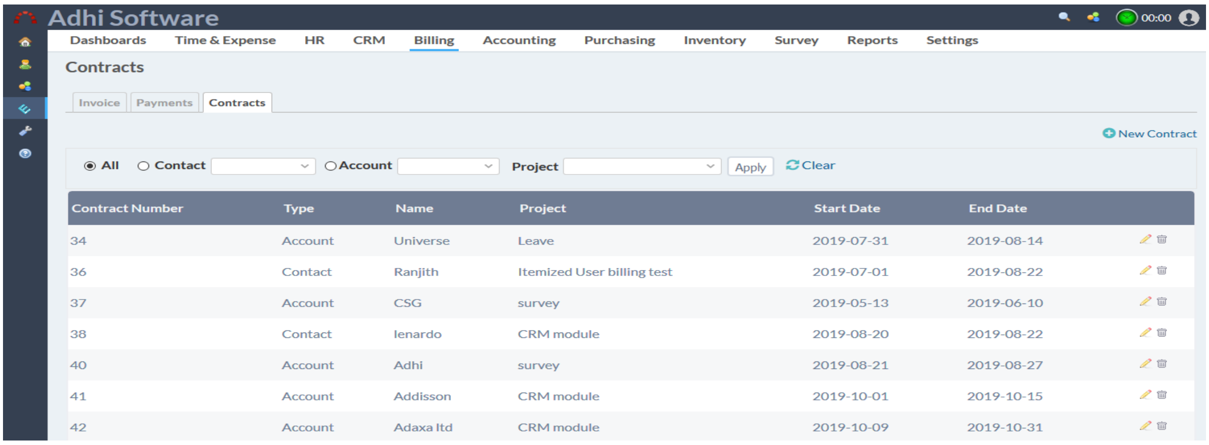


6 Billing

This module allows the Billing admin to setup the Billable projects, generate invoice and print the invoice. Billing admin can manage accounts, contracts, taxes and billable projects. Once the Billing setup is done, the invoice can be generated on a periodic basis (quarterly, monthly, weekly, bi-weekly etc). The invoice generation can be automated as well.

6.1 Contracts

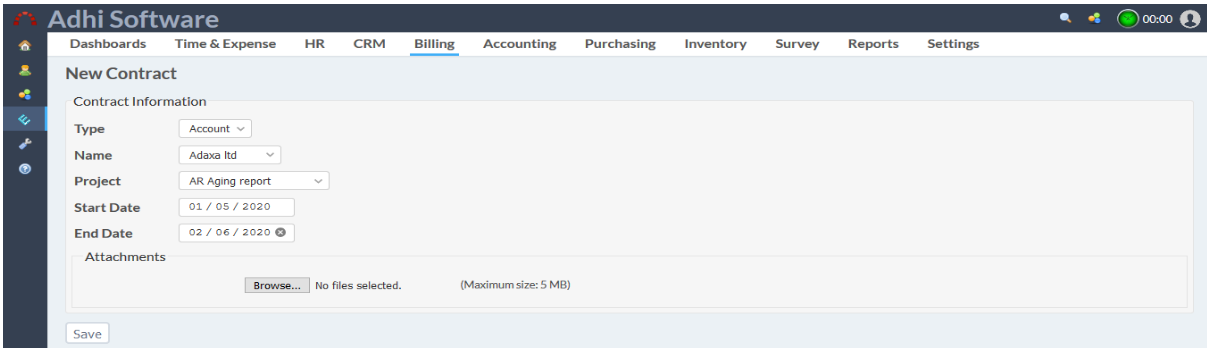
A contract is a signed agreement between an Account, Contact and the Company, they are typically signed before starting on a project. The list page by default displays the account and Contact contracts. Account, project filters can be applied to the list page.



.

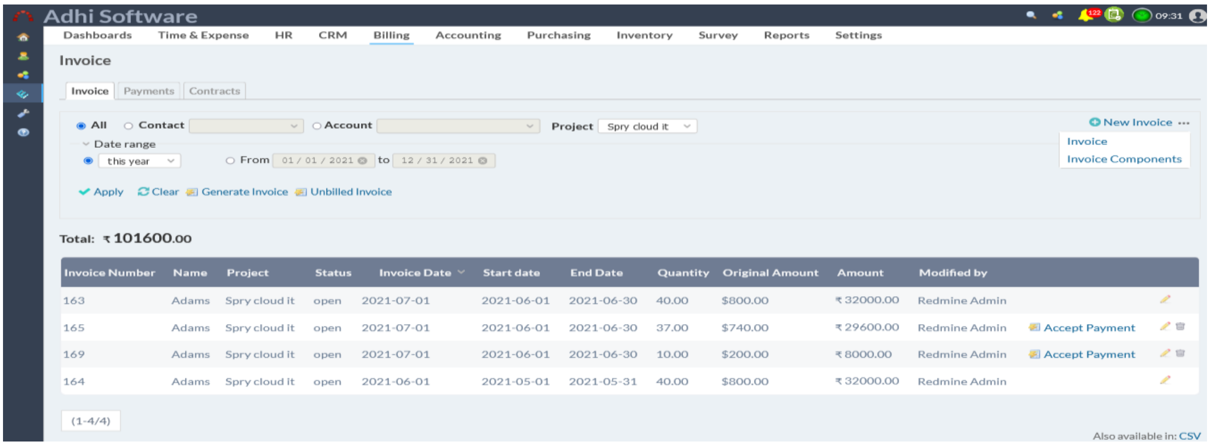
6.1.1 New contract

To add a new contract, click on “New Contract” hyperlink

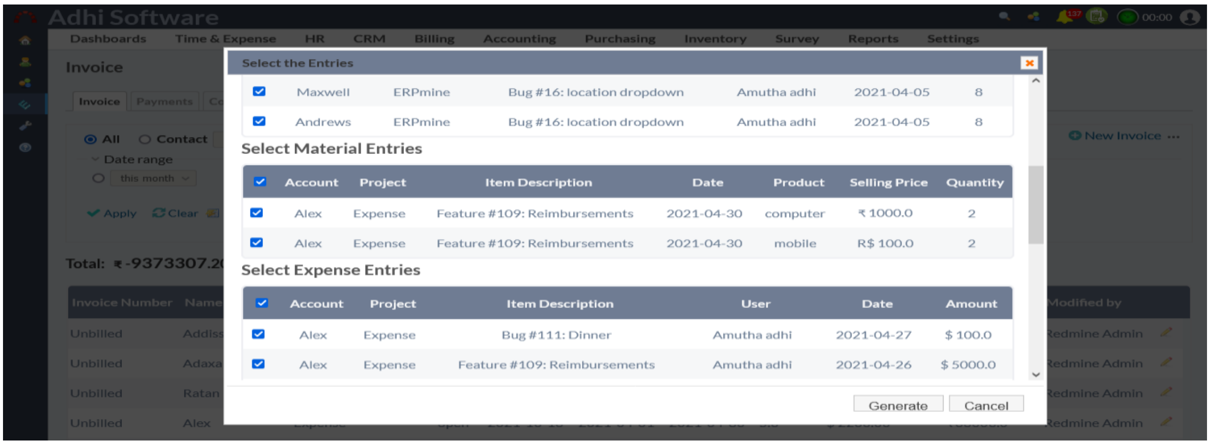


6.2 Invoice List

The list page by default displays the invoice for the current month. Date range, account and project filters can be applied to the list page. The invoices for a period can be generated from this page also. View the unbilled invoice using ’ Unbilled Invoice’ link. Individual invoice entries can be deleted from this page as well. Invoice component can be added in new invoice side bar and In each project also Invoice component can be added. The configuration invoice Refer 15.5.

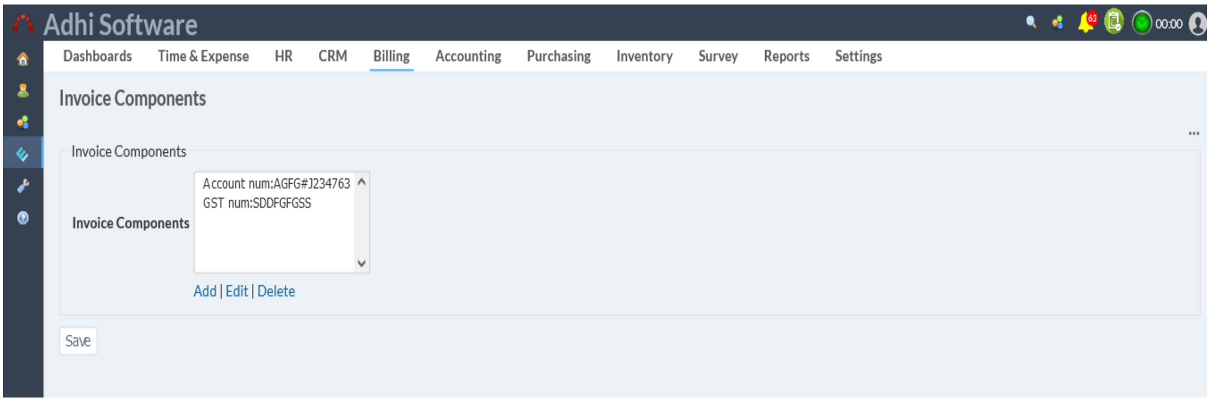


To **show billed hours** in the invoice, Click the detail icon next to the quantity textbox in invoice and unbilled invoice, clicking that opens a detailed pop up with the list of time entries,expense and material entries billed.



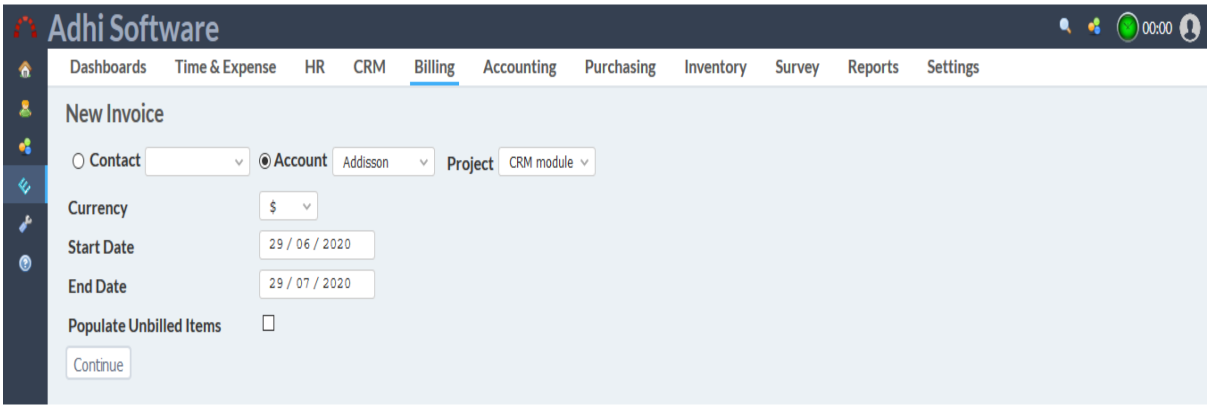
6.2.1 *Invoice Components*

The user can configure the invoice components, which will be included in the printed invoice.



6.2.2 *New Invoice*

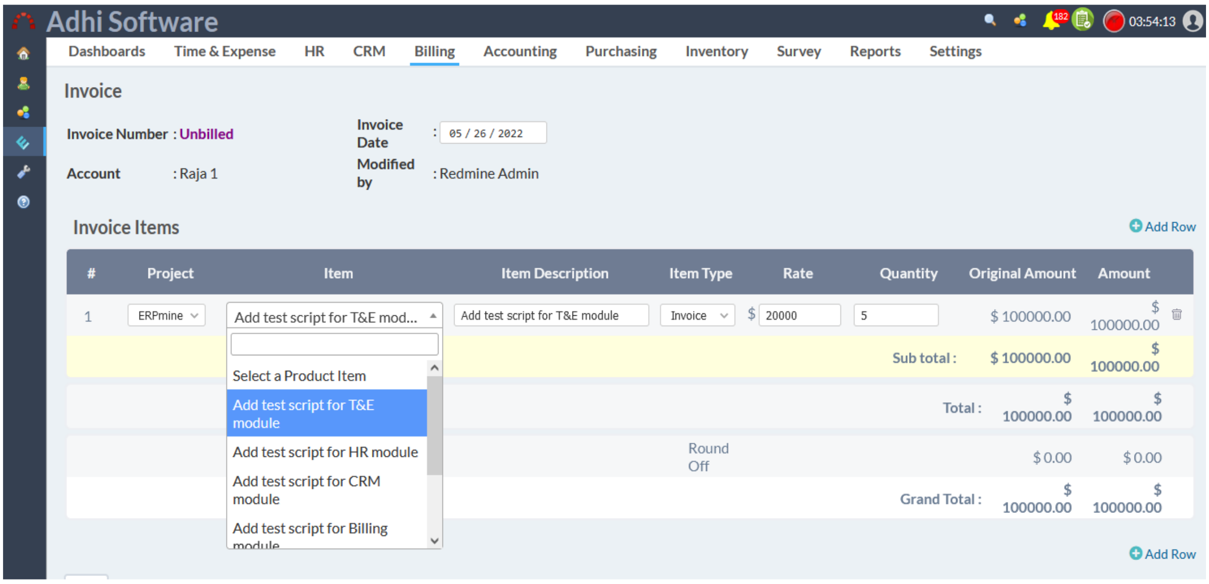
To add a new invoice click on “New Invoice” hyperlink



6.2.3 Edit Invoice

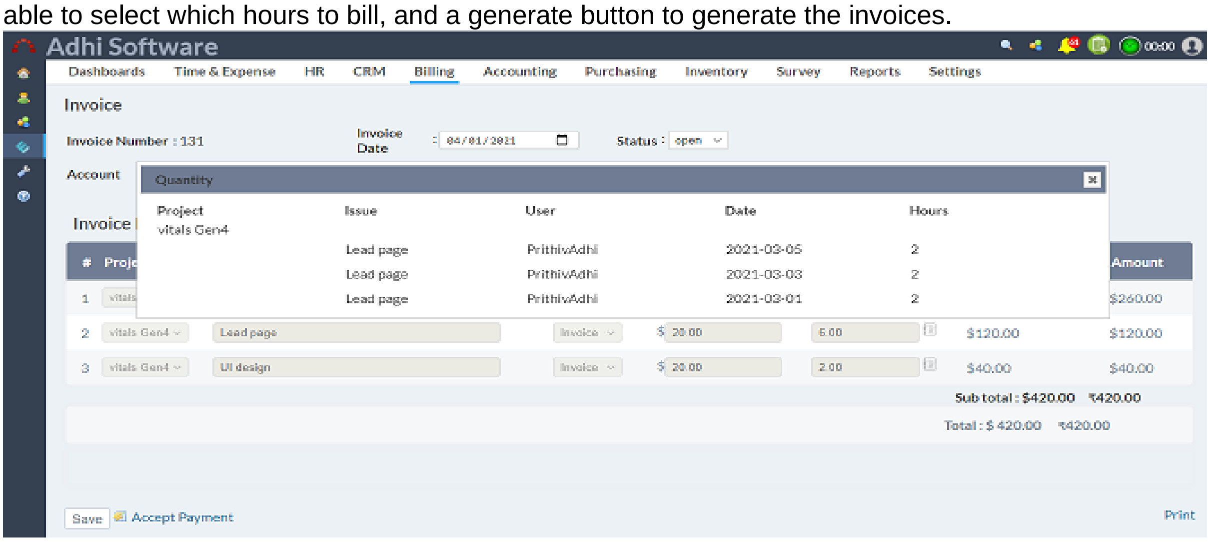
The invoice edit page displays the invoice details such as invoice number, project name, account name, invoice date, status, modified by and invoice items. Invoice items can be edited and new invoice items can be added also. Taxes are automatically applied. While selecting the invoice type issues will display in the item dropdown. While selecting the material type inventory item will display the dropdown. While clicking the Rental Asset will display in dropdown. Invoices can be printed using 'print invoice' link. The update button inside the invoice detail page, which should include all the unbilled hours from prior to the end date of the invoice. Then upon hitting save, it should save the invoice.
After accepting payment, the update option should not be there.

'Add unbilled items' button inside the invoice detail page, which should include all the unbilled hours from prior to the end date of the invoice. Then upon hitting save, it should save the invoice. After accepting payment, the update option should not be there. Item can be exported as CSV and PDF.

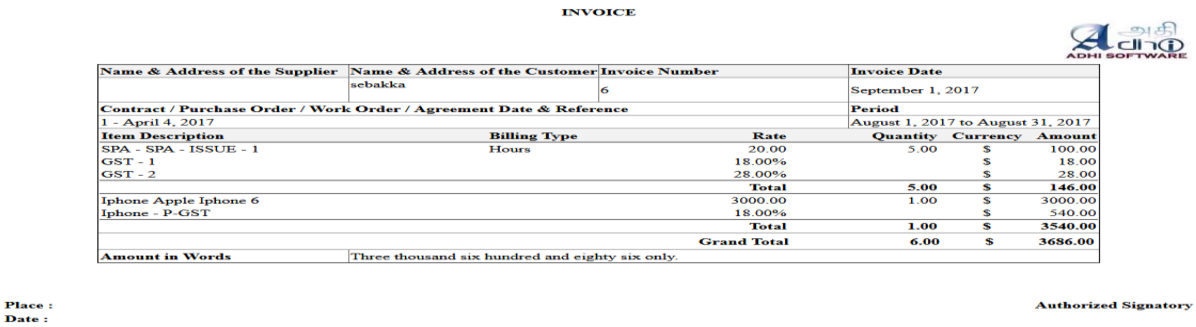


6.2.4 Unbilled invoice

All unbilled items can be viewed by clicking on the 'Unbilled Invoice' link. To **generate an invoice** on selected hours, it will open a dialog box with the list of time entries with a checkbox, you should be able to select which hours to bill, and a generate button to generate the invoices.



6.2.5 Print invoice



INVOICE

Name & Address of the Supplier	Name & Address of the Customer	Invoice Number	Invoice Date
	sebakka	6	September 1, 2017
Contract / Purchase Order / Work Order / Agreement Date & Reference			Period
1 - April 4, 2017			August 1, 2017 to August 31, 2017

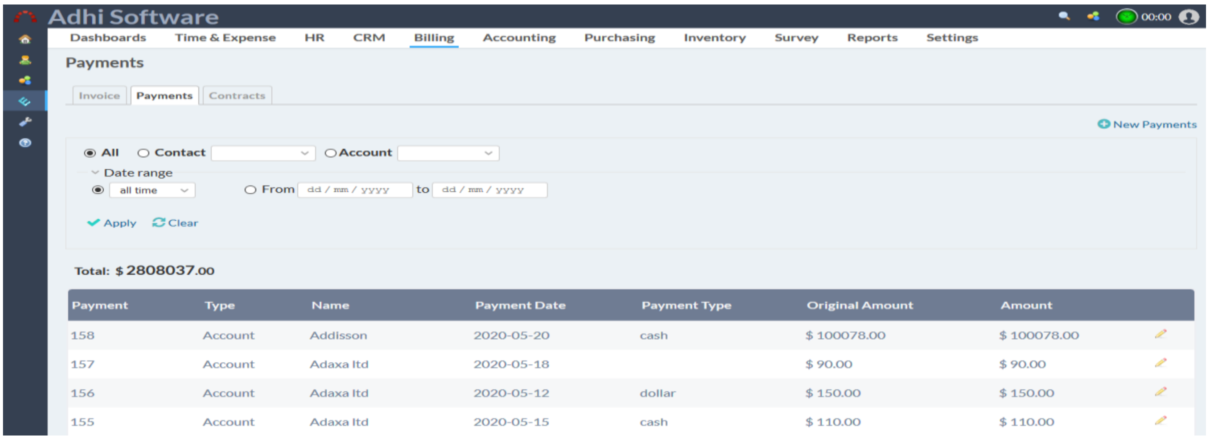
Item Description	Billing Type	Rate	Quantity	Currency	Amount
SPA - SPA - ISSUE - 1	Hours	20.00	5.00	$	100.00
GST - 1		18.00%		$	18.00
GST - 2		28.00%		$	28.00
		Total	5.00	$	146.00
Iphone Apple Iphone 6		3000.00	1.00	$	3000.00
Iphone - P-GST		18.00%		$	540.00
		Total	1.00	$	3540.00
		Grand Total	6.00	$	3686.00
Amount in Words	Three thousand six hundred and eighty six only.				

Place :
Date :

Authorized Signatory

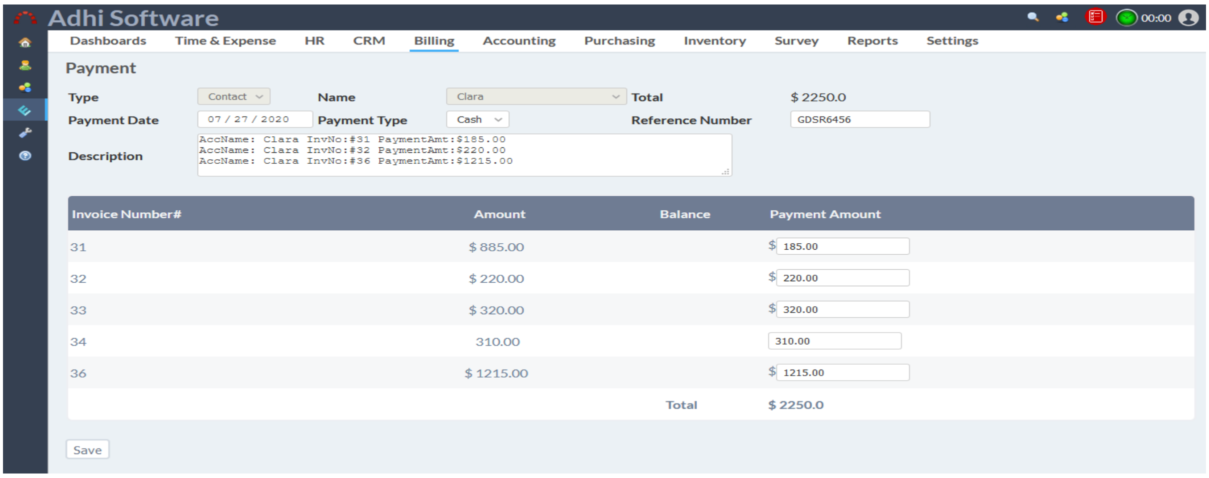
6.3 Payments

Payments can be accepted for invoices, multiple invoices can be paid by a single payment. The list page by default displays the payments for the current month. Contact, account, project and Date range filters can be applied to the list page. Added delete icon in the list page.



6.3.1 Edit Payment

The payment edit page displays the payment details such as payment date, payment type, reference number, account and contacts and projects and payments items. Payment items can be edited.

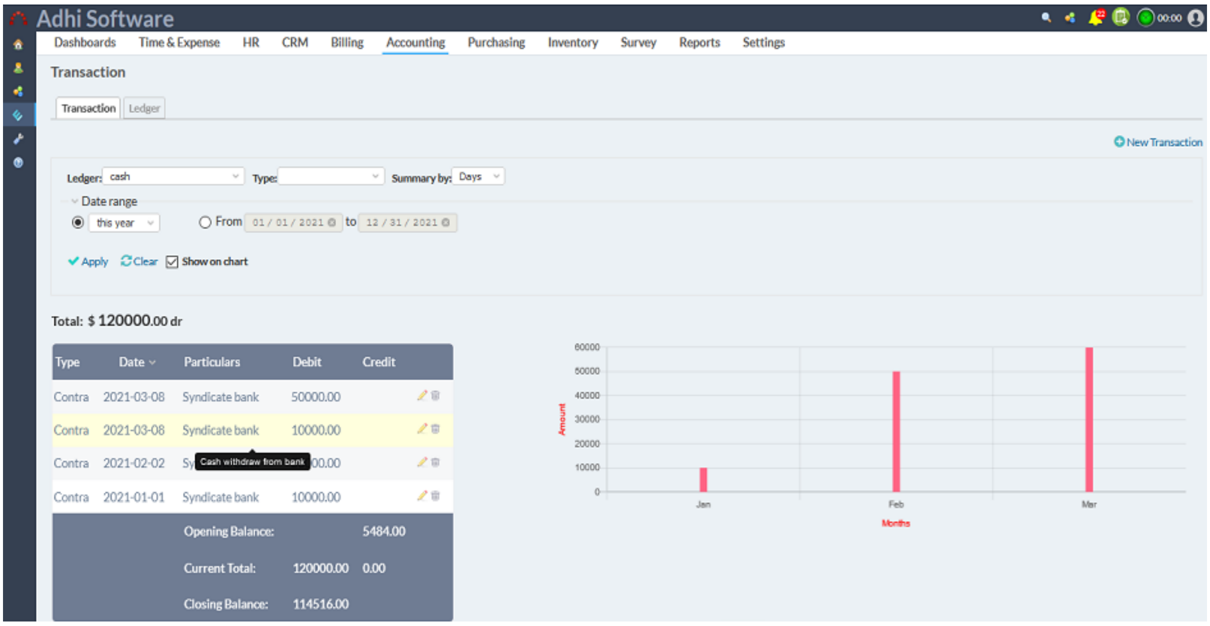


7 Accounting

This module allows the Accounting user to create/update the financial transaction and Ledgers.

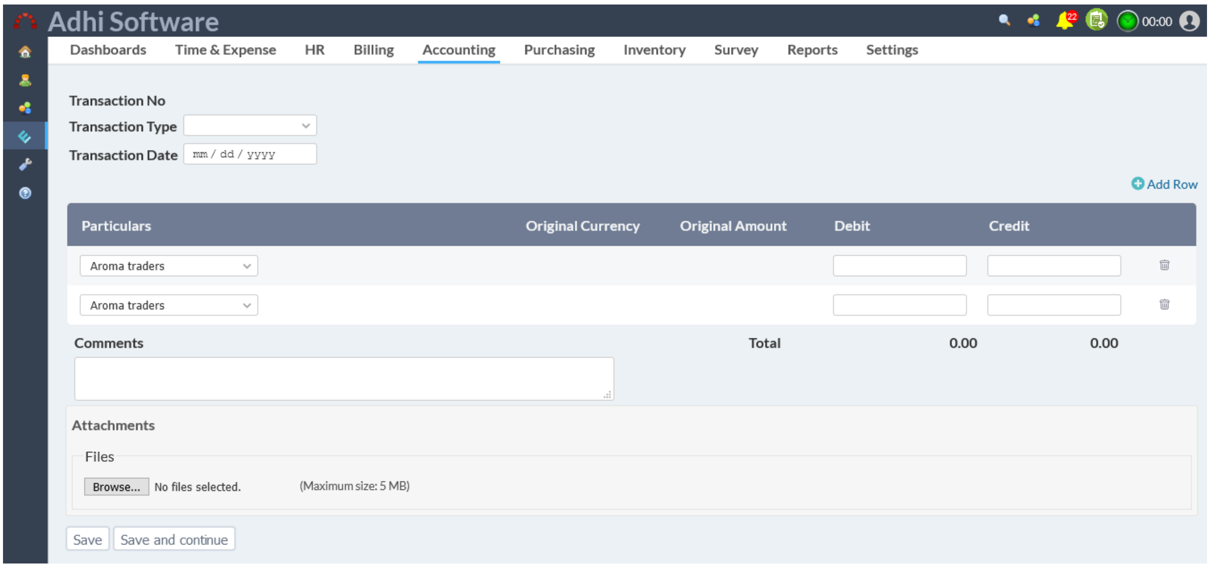
7.1 GL Transaction

The list page by default displays the transaction details for the current month. Date range and ledgers filters can be applied to the list page. Show the chart on Click the particular ledger.
View description on mouseover.



7.1.1 New/Edit GL Transaction

The transaction edit page displays the transaction details such as transaction number, type, date, comments and ledgers. Transaction details can be edited and new transaction details can be added also. we can attach file in the accounting under attachments.

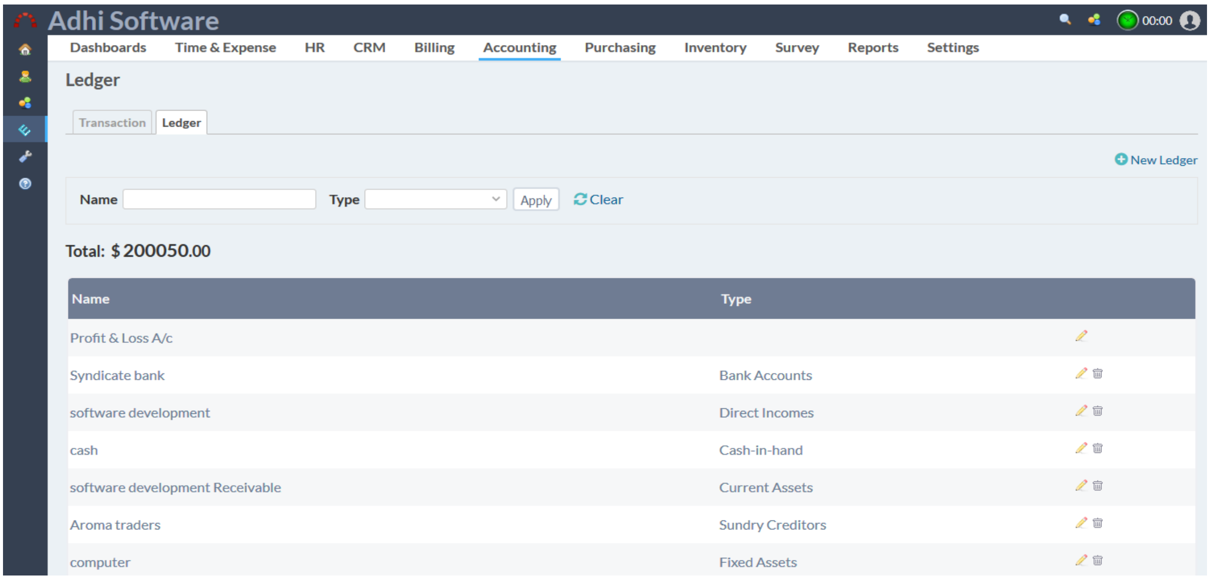


Following are some validation rules used when entering a GL transaction.

#	Transaction Type	Cr	Dr	Rule
1	Contra	Bank Ac / Cash	Bank Ac / Cash	Contra should contain bank and cash ledgers only.
2	Payment	Bank Ac / Cash		Payment should have bank or cash as Credit.
3	Receipt		Bank Ac / Cash	Receipt should have bank or cash as Debit
4	Purchase	Sundry creditors Sundry debtors, Bank Ac / Cash	Purchase Group	Purchase should have sundry creditors/debtors, cash and bank as credit and purchase group as debit
5	Sales	Sales Group	Sundry creditors Sundry debtors, Bank Ac / Cash	Sales should have sundry creditors/debtors, cash and bank as debit and sales group as credit
6	Credit note	Sundry creditors Sundry debtors, Bank Ac / Cash	Except Bank Ac / Cash	Credit note should have sundry creditors/debtors, cash and bank as credit and should not have cash and bank as debit.
7	Debit note	Except Bank Ac / Cash	Sundry creditors Sundry debtors, Bank Ac / Cash	Debit note should have sundry creditors/debtors, cash and bank as debit and should not have cash and bank as credit.

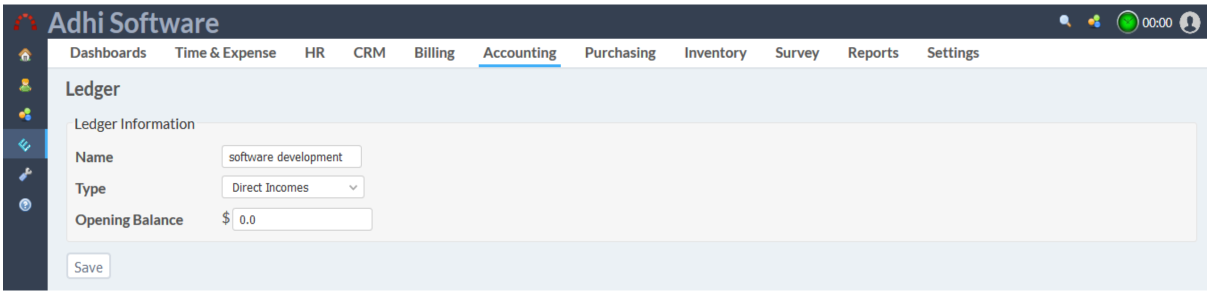
7.2 Ledgers

The list page by default displays the list of ledgers. Ledger name wildcard search and ledger type filters can be applied to the list page. Ledger can be removed.



7.2.1 New/Edit Ledger

To add a new tax click on “New Tax” hyperlink

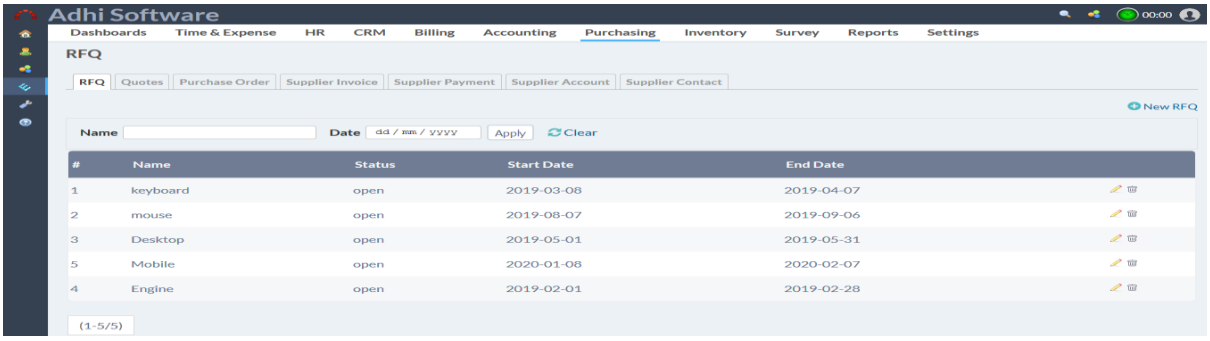


8 Purchasing

This module allows the Purchasing users and admin to create the Request for Quote (RFQ), quote, and purchase order.. A new supplier invoice can be accepted against a purchase order and a payment can be made against the supplier invoice.

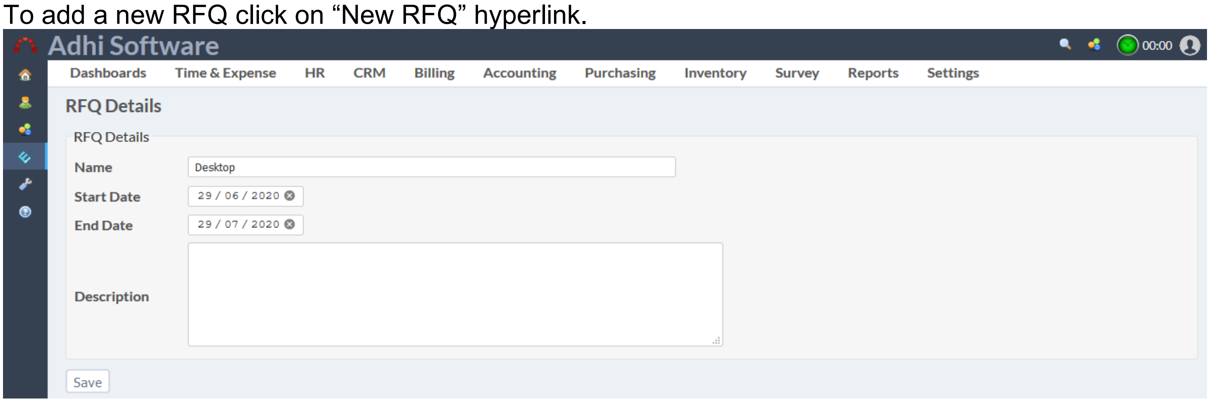
8.1 RFQ

The list page by default displays the list of RFQ. RFQ name wildcard search and Date filters can be applied to the list page. RFQ can be removed.



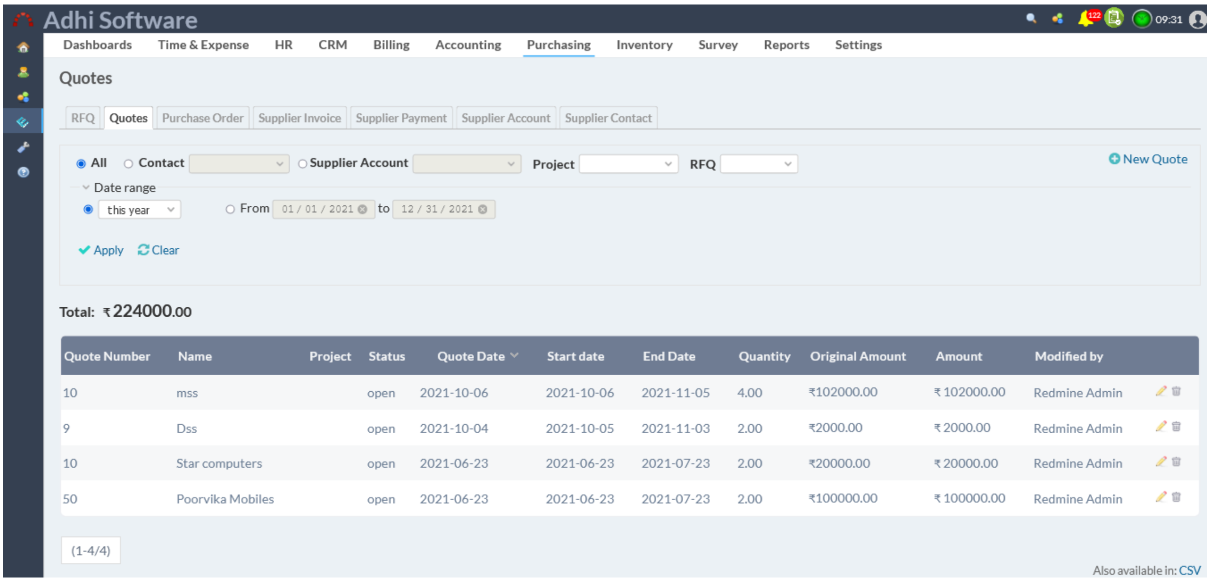
8.1.1 New/Edit RFQ

To add a new RFQ click on “New RFQ” hyperlink.



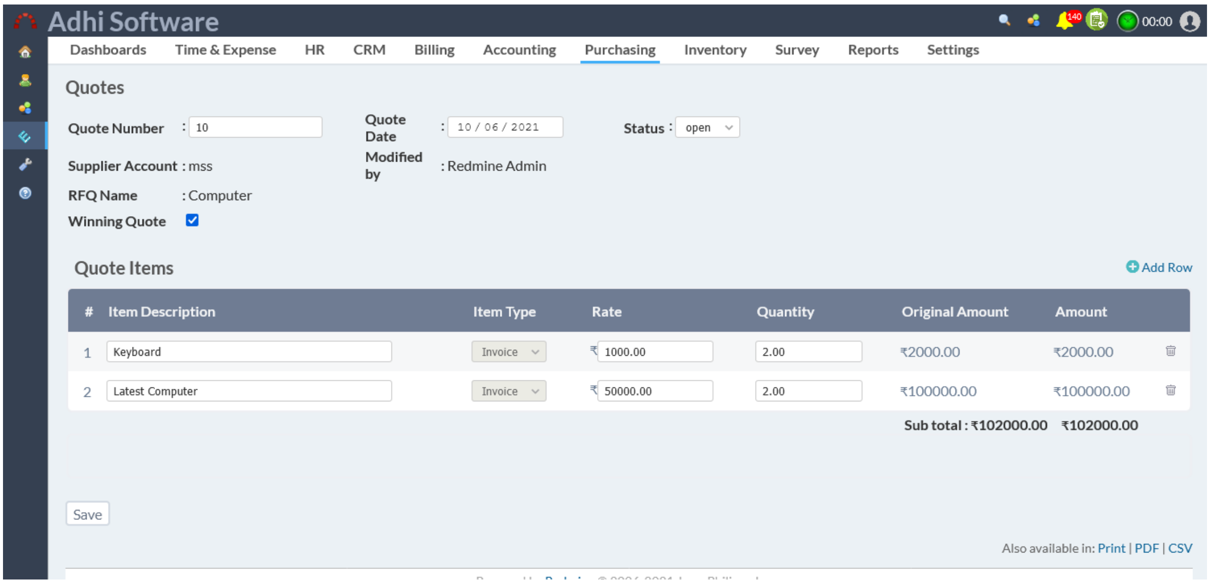
8.2 Quote

A quote is a proposal by a supplier to supply goods to a prospective customer. It will have items details with specification and price.The list page by default displays the list of quote. Date range, supplier account, contact, project and RFQ filters can be applied to the list page. Quote can be removed.



8.2.1 New/Edit Quote

To add a new Quote click on “New Quote” hyperlink. Quote can be edited to enable/disable the winning quote. If a quote is accepted for purchase it should be marked as a winning quote. Quotes can be exported as CSV and PDF.



8.2.2 Print Quote

A quote can be printed using the print link, it will open up the printer friendly Quote report.

QUOTES

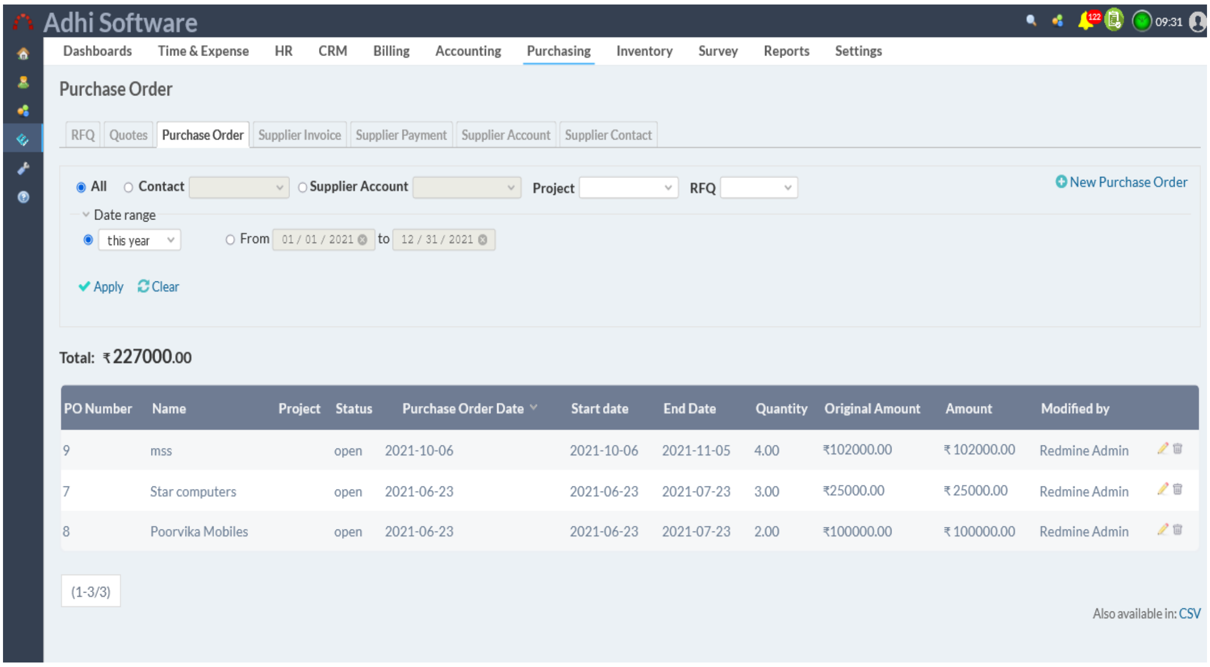
Name & Address of the Supplier	Name & Address of the Customer	Quote Number				Quote Date	
DELL	ADHI SOFTWARE PVT LTD SIPCOT IT PARK, SIRUSERI, CHENNAI.	5				June 30, 2017	
Contract / Purchase Order / Work Order / Agreement Date & Reference						**Period**	
Keyboard(2) from June 30, 2017 to June 30, 2017						June 30, 2017 to July 30, 2017	
Item Description	**Billing Type**		**Rate**	**Quantity**	**Currency**	**Amount**	
DELL Keyboard V1.0			43.00	434.00	$	18662.00	
GST			1862.00	1.00	$	1862.00	
			Total	**435.00**	**$**	**20524.00**	
			Grand Total	**435.00**	**$**	**20524.00**	
Amount in Words	Twenty thousand five hundred and twenty four only.						
Quote - 1		QUOTE VAL - 1					

Place :
Date :

Authorized Signatory

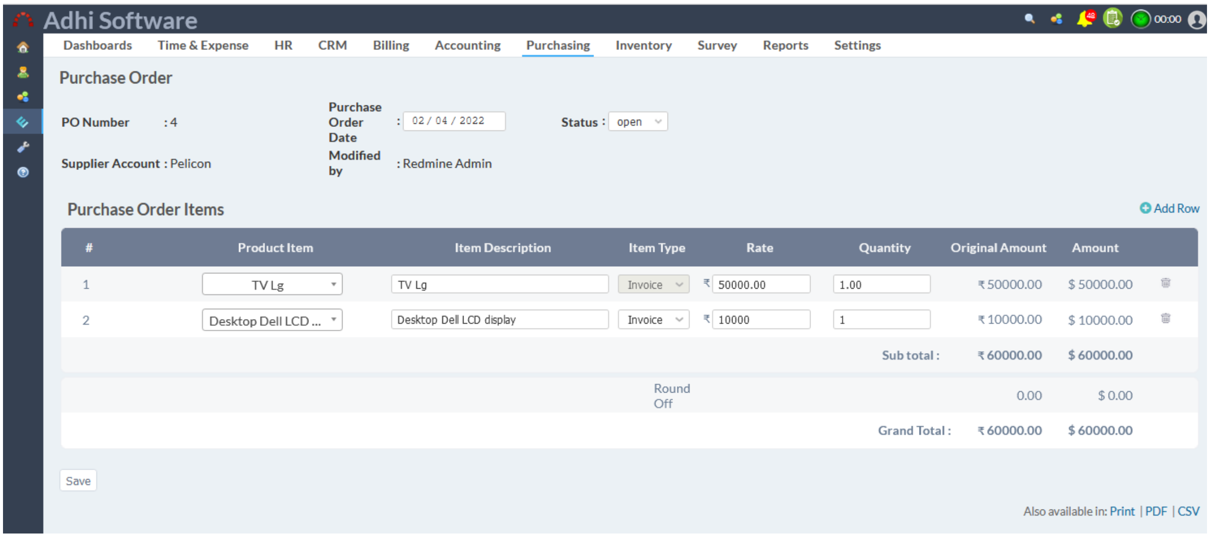
8.3 Purchase Order

A Purchase order is nothing but a confirmation from the customer purchasing goods from a supplier, it should be created from a winning quote. The list page by default displays the list of purchasing order. Date range, supplier account, contact, project and RFQ filters can be applied to the list page. Purchasing order can be removed.



8.3.1 New/Edit Purchase order

To add a new purchase order click on “New purchase order” hyperlink. A purchase order should be created from RFQ and winning quote. Purchase order items can be populated from winning quote. Purchase order items can be exported as CSV and PDF.



8.3.2 Print Purchase Order

A purchase order can be printed using the print link, it will open up the printer friendly purchase order report.

PURCHASE ORDER

Name & Address of the Supplier	Name & Address of the Customer	PO Number	Purchase Order Date
Pelicon 121 xyz street chennai tamilnadu 600026 india	Chennai 1st cross Road Sirucheri IT Park Navalur TamilNadu 600130 India	4	February 04, 2022
Contract / Purchase Order / Work Order / Agreement Date & Reference			**Period**
1001 - February 04, 2022			February 04, 2022 to March 06, 2022

Item Description	Billing Type	Rate	Quantity	Currency	Amount
TV Lg		50000.00	1.00	₹	50000.00
		Total	**1.00**	**₹**	**50000.00**
		Grand Total	**1.00**	**₹**	**50000.00**
Amount in Words	Fifty thousand only.				

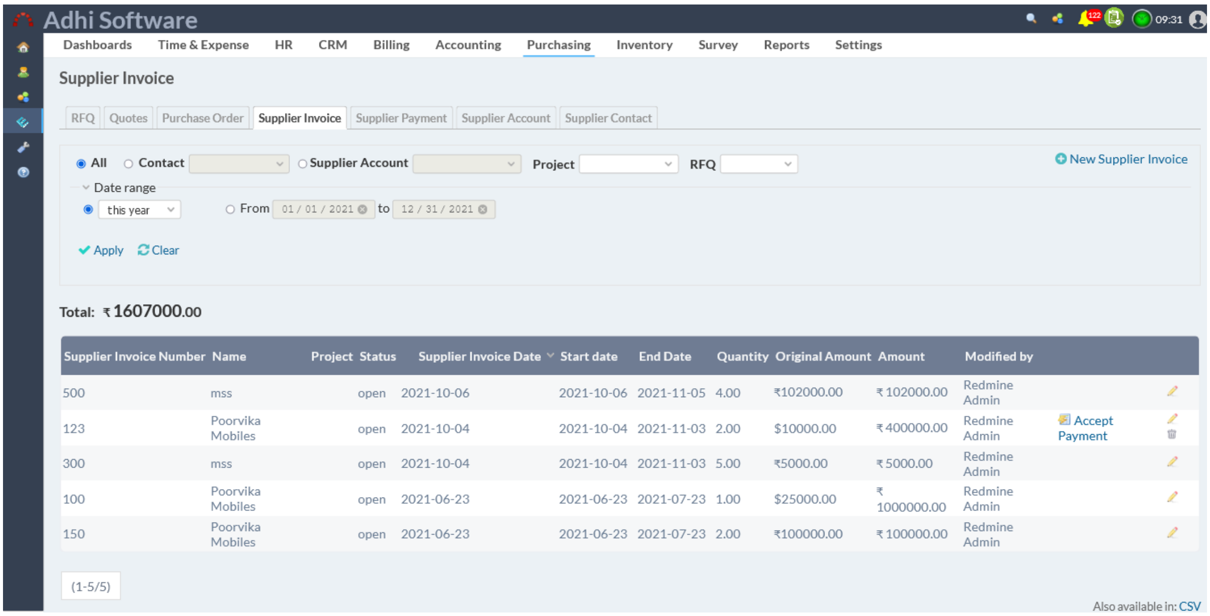
Place :

Date :

Authorized Signatory

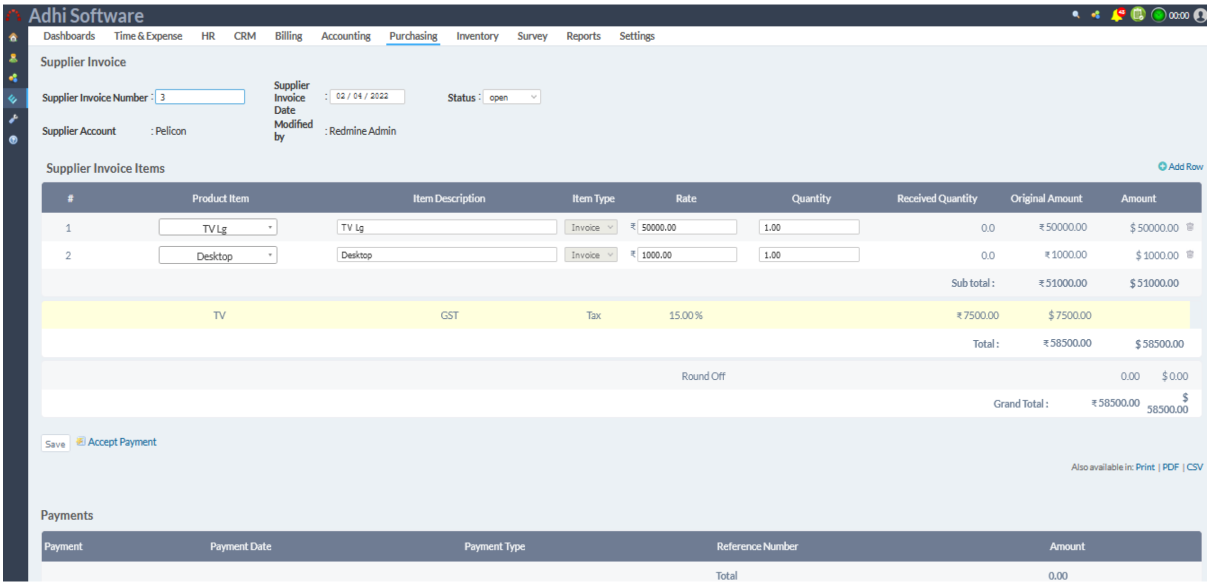
8.4 Supplier Invoice

Once the goods are received from the supplier, the supplier invoice can be entered into the system.. The list page by default displays the list of supplier invoice. Date range, supplier account, contact, project and RFQ filters can be applied to the list page. Supplier invoice can be removed.



8.4.1 New/Edit Supplier Invoice

To add a new supplier invoice click on “New supplier invoice” hyperlink.. Supplier invoice items can be populating from purchase order. Supplier invoice can be exported as CSV and PDF.



8.4.2 Print Supplier Invoice

A supplier invoice can be printed using the print link, it will open up the printer friendly supplier invoice report.

SUPPLIER INVOICE

Name & Address of the Supplier	Name & Address of the Customer	Supplier Invoice Number	Supplier Invoice Date
Pelicon 121 xyz street chennai tamilnadu 600026 india	Chennai 1st cross Road Sirucheri IT Park Navalur TamilNadu 600130 India	3	February 04, 2022
Contract / Purchase Order / Work Order / Agreement Date & Reference			**Period**
4 - February 04, 2022			February 04, 2022 to March 06, 2022

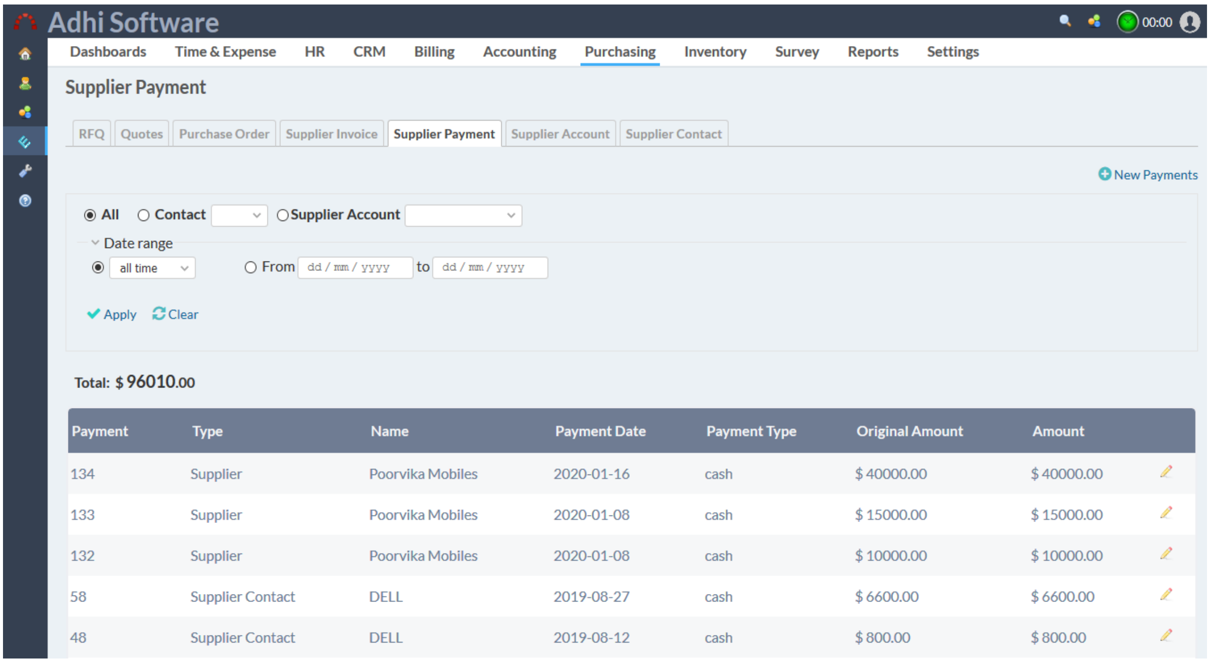
Item Description	Billing Type	Rate	Quantity	Currency	Amount
TV Lg		50000.00	1.00	₹	50000.00
GST		15.00%		₹	7500.00
		Total	**1.00**	**₹**	**57500.00**
Desktop		1000.00	1.00	₹	1000.00
		Total	**1.00**	**₹**	**1000.00**
		Grand Total	**2.00**	**₹**	**58500.00**
Amount in Words	Fifty eight thousand five hundred only.				

Place :
Date :

Authorized Signatory

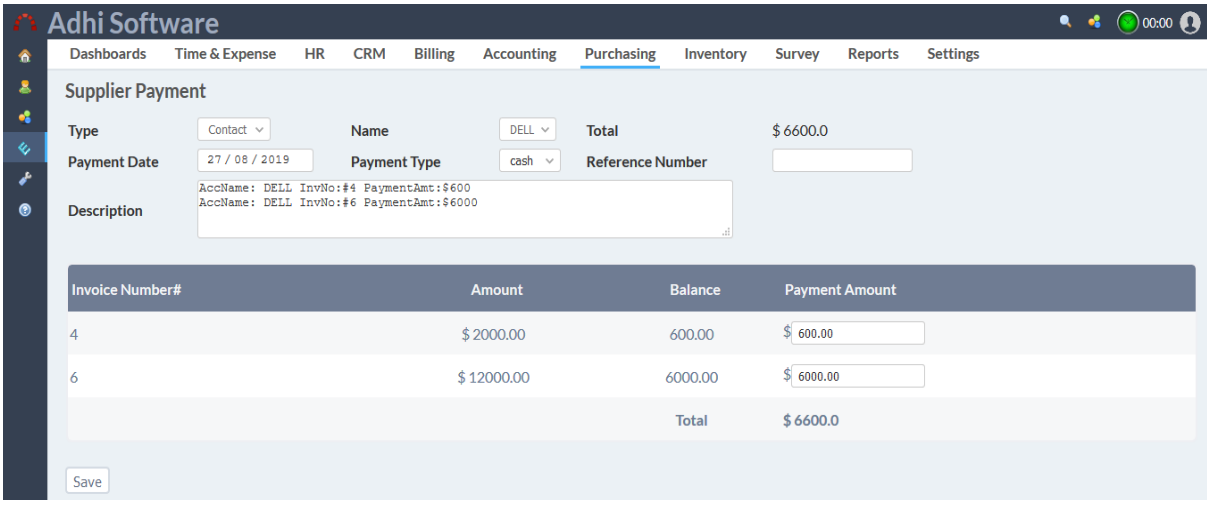
8.5 Supplier Payment

Supplier payments can be made against a supplier invoices, multiple supplier invoices can be paid by a single payment. The list page by default displays the payments for the current month. Contact, supplier account, project and Date range filters can be applied to the list page.



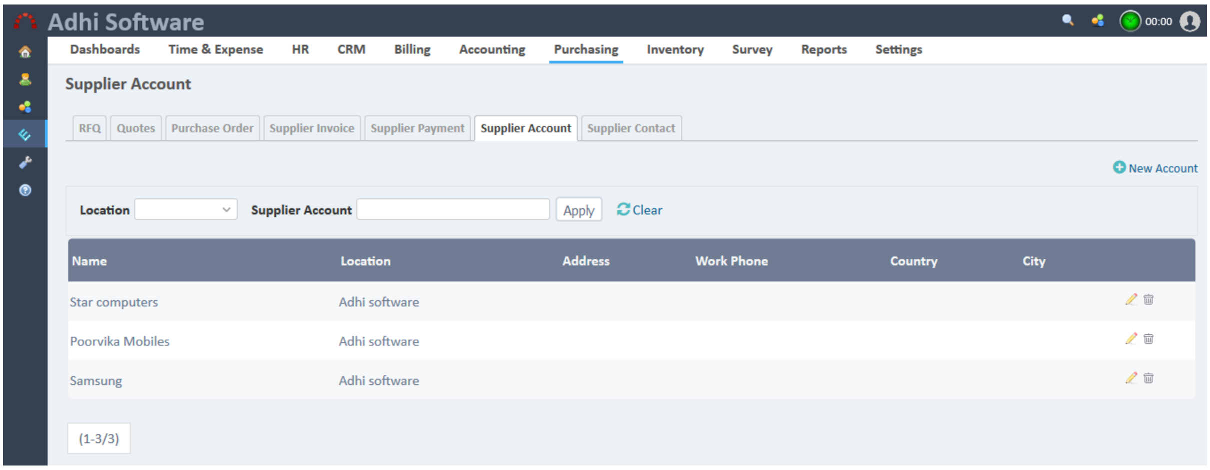
8.5.1 New/Edit Supplier Invoice

The supplier payment edit page displays the payment details such as payment date, payment type, reference number, account and contacts and projects and payments items. Payment items can be edited.



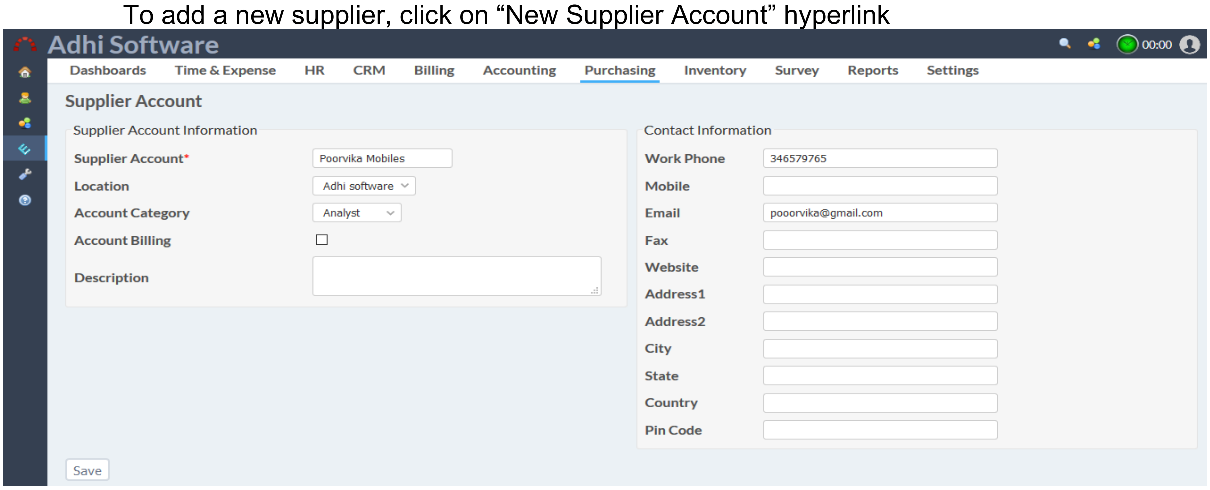
8.6 Supplier Accounts

Supplier accounts are Vendors for whom the goods are purchased, there can be multiple purchase order for a supplier. The list page by default displays the list of supplier accounts. Supplier Account name wildcard search can be applied to the list page.



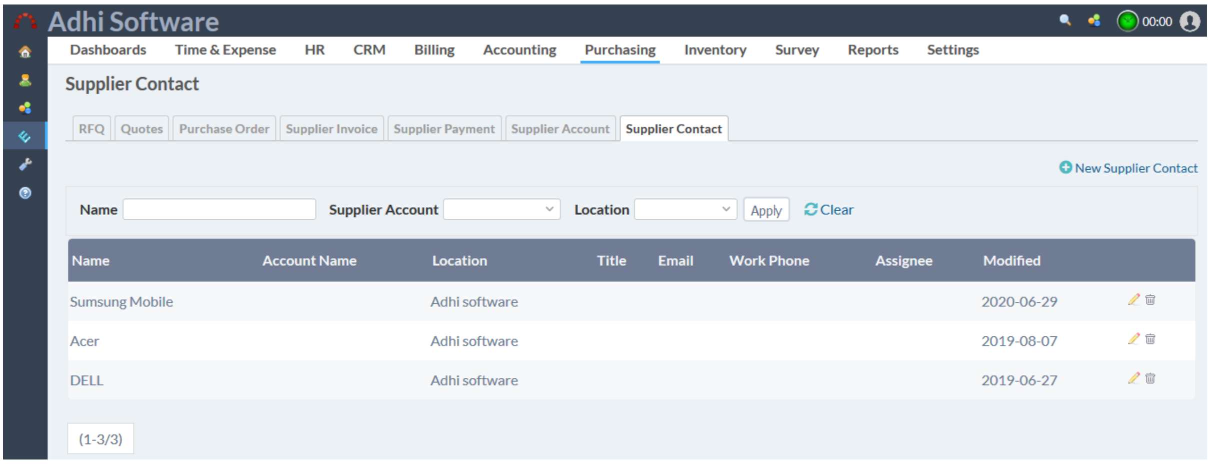
8.6.1 New/Edit Supplier Invoice

To add a new supplier, click on “New Supplier Account” hyperlink



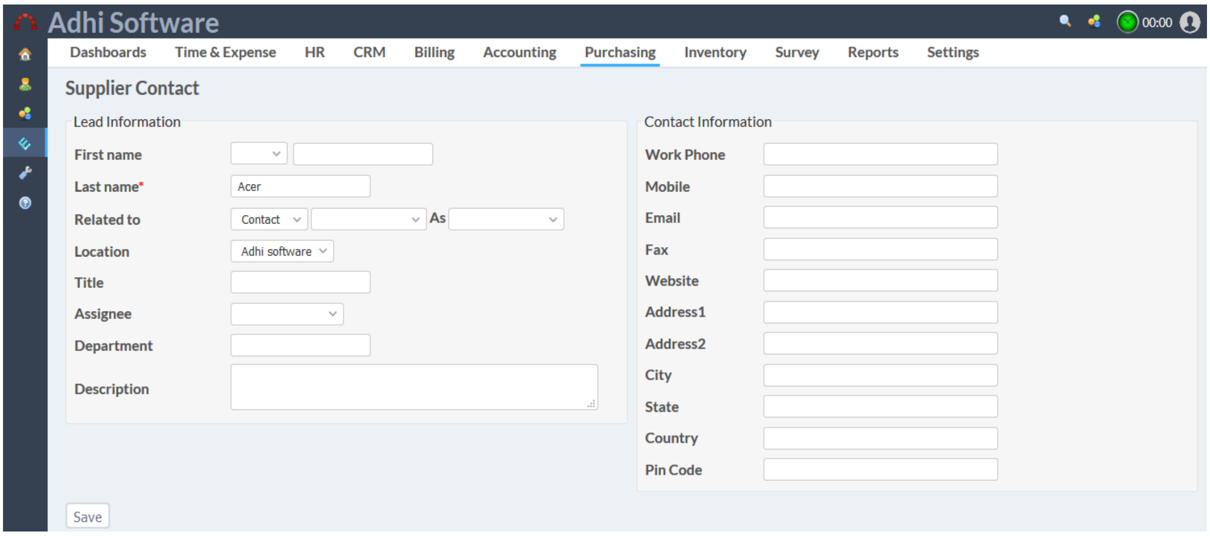
8.7 Supplier Contact

A supplier contact is an individual they may work for an Supplier. The list page by default displays the list of Supplier Contacts. Supplier Contact name wildcard search and account filters can be applied to the list page. Supplier Contact can be removed.



8.7.1 New/Edit Supplier Contact

To add a new Supplier Contact, click on “New Contact” hyperlink.

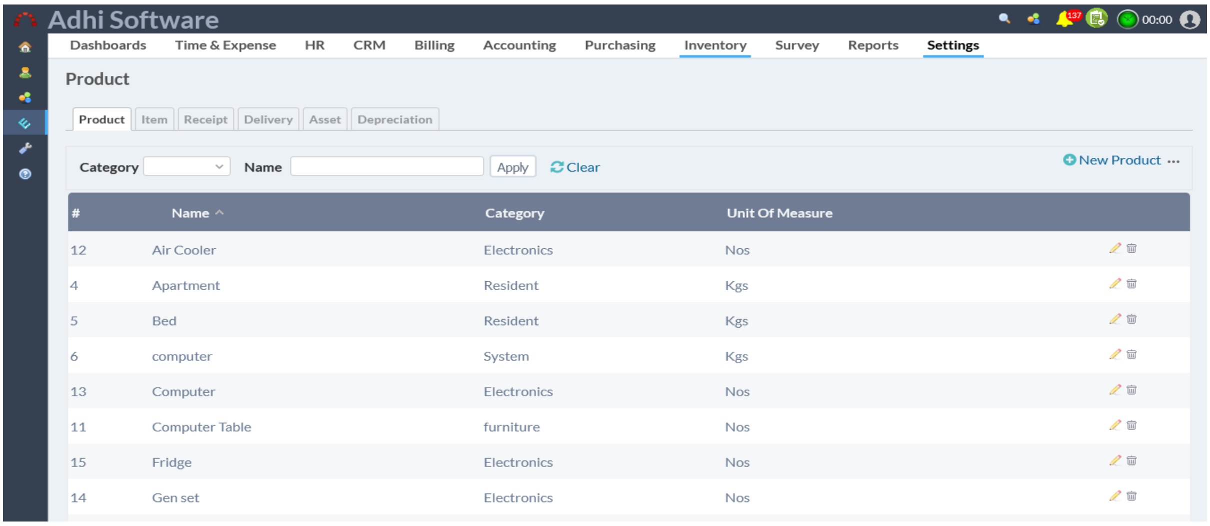


9 Inventory

This module allows the Inventory users and admin to create the Product, Items, shipments and log materials. A new shipment can be created against a supplier invoice.

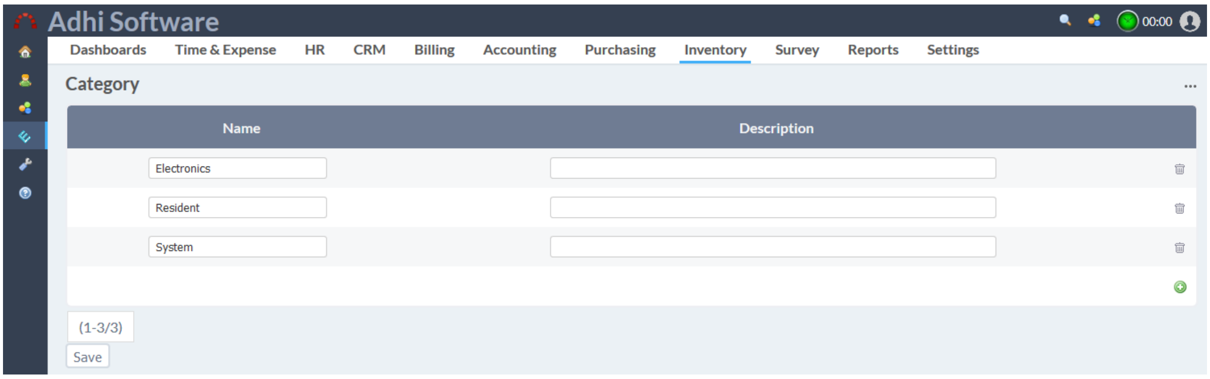
9.1 Products

The list page by default displays the list of Products. Products name and category filters can be applied to the list page. Products can also be removed.



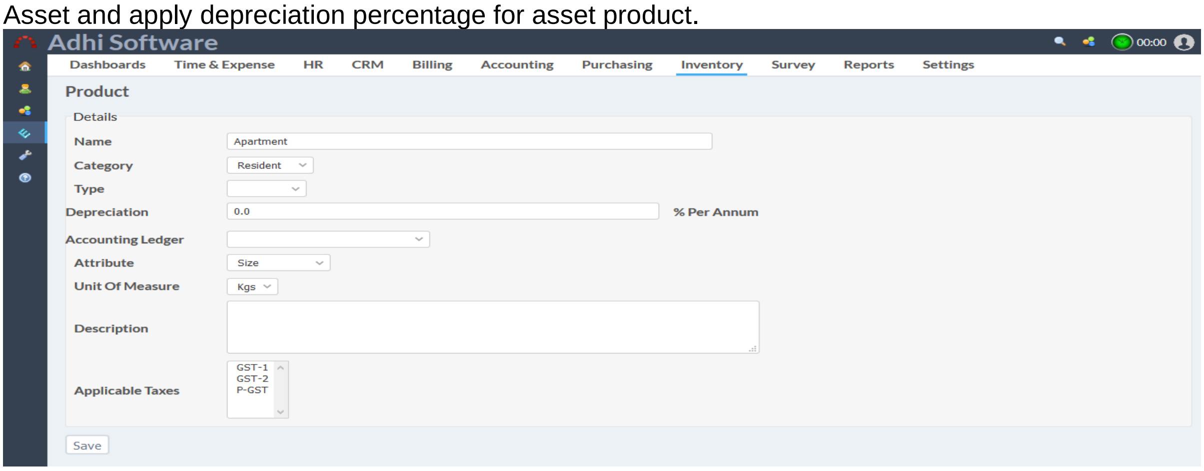
9.1.1 *Category*

To add a new product category click on "category" hyperlink. The list page by default displays the list of categories. The category can be added/updated in the list page. Category can also be removed.



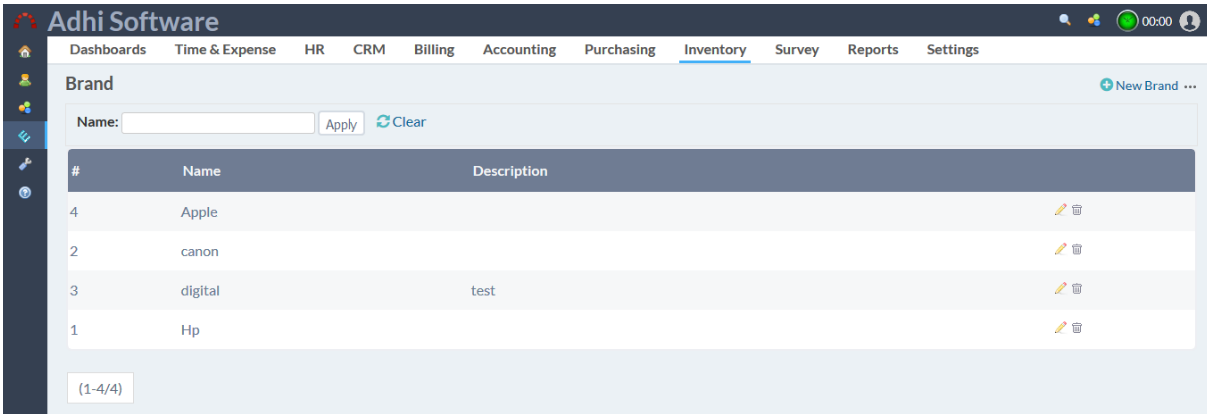
9.1.2 *New/Edit Product*

To add a new Product, click on "New Product" hyperlink. Product can be categorized as Inventory or Asset and apply depreciation percentage for asset product.



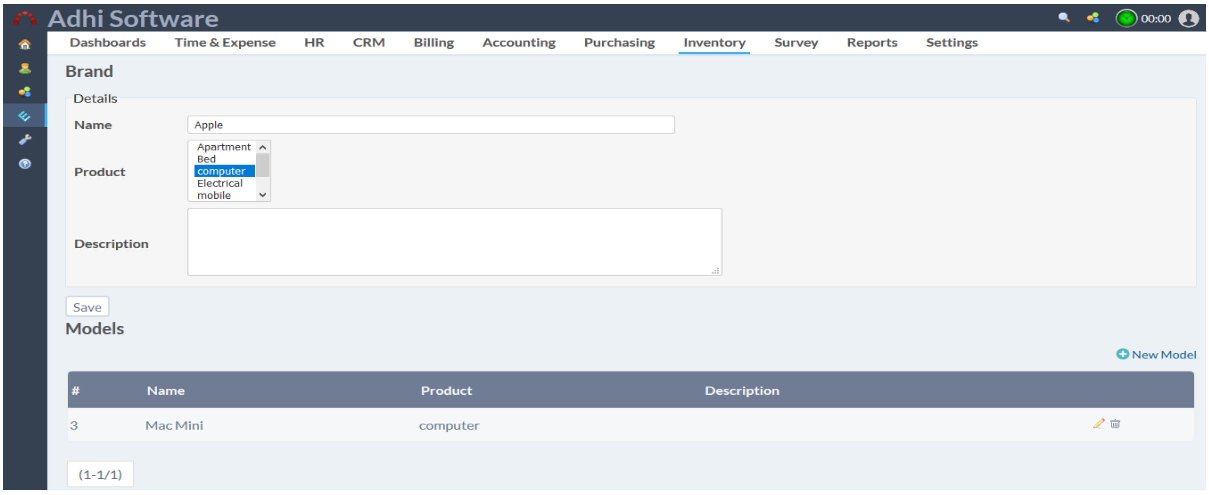
9.2 Brand

The list page by default displays the list of brands. Brand name (wildcard search) filter can be applied to the list page. Brand can also be removed.



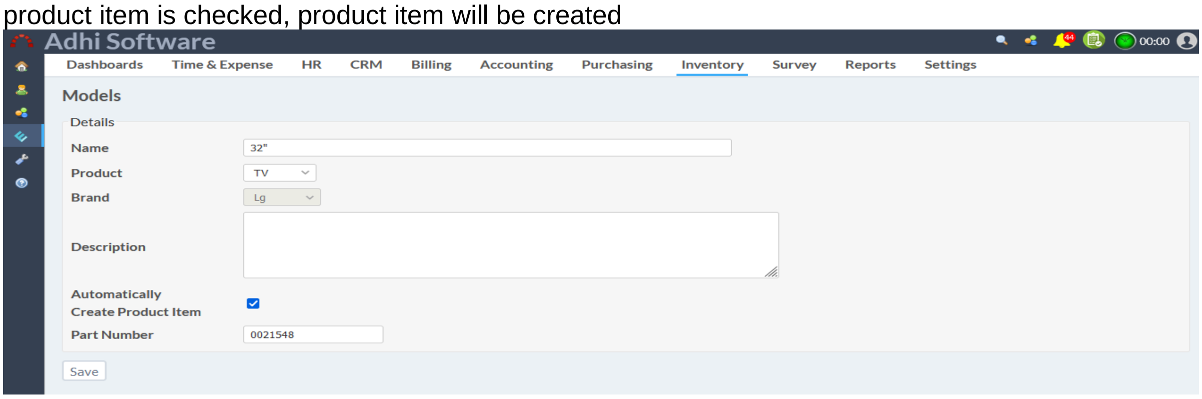
9.2.1 New/Edit Brand

To add a new Brand, click on "New Brand" hyperlink. Models are listed on the Appropriate brand detail page. Model can also be removed.



9.2.2 New Model

To add a new model click on "New Model" hyperlink in the brand detail page. If automatically create product item is checked, product item will be created

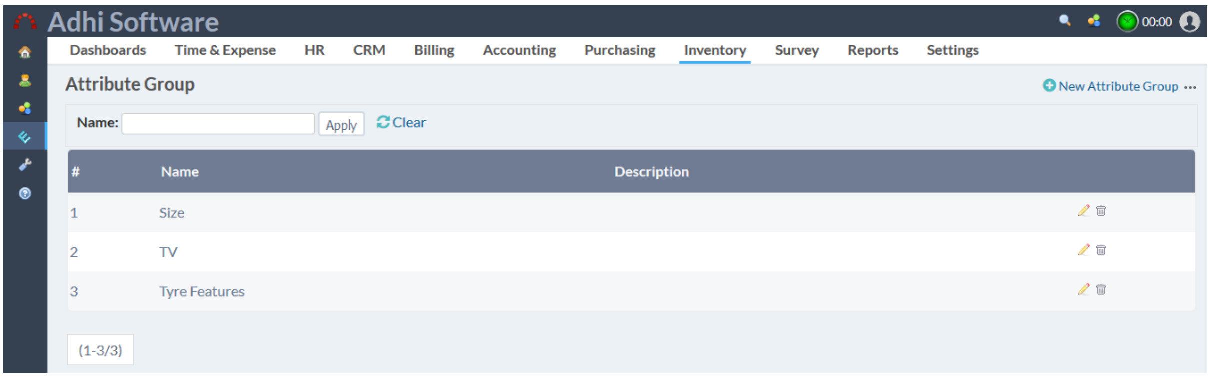


9.3 Attributes

These are attributes of a product, they are groped as attribute gropups, for example

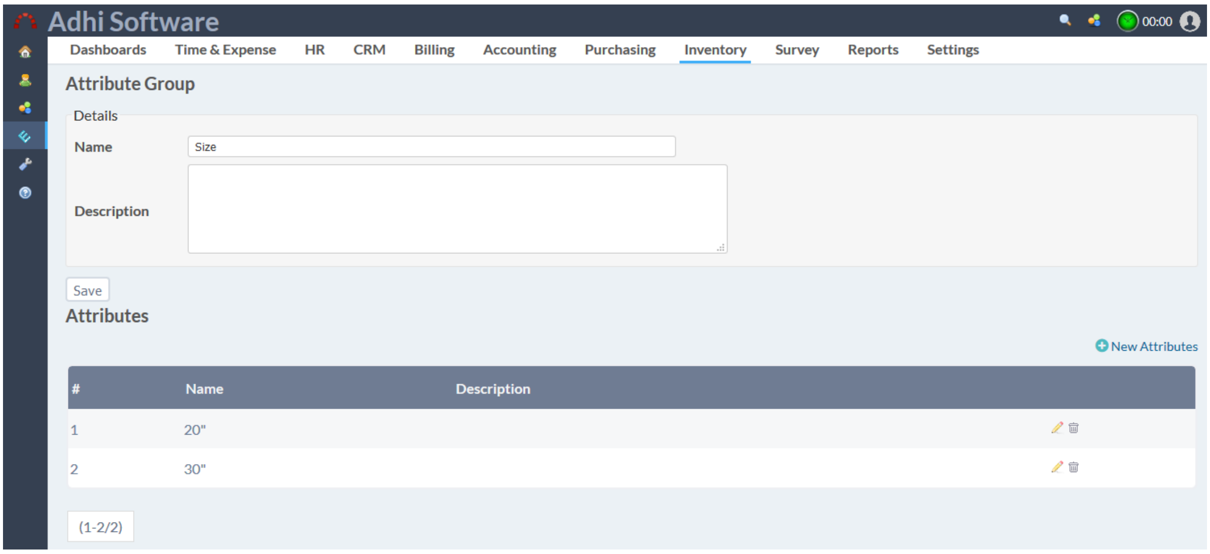
$	Attribute Group	Attributes
1	Size	S, M, L, XL, XXL
2	Style	S, R, L
3	Width	12”, 14”, 16”

The list page by default displays the list of Attribute groups. Attribute group name (wildcard search) filter can be applied to the list page. Attribute group can also be removed.



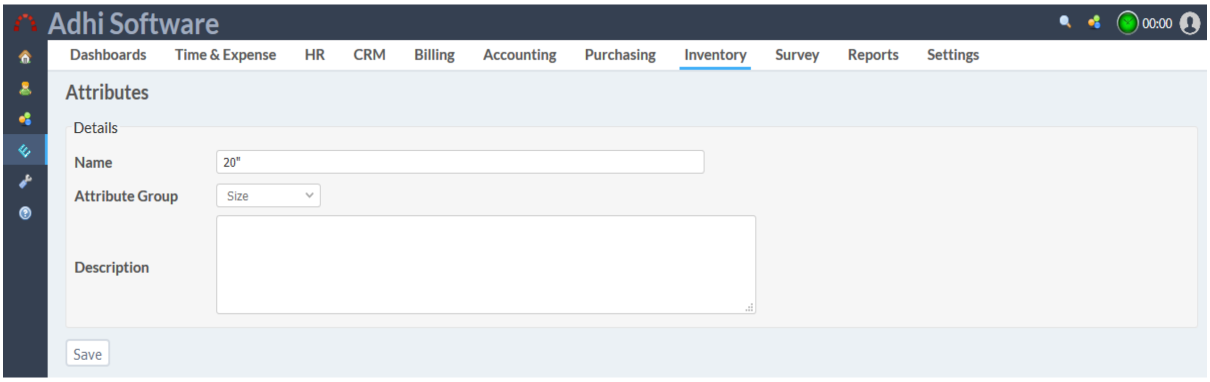
9.3..1 New/Edit New Attribute

To add a new Attribute, click on “New Attribute Group” hyperlink. Attribute are listed on the Appropriate Attribute group detail page.



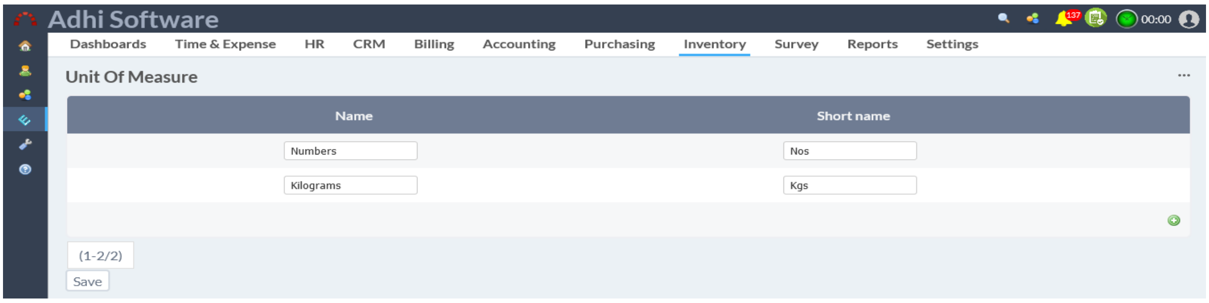
9.3..2 New Attribute

To add a new attribute click on “New Attribute” hyperlink in the Attribute group detail page.



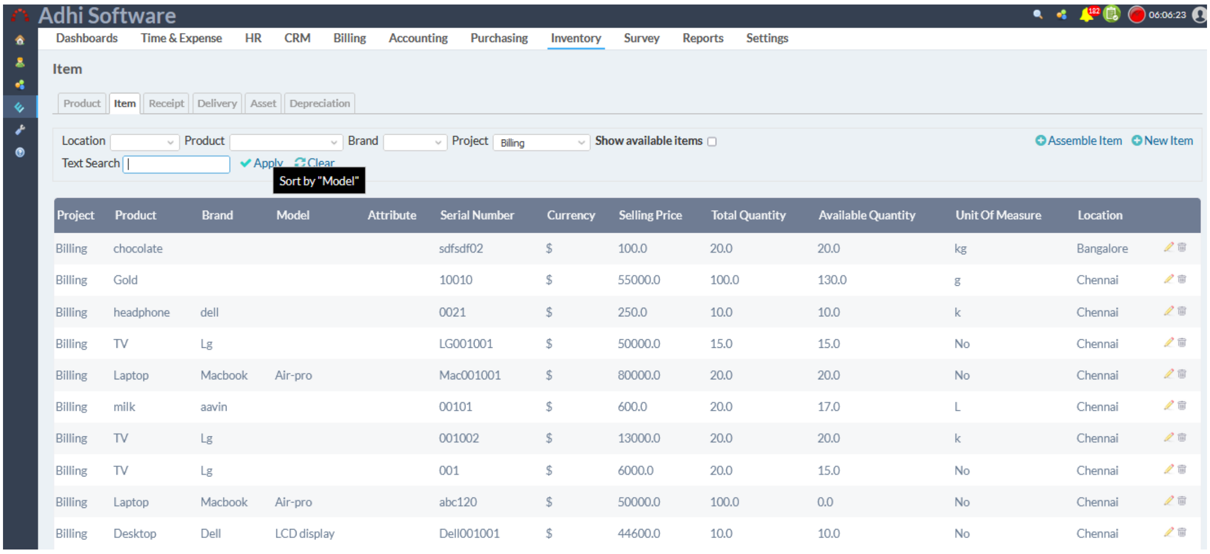
9.4 Unit of Measure

The list page by default displays the list of Unit of Measure (UOM). The UOM can be added/updated in the list page. UOM can also be removed.



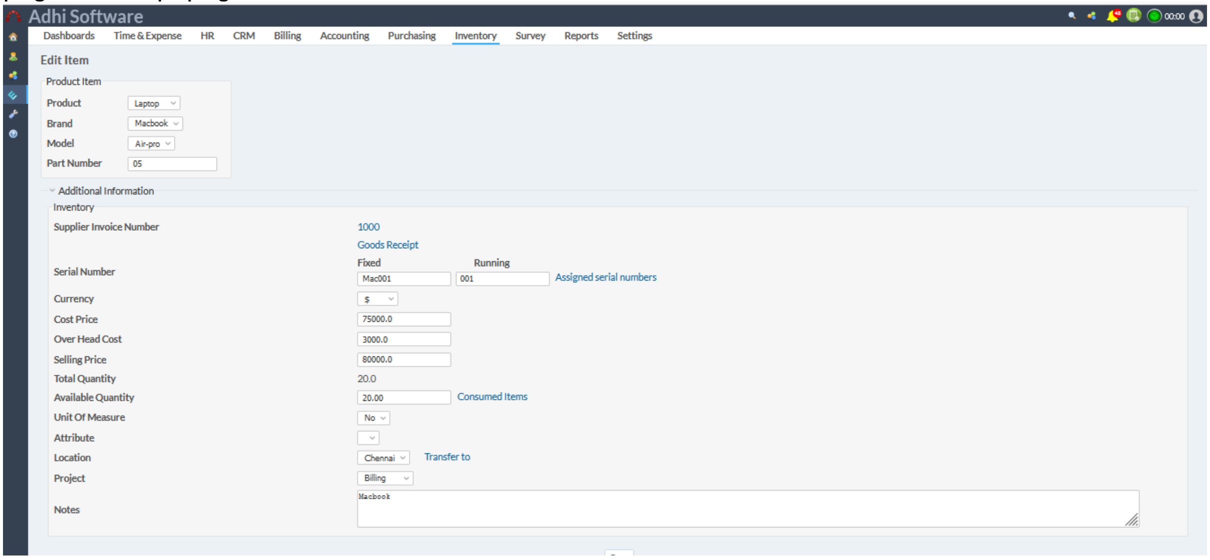
9.5 Product Items

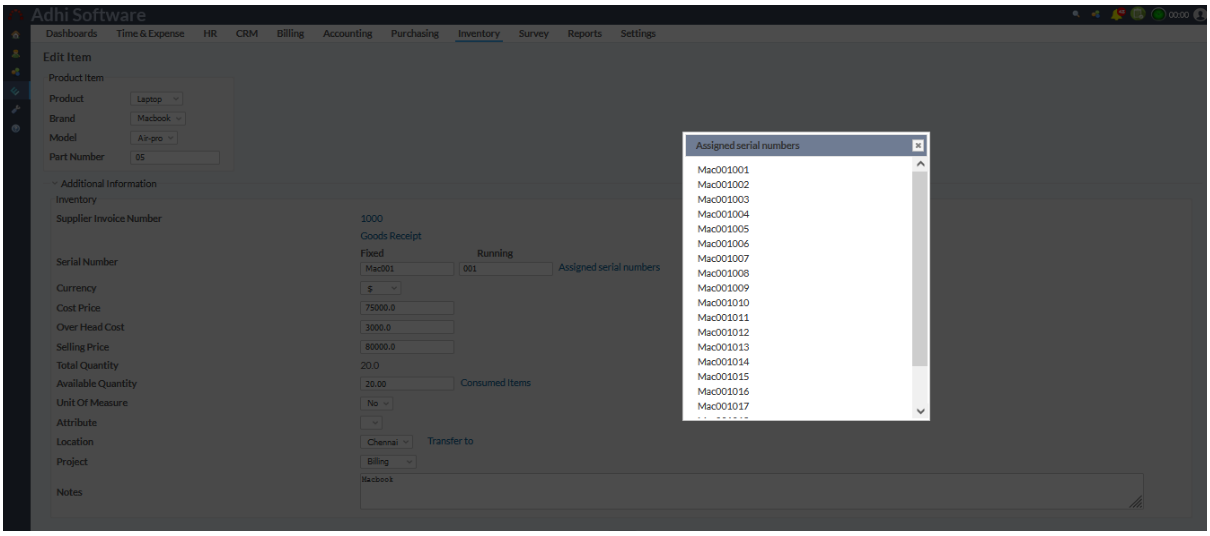
Product item is an instance of the product belonging to a particular brand and model, with a unique set of attributes. Products, brand, Text search and show available items filters can be applied to the list page. Product Items can also be removed.



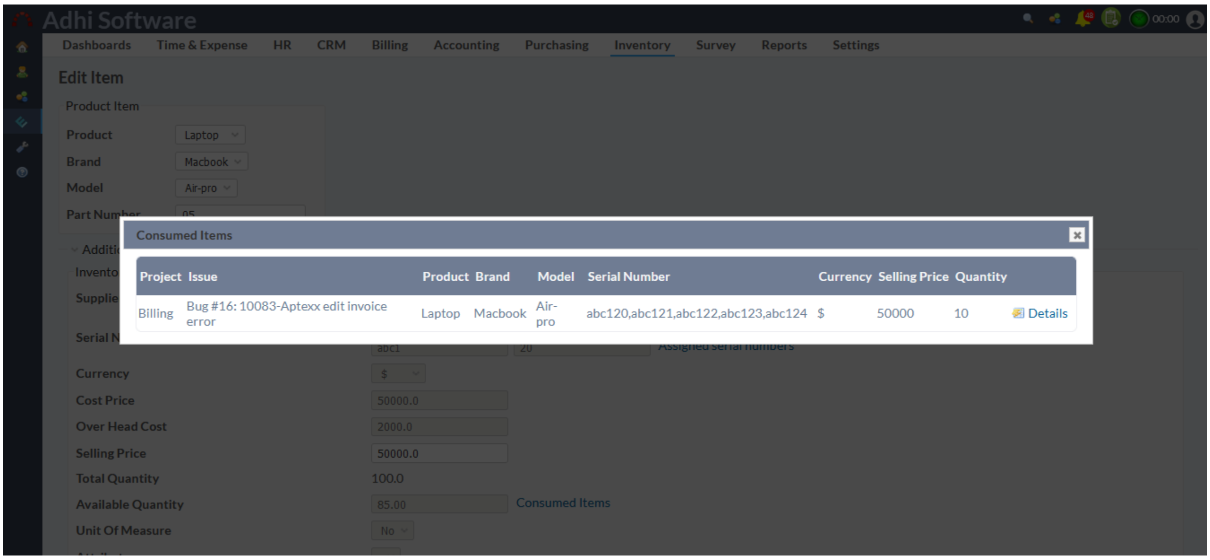
9.5.1 New/Edit Product Item

To add a new Product Item, click on "New Product Item" hyperlink. To transfer the items click on "Transfer To" hyper link in product item details page. The 'Assigned serial number' link will display the preview of serial numbers to be assigned for the product item. "Goods receipts" hyperlink redirect the page to receipt page.



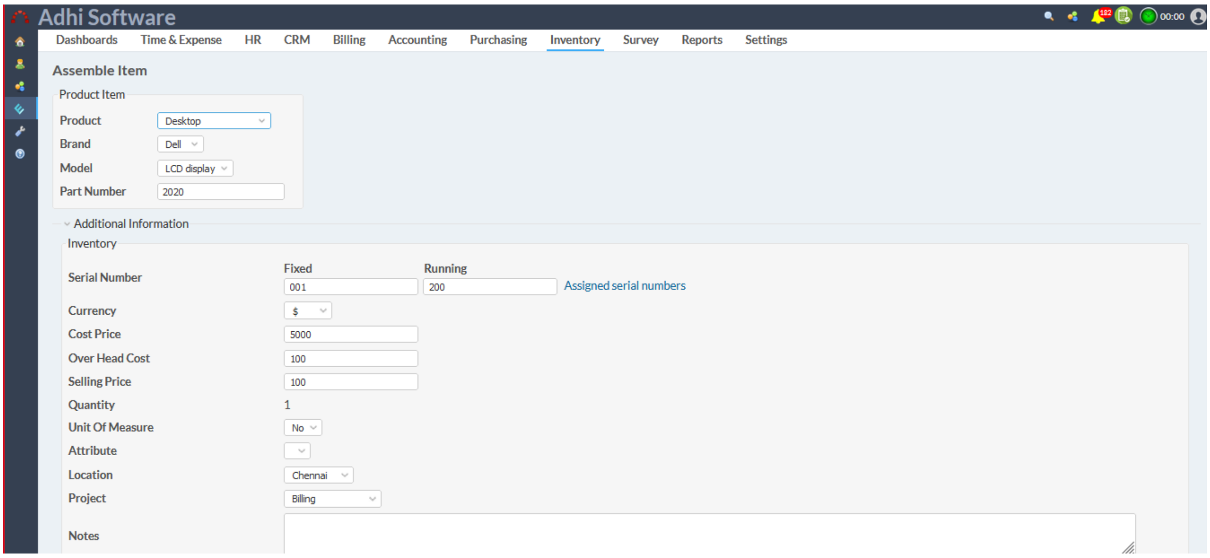


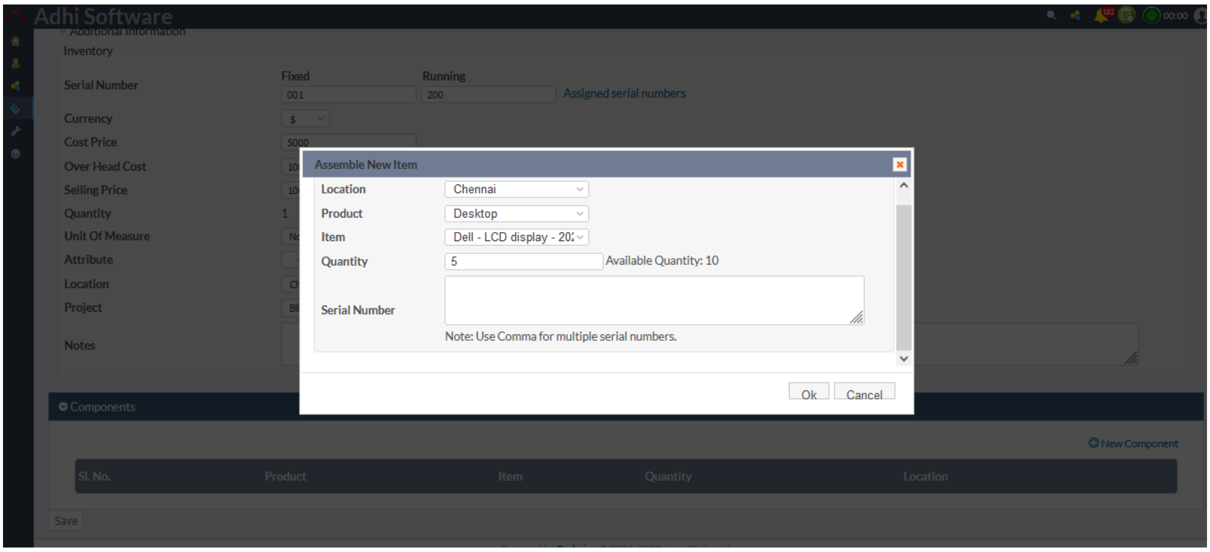
To show used material, Click the detail icon next to the quantity textbox, clicking on that opens a detailed pop up with the list of material used.



9.5.2 Assemble item

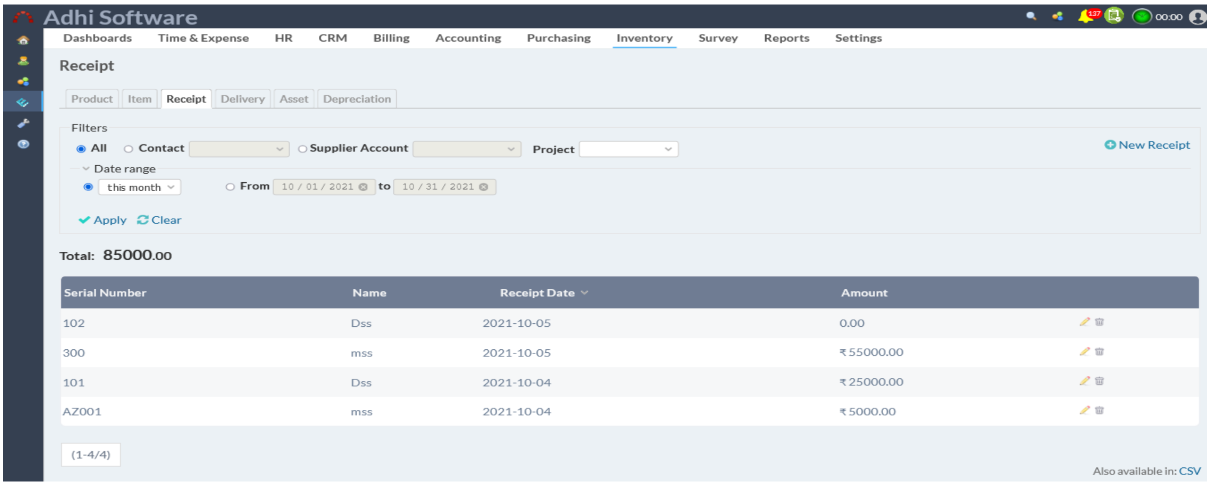
If the product have a multiple parts we can use assemble the parts. To add an Assemble Item, click on “Assemble Item” hyperlink. The 'Assigned serial number' link will display the preview of serial numbers to be assigned for the product item. We can add components to Assemble items by click on “New Components”.





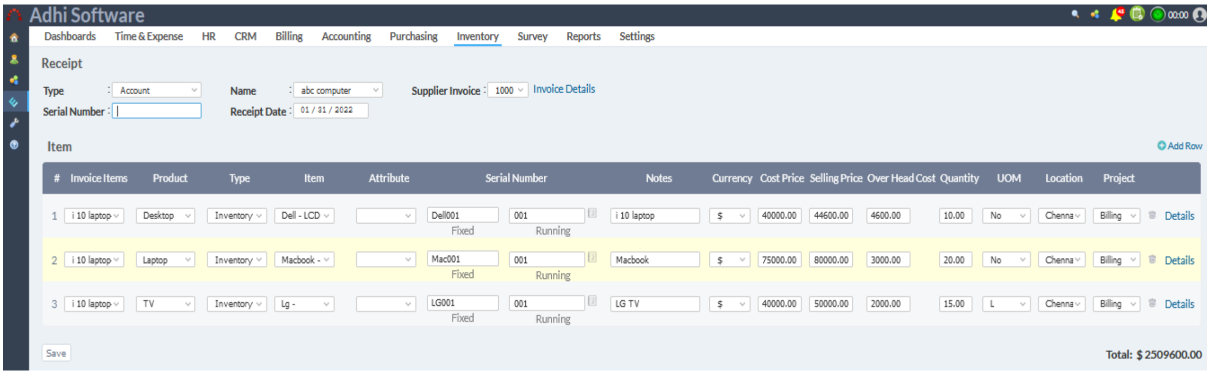
9.6 Receipts

A Receipt is a collection of product items received from a supplier. Date range, supplier account and contact filters can be applied to the list page. Shipment can also be removed. Create the item with the combination of brand and model before using that in the shipment.



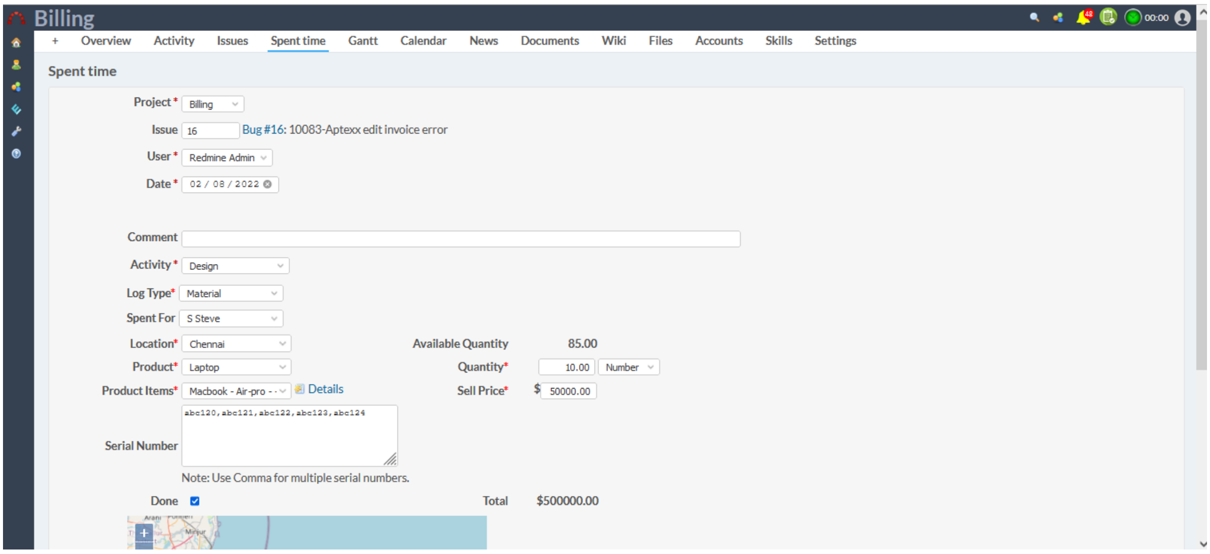
9.6..1 New/Edit Receipt

To add a new Receipt click on “New Receipt” hyperlink. A Receipt can be created from supplier invoice. "Details" hyperlink redirect the page to Inventory items /Asset page. When saving the receipt, if receipt total is equal to supplier invoice total then supplier invoice status will be changed to delivered.



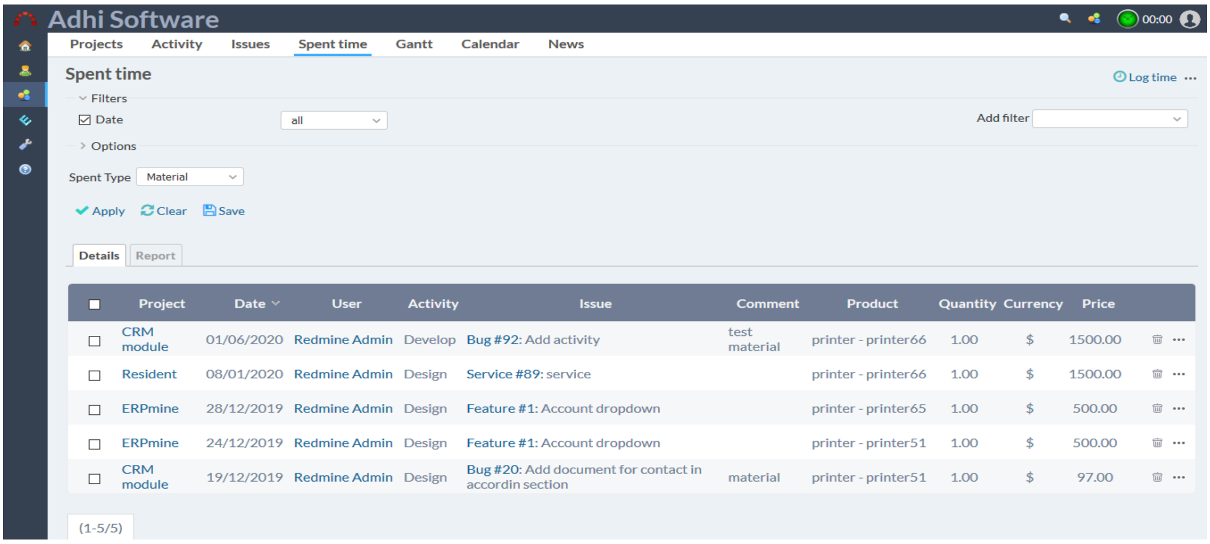
9.7 Log Material

The materials used on a task / issue can be logged using the log time page. Log Material page allows users to number of items used on a specific issue or project.

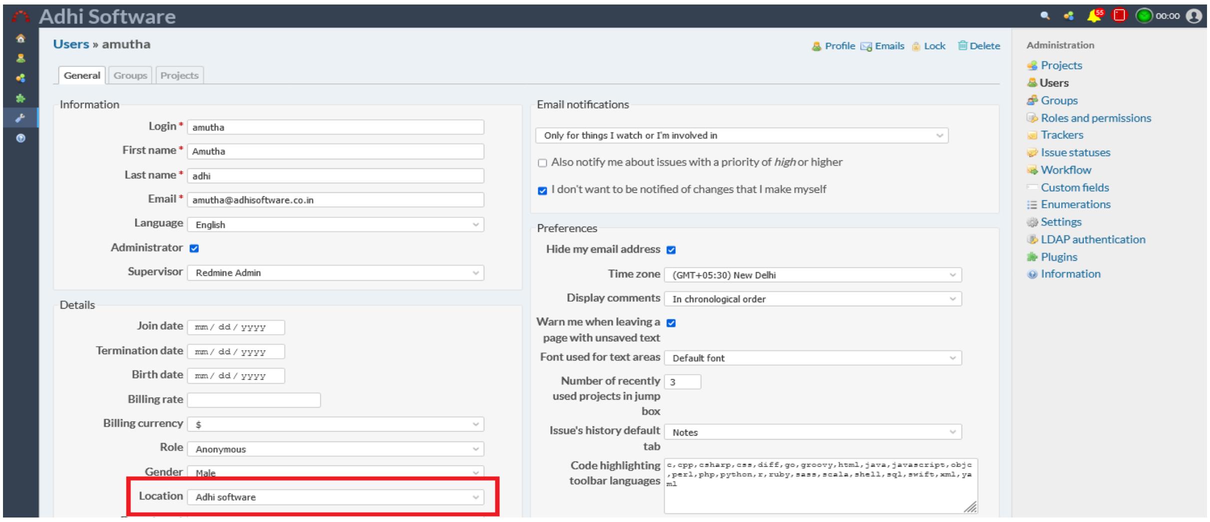


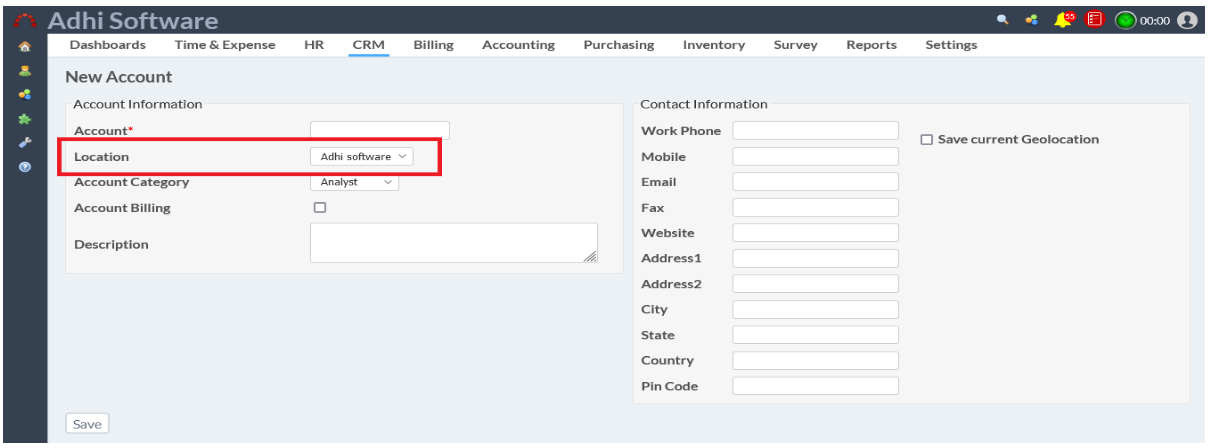
9.7.1 Material Log Details

The spent material details can be viewed using the spent time page. The Material Details page is accessible from the Overview > Spent Time > Details menu.



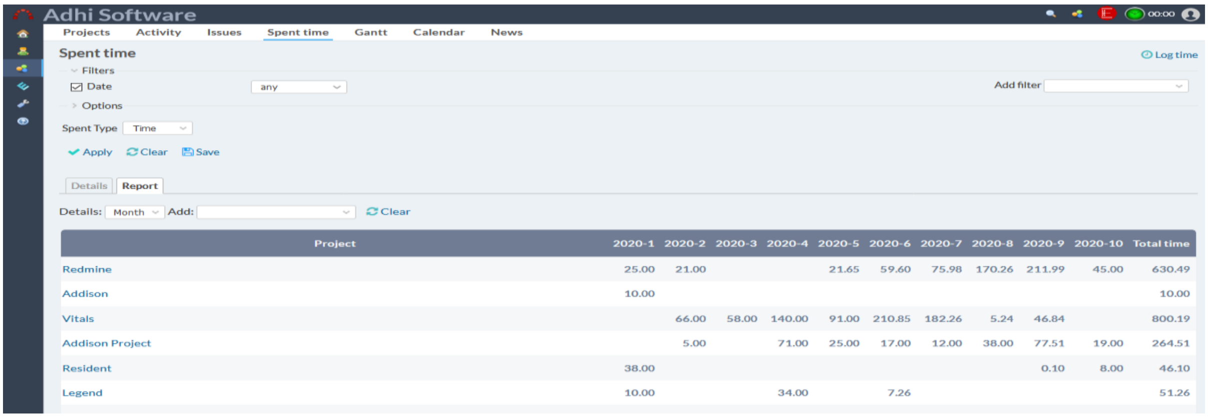
Account or contact location and the user location should be same, only then 'spent for' dropdown will populate. For material Entries to be included into an invoice, the 'Spent for" must be filled in





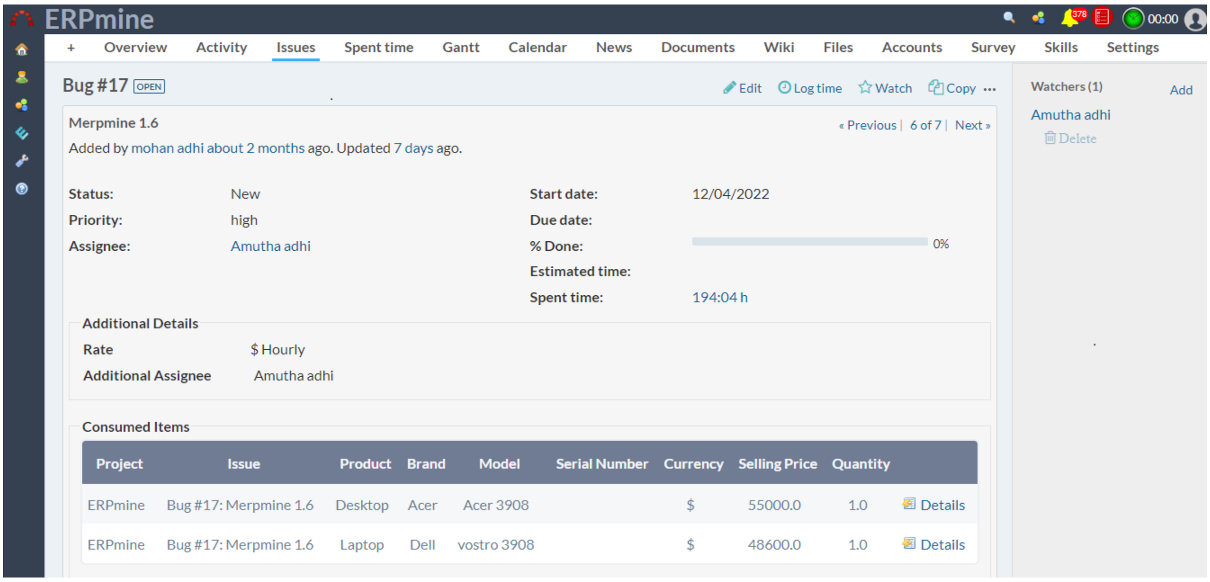
9.7.2 Spent Material Report

The Material report page is accessible from the Overview > Spent Time > Details menu. Product Item group by filters also added on the filter.



9.7.3 Issue Material

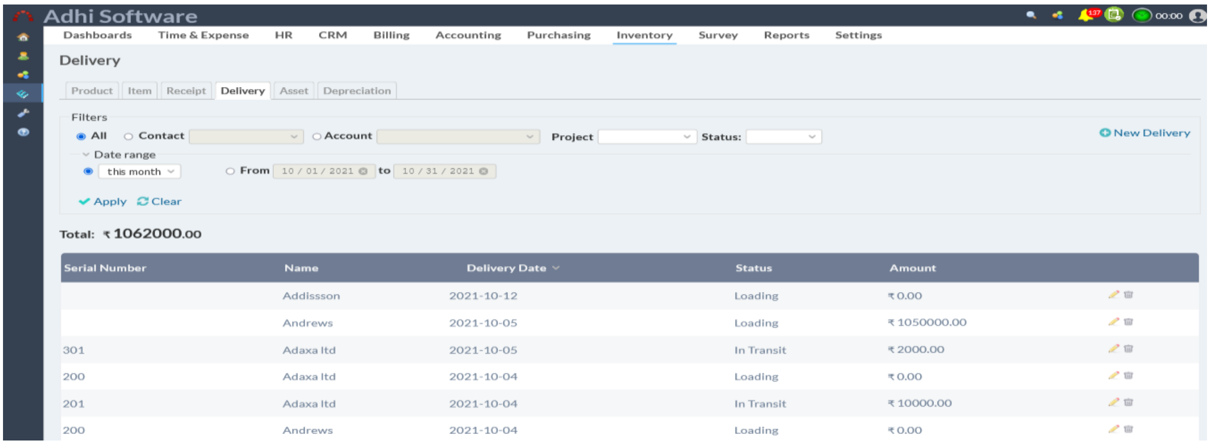
Consumed items will be display in the issues. For this, we have to enable allow consumed items for issues in project settings > Allow consumed items for issues



10 Delivery

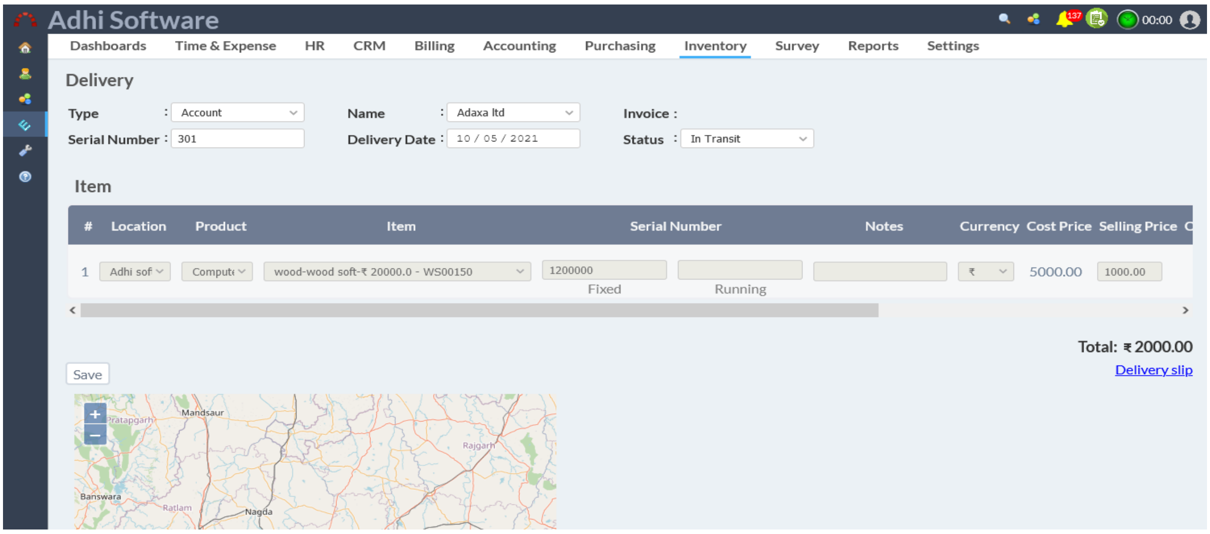
10.1 Delivery

Delivery feature will help to track the shipped products and also print delivery slip by the customer.



10.2 New/Edit Delivery

To add a new Delivery, click on "New Delivery" hyperlink. Status and location can be updated using the edit feature. The corresponding invoice can be attached to a Delivery.



Delivery slip

DELIVERY SLIP

Name & Address of the Supplier	Name & Address of the Customer	Date
Adhi software	Adaxa ltd navalur	October 05, 2021

Item	Rate	Quantity	Amount
Computer Table-wood-wood soft	₹ 1000.0	2.0	₹ 2000.0
	Grand Total	2.00	₹ 2000.00
Amount in Words	Two thousand only.		
Notes			

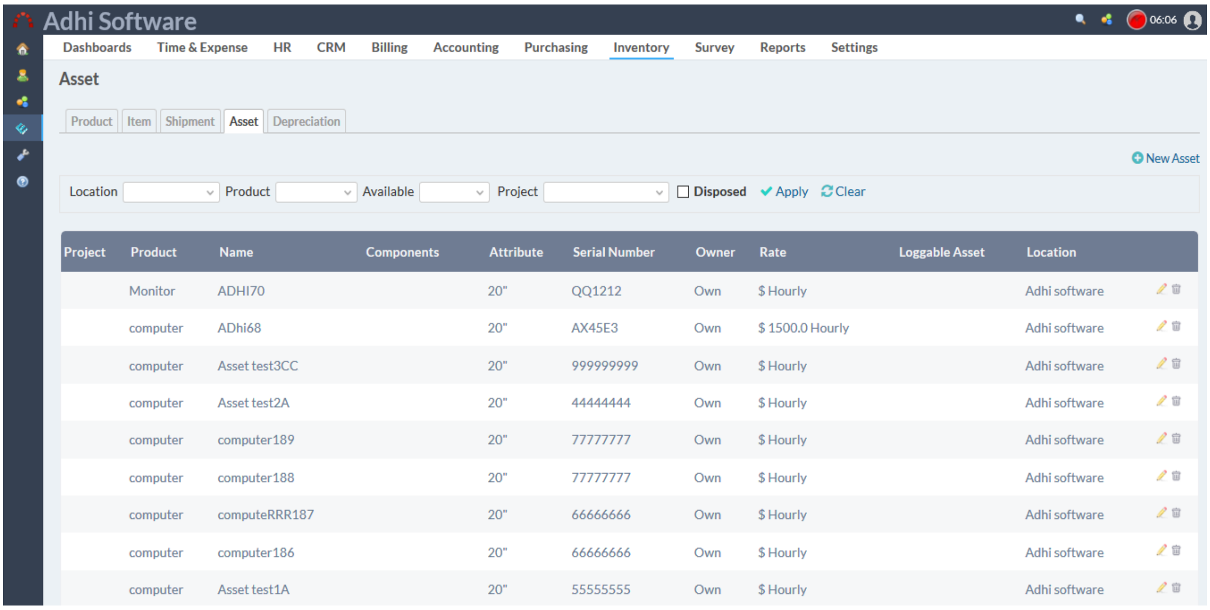
Place :
Date :

Authorized Signatory

11 Asset

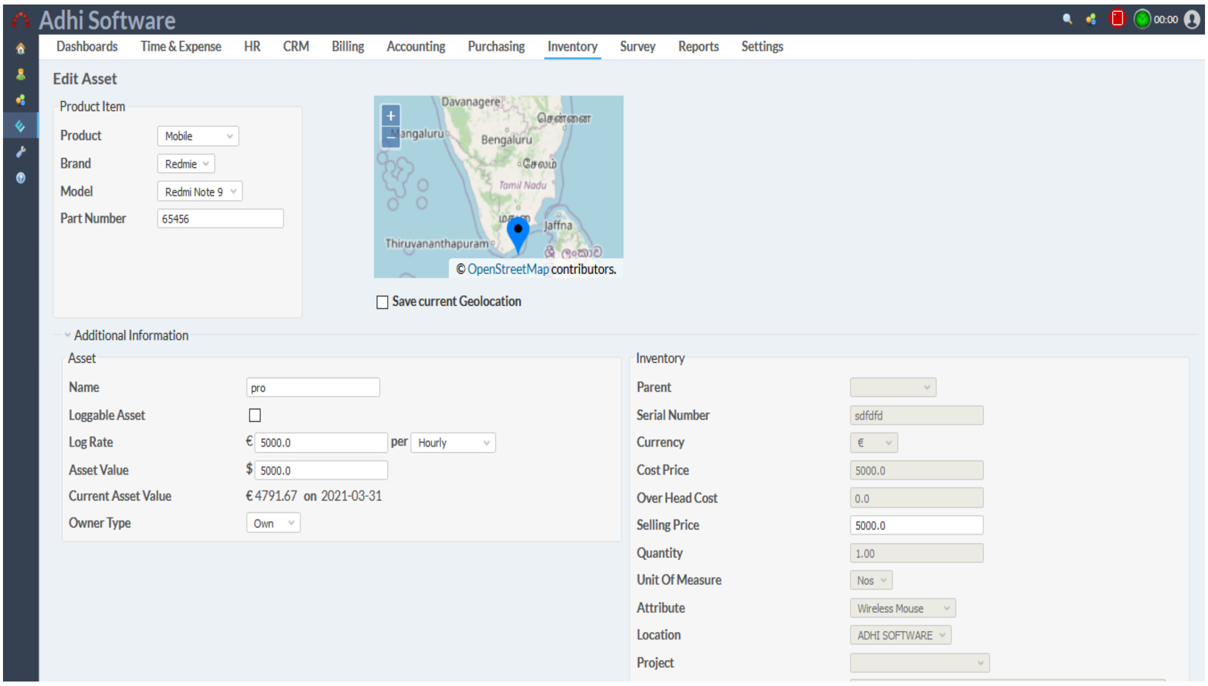
11.1 Asset

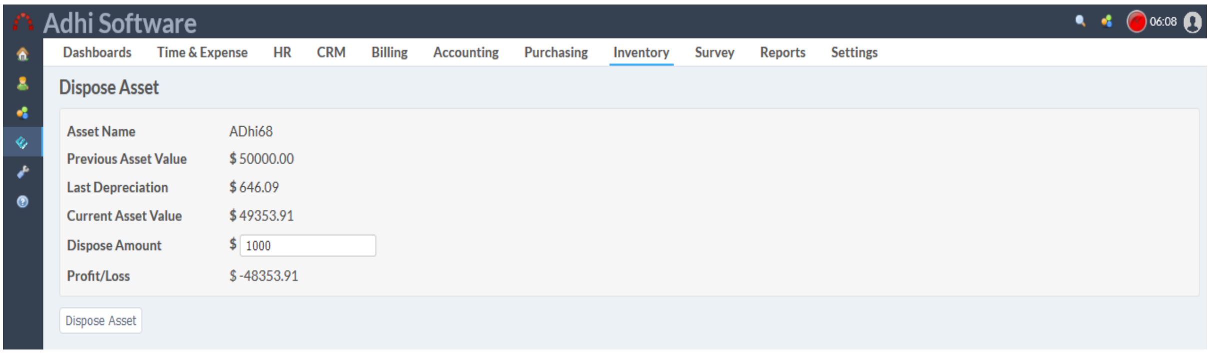
Asset are the wealth of the company, they can be of type building, furniture, equipment's, plant, machinery etc. They are modelled as a product belonging to a particular brand and model, with a unique set of attributes. Products and brand filters can be applied to the list page. Asset Items can also be removed.



11.2 New/Edit Asset

To add a new Asset Item, click on "New Product Item" hyperlink. To transfer the items click on "Transfer To" hyper link in Asset item details page. Dispose button helps to save the sold out assists.



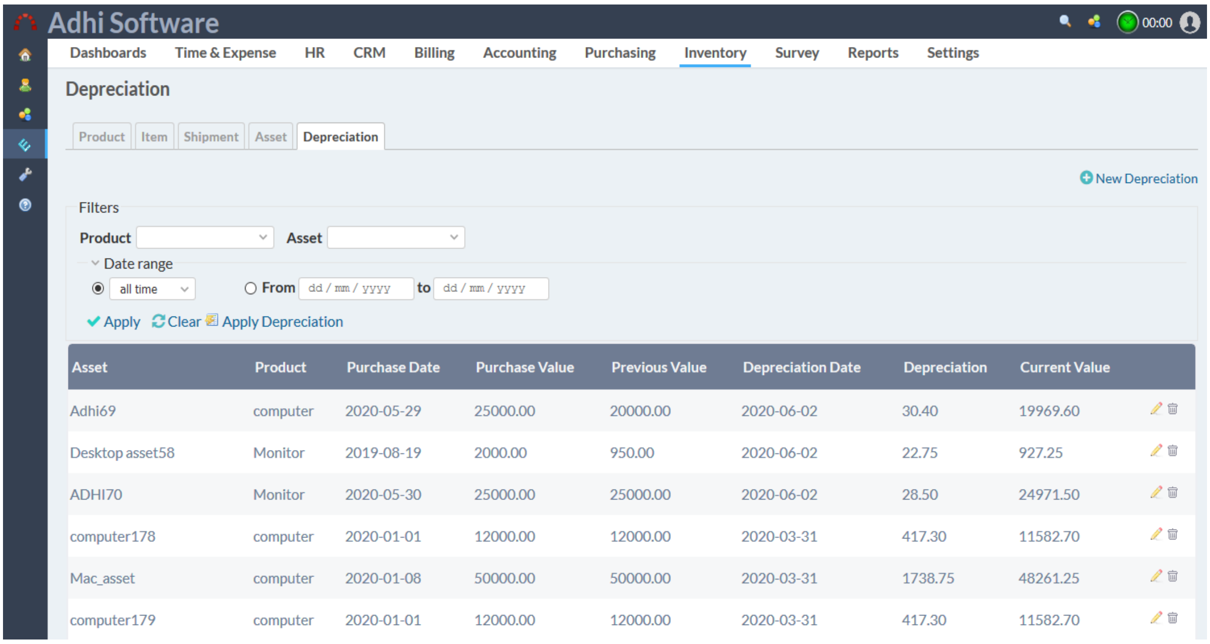


11.3 Depreciation

The Decrease in value of asset to the appropriate period. The asset methods are below

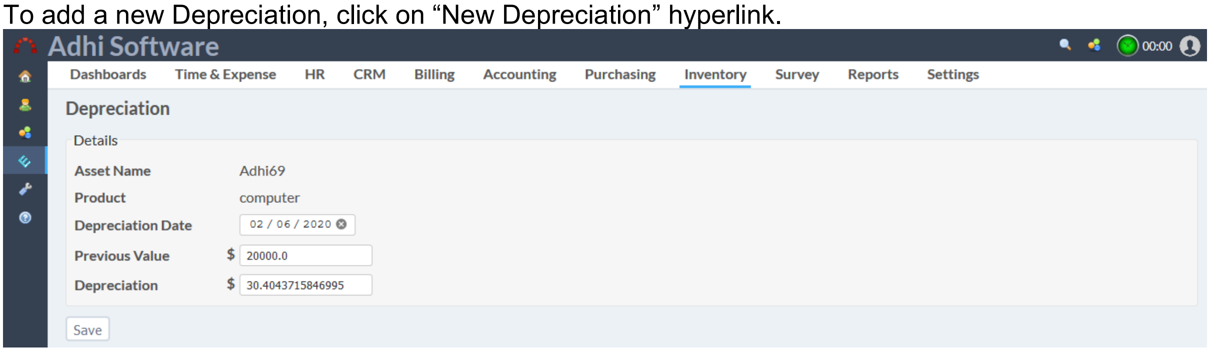
S.No	Methods
1	Straight Line Method
2	Written-Down Value

The list page by default displays the list of Depreciation. Product and Asset filters can be applied to the list page. The Depreciation of asset can be generated from this page by clicking on the ‘Apply Depreciation’ link.. Depreciation can be removed as well.



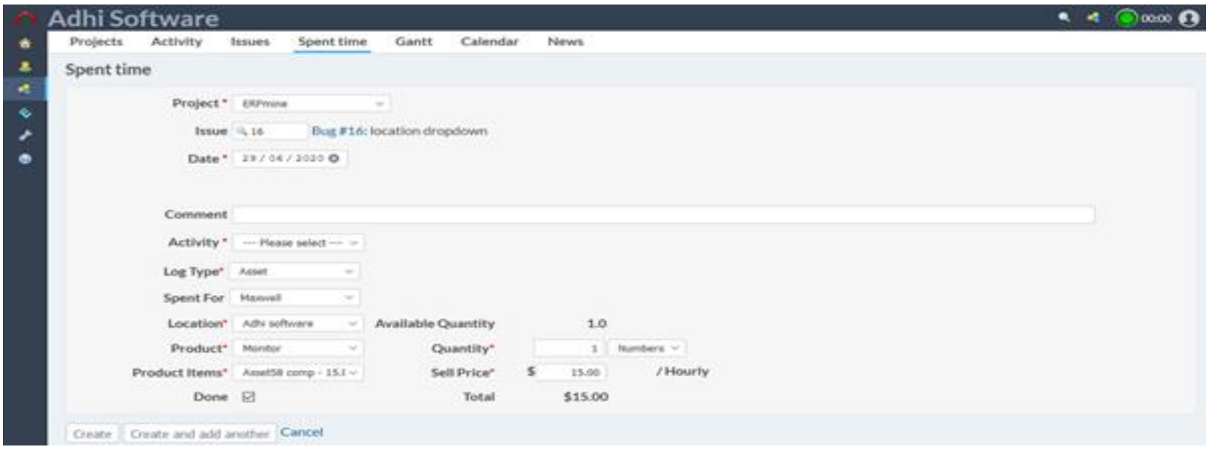
11.4 New/Edit Depreciation

To add a new Depreciation, click on “New Depreciation” hyperlink.



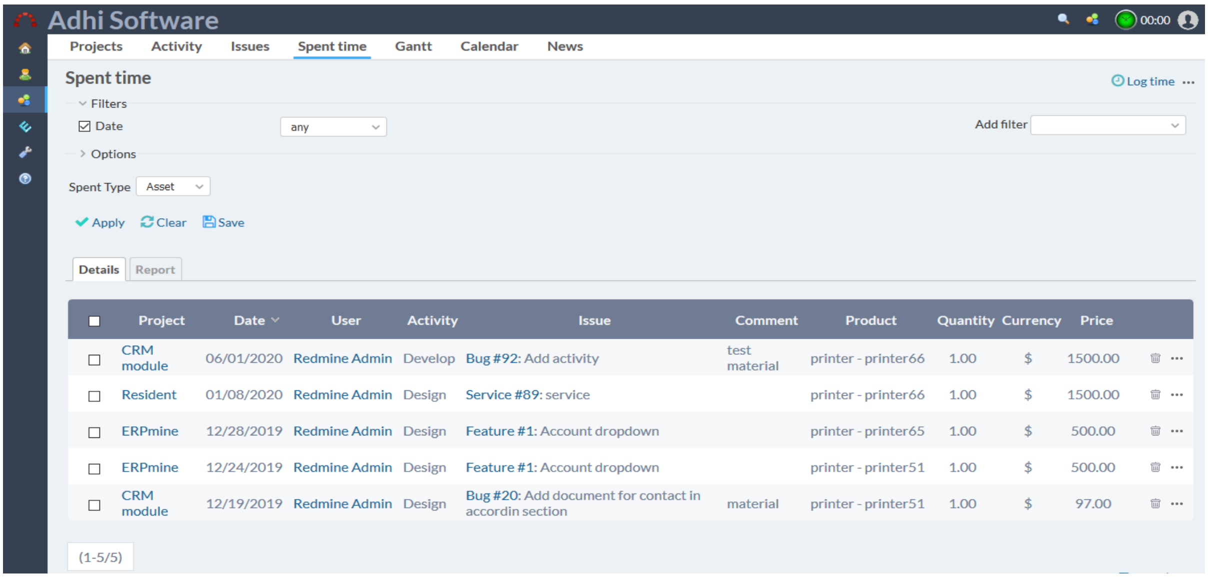
11.5 Log Asset

The asset used on a task / issue can be logged using the log time page. Log Asset page allows users to enter the usage of the asset on a specific issue or project



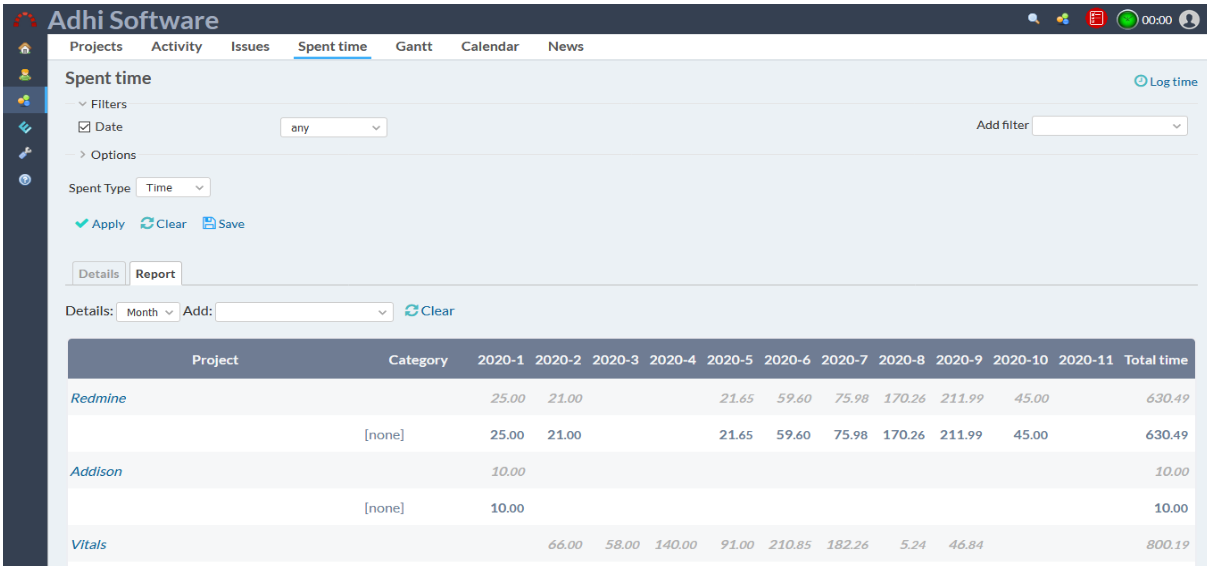
11.5.1 Asset Log Details

The spent asset details can be viewed using the spent time page. Asset Details page is accessible from the Overview > Spent Time > Details menu.



11.5.2 Spent Asset Report

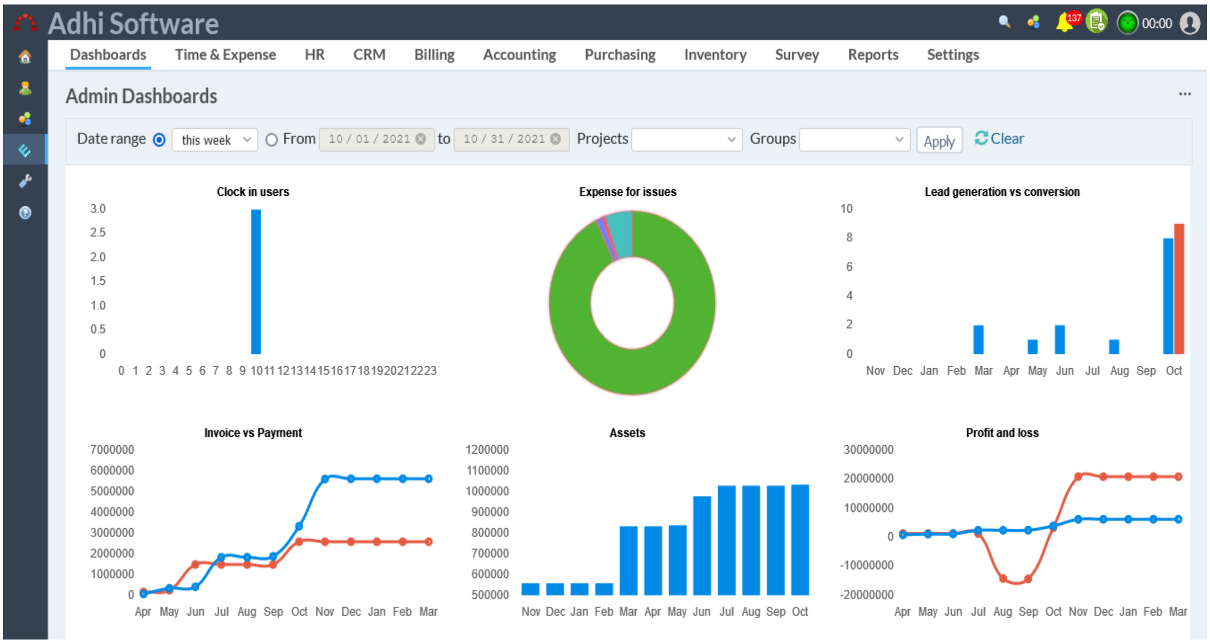
The Asset report page is accessible from the Overview > Spent Time > Details menu. The report can be grouped by Product Item.



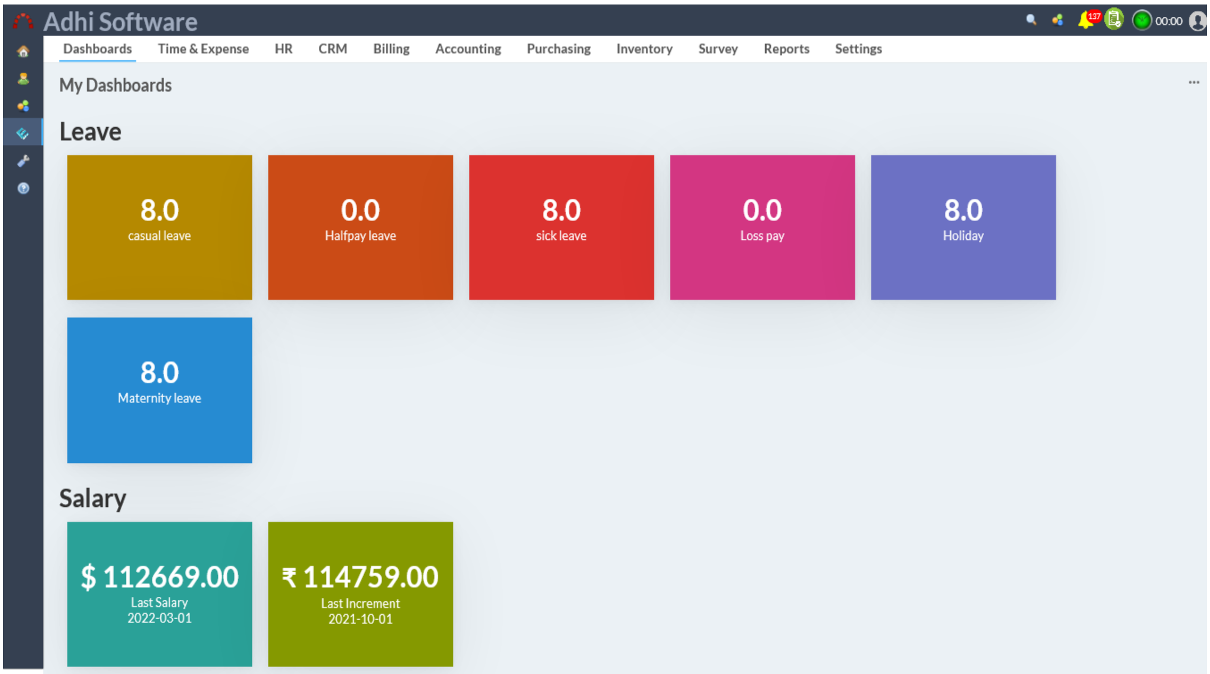
12 Dashboards

Dashboards visually tracks, analyzes and displays key performance indicators (KPI). It Organizes and presents information in graphical.

Admin Dashboard



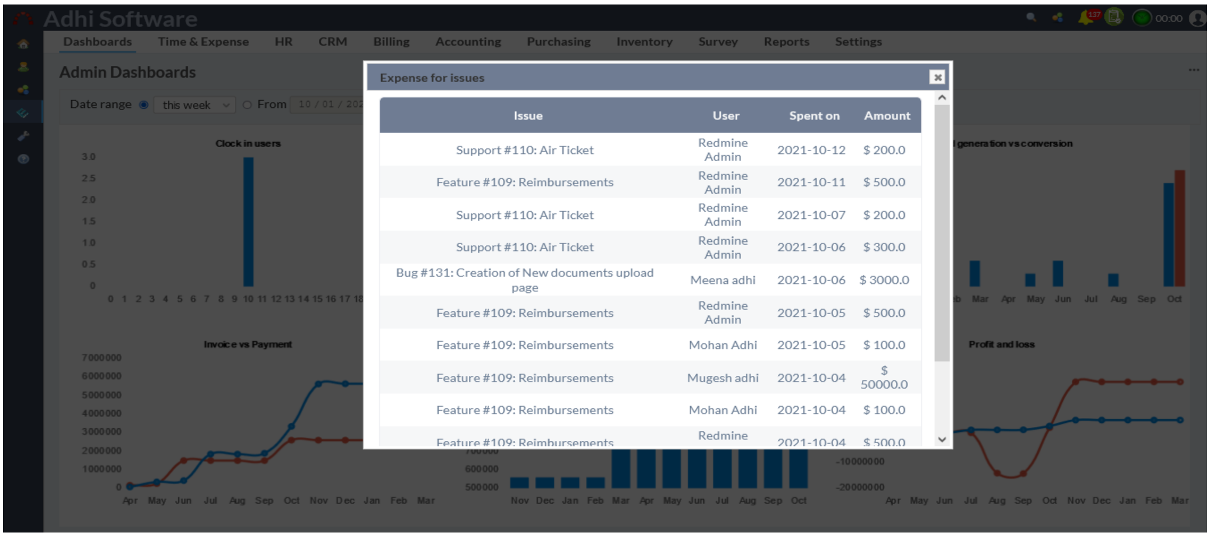
My Dashboards



It has the following chart

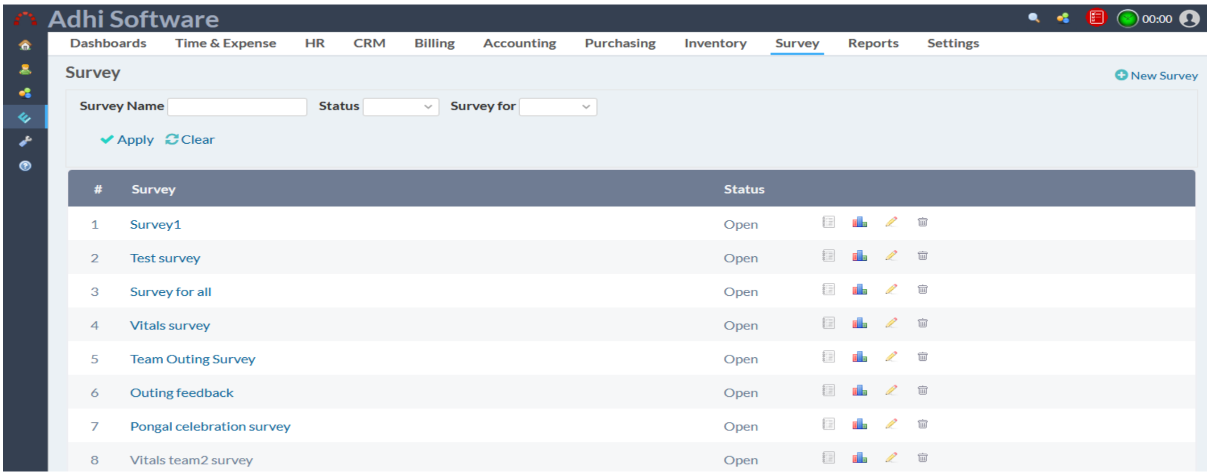
- Clock in Users
- Expense for Issues
- Lead Generation vs Conversion
- Invoice vs Payment
- Asset Values
- Profit and Loss

Clicking on the charts in the dashboard, the corresponding data will popup.

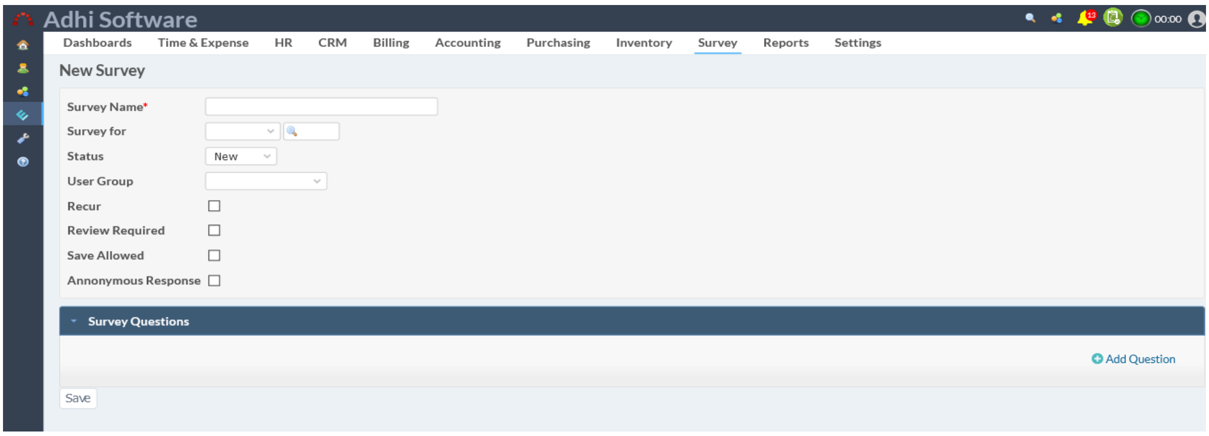


13 Survey

Survey can be used for polls and ratings. Survey can also be attached to Projects, Issues, Contacts, Accounts and Users. Survey name, status and "survey for" filters can be applied to the list page. Surveys can also be removed.



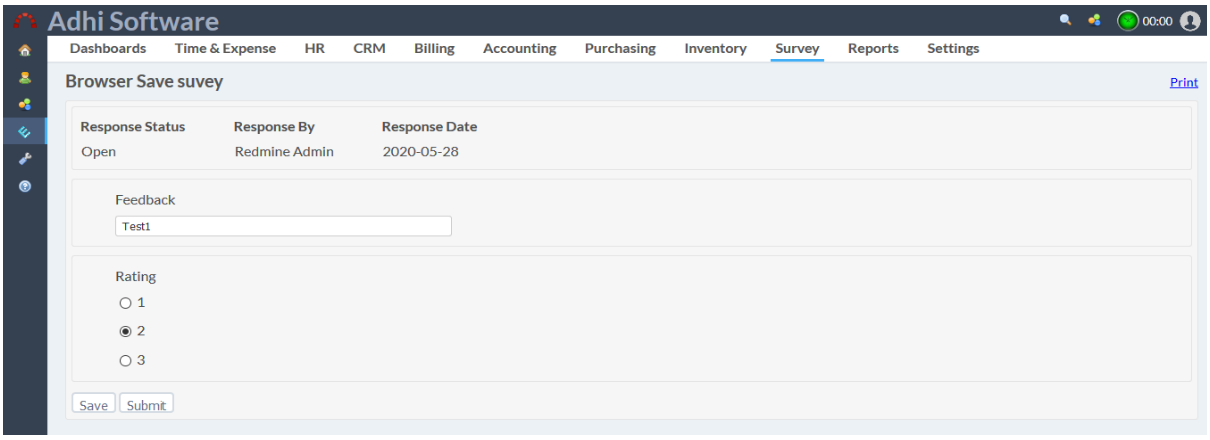
13.1 New Survey



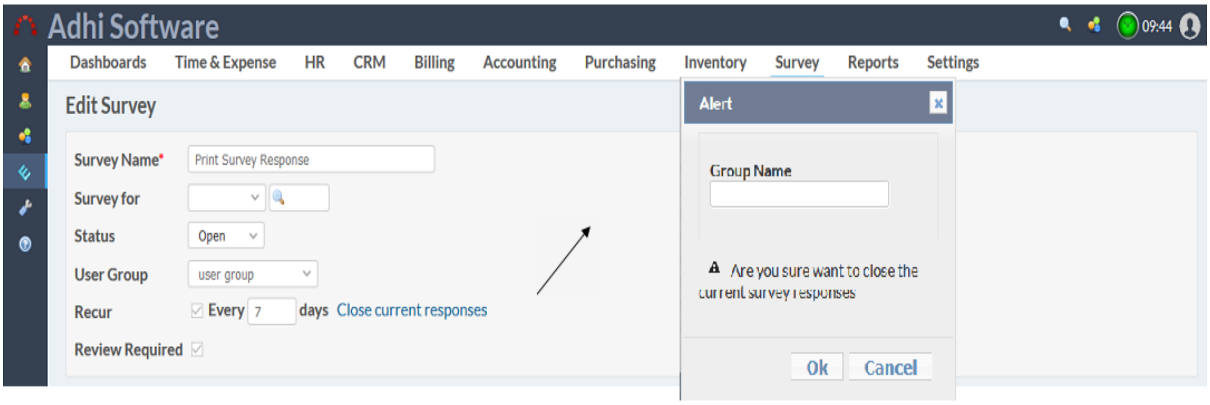
To add a new survey, click on “New survey” hyperlink.

13.2 Take Survey

To take a survey, click on survey name hyperlink.

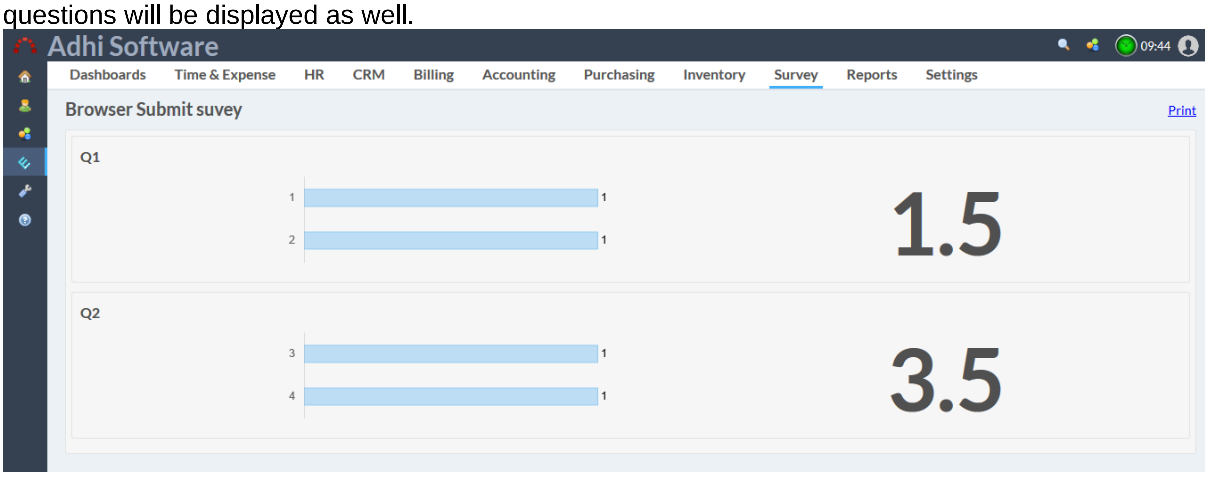


To close survey response click on "Close the current responses” hyperlink and then pop-up appears. Fill the group name in the pop-up and click ok to close the current responses.

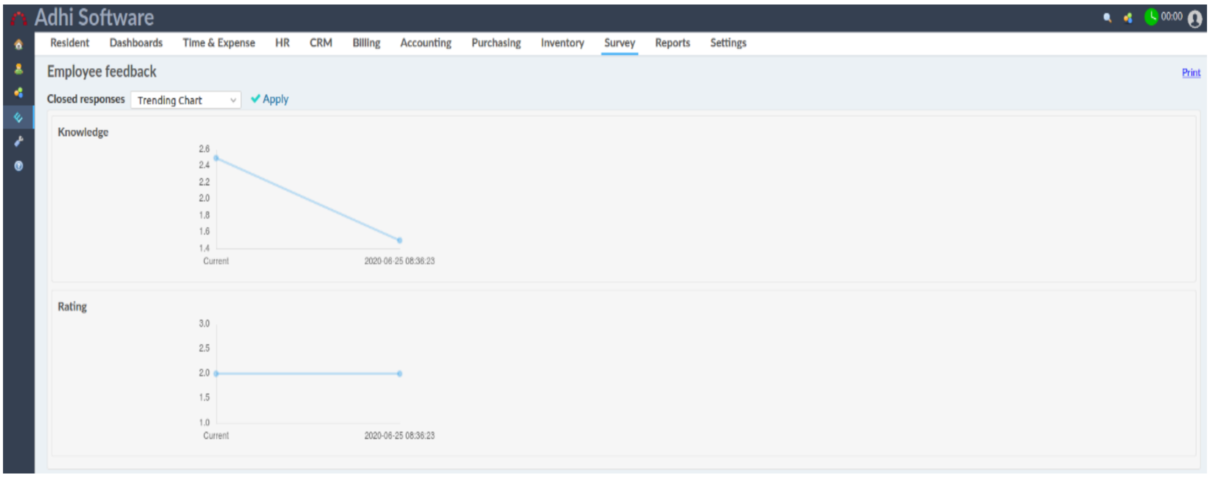


13.3 Survey Result

To see a survey result, click on the survey result icon. The average score for the each survey questions will be displayed as well.



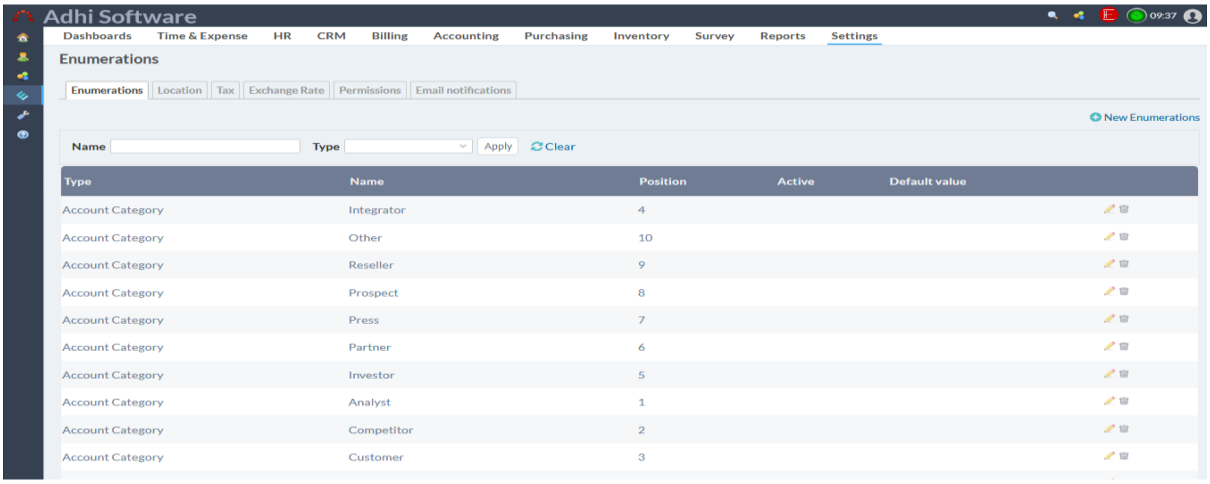
Survey responses can be printed and the “Trending chat” comparing with previous responses can be viewed as well..



14 Settings

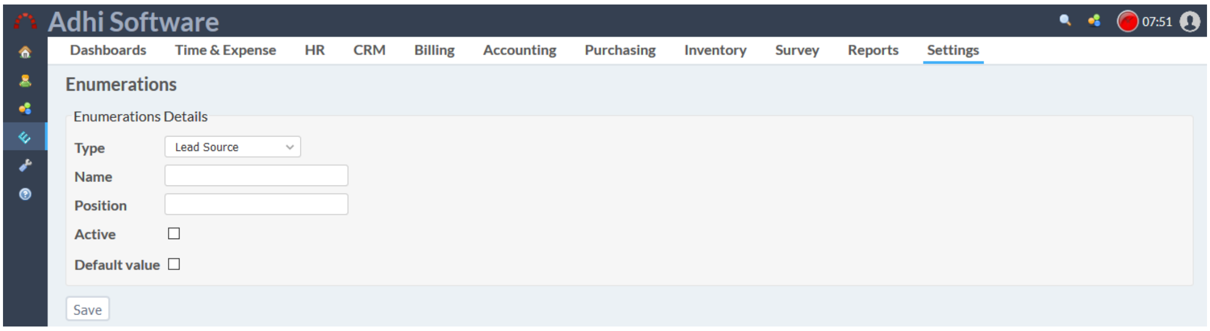
14.1 Enumeration

The group of drop down values can be altered using the Enumeration page. Enumeration name (wildcard search) and type filters can be applied to the list page. Enumerations can also be removed.



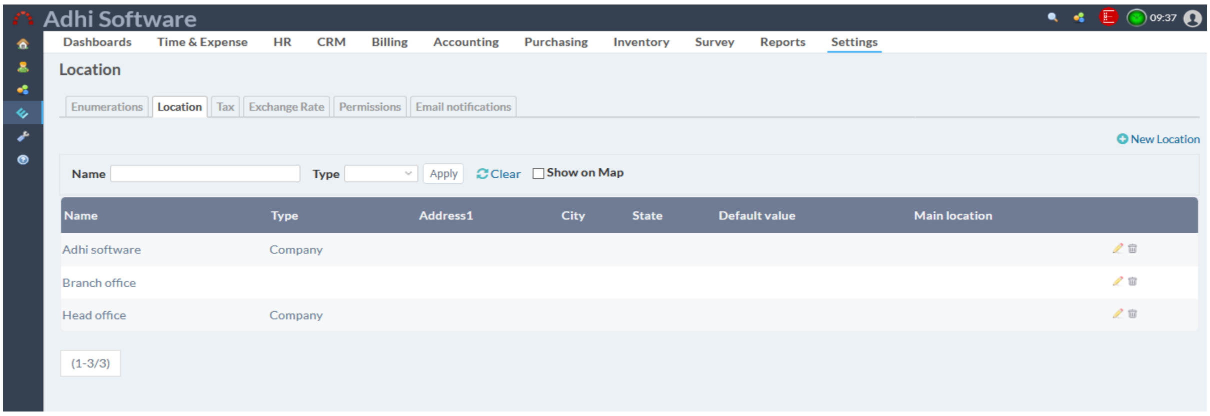
13.1.1 New/Edit Enumeration

To add a new Enumeration, click on “New Enumeration” hyperlink.



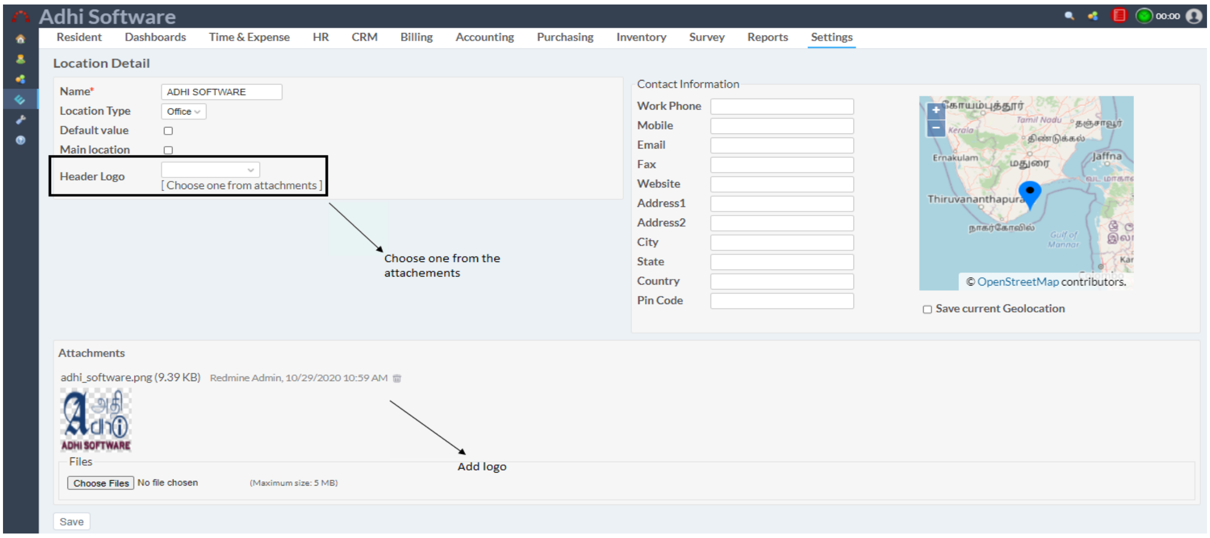
14.2 Location

These are the different locations / branches of the company. Location name (wildcard search) and type filters can be applied to the list page. Location can also be removed.



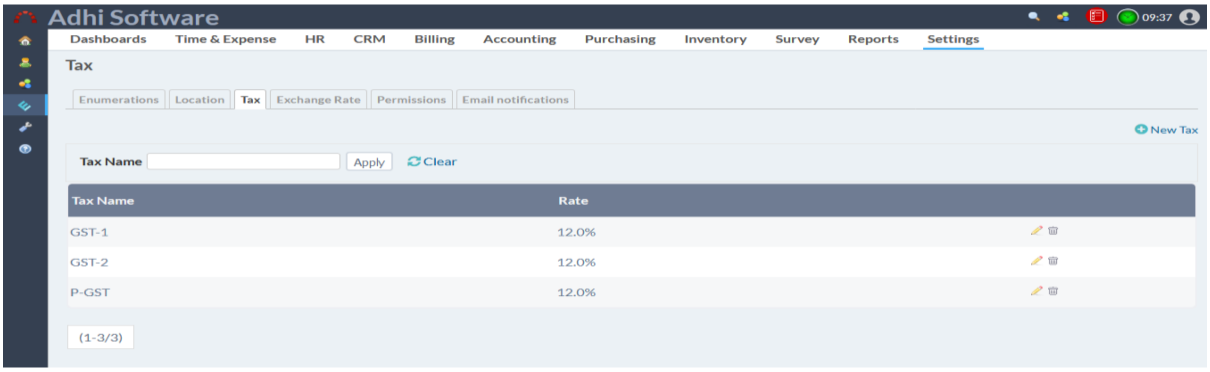
13.2.1 New/Edit Location

To add a new Enumeration, click on "New Location" hyperlink. We can add geo location.

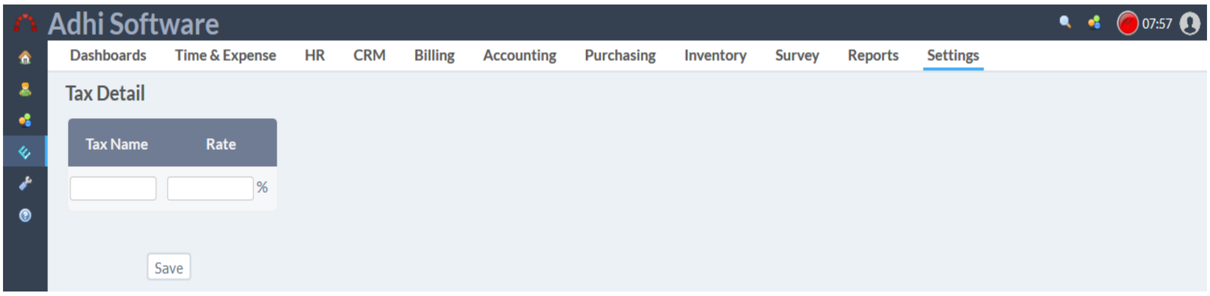


14.3 Taxes

The list page by default displays the list of taxes. Tax name wildcard search can be applied to the list page. Tax can be removed.



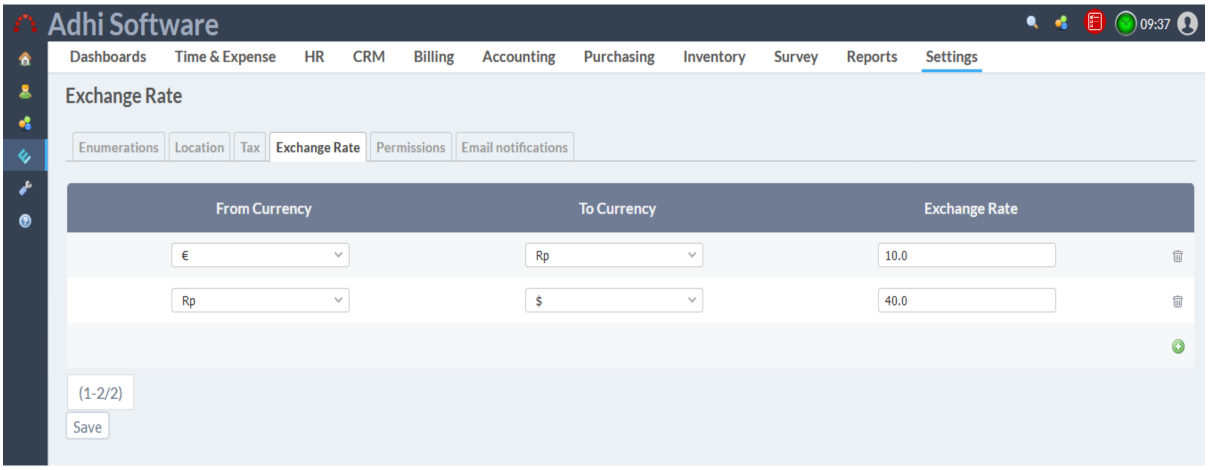
13.3.1 New/Edit Taxes
To add a new tax click on “New Tax” hyperlink



The tax name and rate can added/updated.

14.4 Exchange Rate

When multiple currencies are involved, the exchange rate needs to be keyed in. The list page by default displays the list of exchanges rates. The exchange rate can be added/updated in the list page. Exchange rate can be removed.

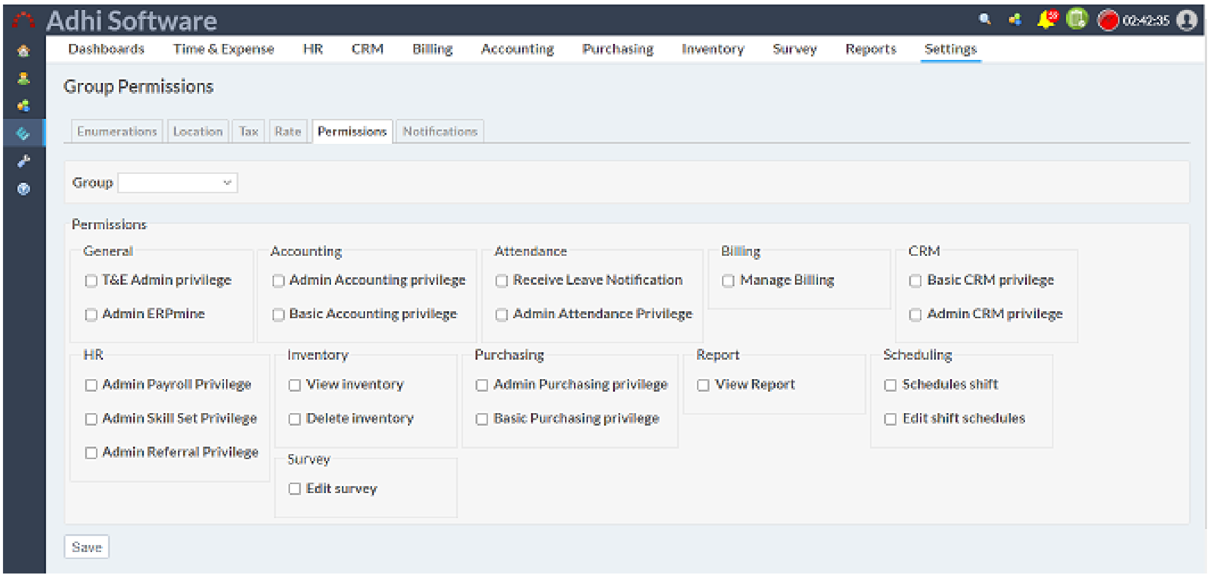


14.5 Permissions

The ERPmie permissions can be assigned to user groups. The following permissions are available

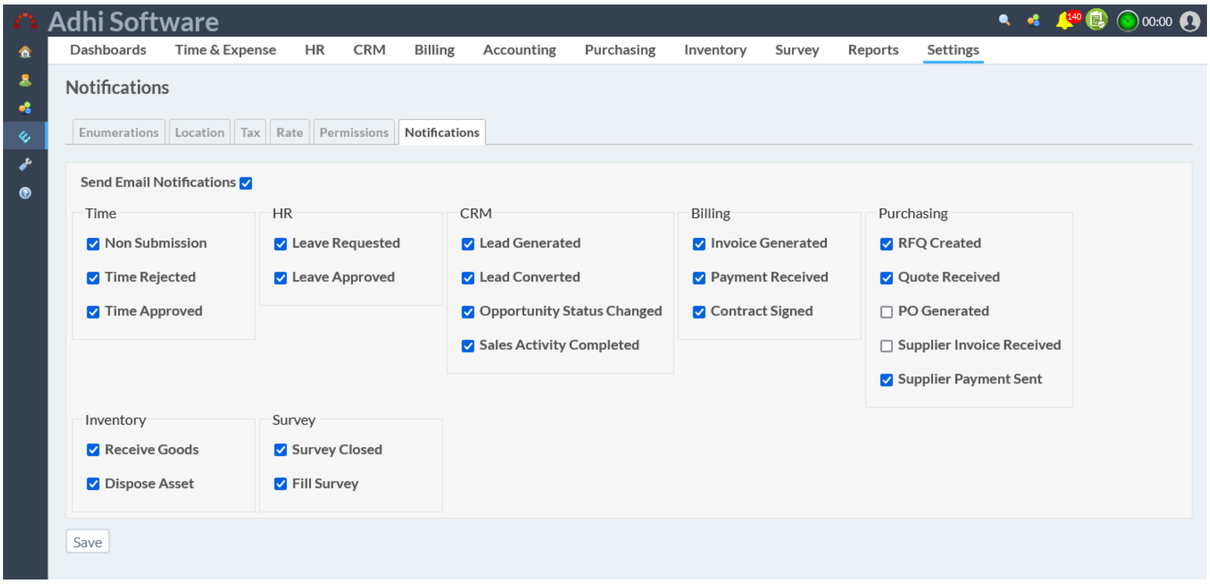
S.No	Permissions
1	Admin ERPmine

2	T&E Admin privilege
3	Basic Accounting privilege
4	Admin Accounting privilege
5	Receive Leave Notification
6	Admin Attendance Privilege
7	Manage Billing
8	Basic CRM privilege
9	Admin CRM privilege
10	View inventory
11	Delete inventory
12	Admin Payroll Privilege
13	Basic Purchasing privilege
14	Admin Purchasing privilege
15	Schedules shift
16	Edit shift schedules
17	Edit Survey
18	View Report



14.6 Notifications

Events can be selected for notifications under settings.



15 Reports

15.1 Attendance

Attendance report shows the monthly view of attendance. Date range and Group filters can be applied. The report displays the general information of the user along with the leave summary and attendance entries for the month. The leave taken by the user will be marked with short name of the leave. TE Admins have the privilege to look into other user's attendance. All reports can be exported us PDF and CSV.

FORM-Q
REGISTER OF EMPLOYMENT FOR SH
Name and Address of the Establishment: Re

Sl. No.	User	Date of entry into service	Age / Date of birth	Designation	Leave Credit at the Beginning of the Month			Leave Availed During the Month			Leave Balance										
					SL	CL	H	SL	CL	H	SL	CL	H	1	2	3	4	5	6	7	8
33	Suganya Thulasiraman	05/03/2010		SSE	24.0	32.0	8.0	16.0	0.0	0.0	16.0	40.0	16.0	6.62	4.25	8.5	9.0				8.0
	Karthick Madhiazhagan	03/03/2014		Program Analyst	-13.0	48.0	8.0							4.8	8.5		8.5				CL
	Jeya Sundari							0.0	0.0	0.0	8.0	8.0	8.0	5.75	7.5						
	Dhinesh R	06/02/2014		Prgm Analyst				0.0	0.0	0.0	8.0	8.0	8.0	6.5	8.0	8.25	5.75			CL	
	Redmine Admin													4.75/ SL	6.7					CL	CL
	janaki janaki			Admin																	
	Veeralakshmi D		04/07/1985	SSEngineer	48.0	32.0	16.0														
34	Chandra D	05/03/2010	01/11/1988	SSE				0.0	0.0	0.0	8.0	8.0	8.0	8.5	8.5	9.5	8.75	9.17		7.5	
32	Saravana C	03/18/2009		SSE																	
40	Aravind S	03/01/2012		SE				0.0	8.0	0.0	8.0	0.0	8.0								
	Arul Baskar	12/01/2010		SSE				0.0	0.0	0.0	8.0	8.0	8.0								
	Prabhakar Selvam	12/01/2010	01/30/2016	Sr s/w Tester	0.0	24.0	8.0	0.0	0.0	8.0	8.0	32.0	8.0								
	dhana lakshmi	11/01/2010	12/17/1987																		

Note: The user with termination date less than the report date will not be shown in report. And also locked users will not be shown in report.

15.2 Timesheet

Time report shows the weekly view of spent time. Date range and Group filters can be applied. The report displays the name, week, projects, issues, activity, comment, custom fields and spent time.

Timesheet

Name : suganya T
Week : 2016-07-10 - 2016-07-16

ADHI SOFTWARE

Project	Issue	Activity	Comment	Estimated hours	Difficulties	Sun Jul 10	Mon Jul 11	Tue Jul 12	Wed Jul 13	Thu Jul 14	Fri Jul 15	Sat Jul 16
SPA	GI Interface	Design					8.00	8.00	8.00	8.00	8.00	
					Total = 40.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00

I Acknowledge that the hours entered are accurate to the best of my knowledge

Signature :
Submitted By ____________________
Approved By ____________________

15.3 Expense Sheet

Expense report shows the weekly expense entries made for the project. Date range and Group filters can be applied. The report displays the name, week, projects, issues, activity, comment and currency.

Expensesheet

Name : suganya T
Week : 2016-07-10 - 2016-07-16

ADHI SOFTWARE

Project	Issue	Activity	Comment	Currency	Sun Jul 10	Mon Jul 11	Tue Jul 12	Wed Jul 13	Thu Jul 14	Fri Jul 15	Sat Jul 16
SPA	GI Interface	Design		$		10.00	10.00	10.00	10.00	10.00	
				Total = $ 50.00	$ 0.00	$ 10.00	$ 10.00	$ 10.00	$ 10.00	$ 10.00	$ 0.00

I Acknowledge that the hours entered are accurate to the best of my knowledge

Signature :
Submitted By ____________________
Approved By ____________________

15.4 Spent Time

Attendance report shows the monthly view of attendance. Date range and Group filters can be applied. The report displays the general information of the user along with the leave summary and spent time entries for the month. The leave taken by the user will be marked with short name of the leave. TE Admins have the privilege to look into other user’s attendance.

FORM-Q
REGISTER OF EMPLOYMENT FOR SHOPS AND ESTABLISHMENTS
Name and Address of the Establishment: Adhi software pvt ltd **Month:** July **Year:** 2016

Sl. No.	User	Date of entry into service	Age / Date of birth	Designation	Leave Credit at the Beginning of the Month			Leave Availed During the Month			Leave Balance			Da											
					SL	CL	WH	SL	CL	WH	SL	CL	WH	1	2	3	4	5	6	7	8	9	10	11	12
	Redmine Admin							0.0	0.0	0.0	0.0	0.0	0.0												
33	Suganya Thulasiraman	05/18/2010	05/13/1987		0.0	24.0	0.0	0.0	0.0	0.0	0.0	24.0	0.0	4.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.
55	Karthick Adhi				0.0	40.0	0.0	0.0	0.0	0.0	0.0	40.0	0.0												
62	Jeya Sundari	06/11/2014	07/03/1989		0.0	32.0	0.0	0.0	16.0	0.0	0.0	16.0	0.0		5.0	5.0	5.0	5.0	5.0	5.0	5.0			CL	CL
61	Dhinesh Kumar	04/15/2015	01/09/1989		0.0	24.0	0.0	4.0	20.0	0.0	-4.0	4.0	0.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0		5.0	5.
55	Jeya Priya	03/18/2014	09/10/1990	Software analysis				0.0	0.0	0.0	0.0	0.0	0.0	4.0	5.0		5.0	4.0	3.0	2.0	1.0	5.0			
52	Divya Bharathi	09/07/2015						0.0	0.0	0.0	0.0	0.0	0.0	8.0			8.0	8.0	8.0	8.0	8.0			5.0	5.
56	janaki adhi	04/16/2014	03/14/1989	Admin				0.0	0.0	0.0	0.0	0.0	0.0												
51	Gandhi Mathi	01/01/2016	06/19/1991	Software analysis				0.0	0.0	0.0	0.0	0.0	0.0												
25	Veera Lakshmi	01/15/2008	04/09/1985	senior Software				0.0	0.0	0.0	0.0	0.0	0.0												
34	Chandra Durairaj	05/12/2010	01/11/1988	senior Software				0.0	1.0	0.0	0.0	-1.0	0.0						CL						
43	Arul Baskar	01/19/2011	01/22/1986	senior Software				0.0	0.0	0.0	0.0	0.0	0.0										2.0	3.0	4.
63	Anitha adhi	11/24/2015	07/15/1989		0.0	5.0	0.0	0.0	0.0	0.0	0.0	5.0	0.0				5.0	5.0	5.0	5.0	5.0		5.0	5.0	5.
64	Thanga Raj	12/01/2015	01/09/1980	Test Analyst				0.0	0.0	0.0	0.0	0.0	0.0												
41	Prabhakaran adhi	09/07/2011			0.0	32.0	0.0	0.0	0.0	0.0	8.0	40.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			8.0	8.
71	krish raghunandan	06/01/2015	06/24/2016	Developer	0.0	24.0	0.0	0.0	15.0	0.0	8.0	17.0	8.0				5.0	5.0	5.0	5.0	5.0			6.0	6.
66	meena adhi	06/01/2016						0.0	0.0	0.0	0.0	0.0	0.0												
	Berret Hinn	04/01/2015						0.0	0.0	0.0	0.0	0.0	0.0	CL		4.0	4.0	4.0	5.0	4.0	4.0	4.0	5.0	5.0	5.
	Boopathi adhi							0.0	0.0	0.0	0.0	0.0	0.0	CL		4.5	5.0	4.0	5.0	5.0	4.0		5.0	5.0	5.
31	Saravana Adhi				16.0	40.0	0.0	0.0	0.0	0.0	16.0	40.0	8.0	6.0		8.0	8.0	8.0	8.0	8.0	8.0			5.0	
68	Dhana Lakshmi							0.0	0.0	0.0	0.0	0.0	0.0	4.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.
49	Suresh adhi				8.0	24.0	0.0	0.0	0.0	0.0	8.0	24.0	8.0	5.0			5.0	5.0	5.0	5.0	5.0			5.0	5.
47	Aravind adhi	10/01/2015			24.0	40.0	0.0	0.0	25.0	0.0	24.0	23.0	8.0	8.0			5.0	5.0	5.0	5.0	5.0			CL	CL

(1-23/23)

15.5 Payroll Report

Payroll report shows the view of salary register. Date range and Group filters can be applied. The report displays the general information of the user along with the basic, allowances and deduction for the salary period. TE Admins have the privilege view other user's salary data.

FORM-R
Register of Wages
See Sub Rule(5) of rule 11 of Tamilnadu Shops and Establishments Rule, 1948
Name and Address of the Establishment: Adhi software Pvt Ltd 12/B-35, 6th cross Road SIPCOT IT Park, Siruseri Kancheepuram **Wages Period Month:** 2016-09-01

Id	Name	Gender	Designation	Basic Pay	Medical	conv	HRA	SPL(1)	SPL(F)	Edu	Leave	Bonus	PF	Cab	
33	Suganya			27500.0	1250.0	1600.0	15250.0	0.0	9400.0				3300.0	0.0	1
61	Dhinesh			10000.0	1250.0	1600.0	5950.0	0.0	1200.0				1200.0	0.0	
55	Jeya		Software analysis	15000.0	1250.0	1600.0	7950.0	0.0	1200.0				1800.0	600.0	
52	Divya			15000.0	1250.0	1600.0	7950.0	0.0	1200.0				1800.0	600.0	
56	janaki		Admin	10000.0	1250.0	1600.0	5950.0	0.0	1200.0				1200.0	0.0	
25	Veera		senior Software	29000.0	3000.0	2920.0	17000.0	0.0	12000.0				3480.0	0.0	1
43	Arul		senior Software	22500.0	1250.0	2800.0	11250.0	0.0	8400.0				2700.0	0.0	1
63	Anitha			100.0	1250.0	1600.0	7950.0	0.0	1200.0				12.0	600.0	
	Redmine			10000.0	1250.0	1600.0	7950.0	0.0	1200.0				1200.0	0.0	
	Berret			2490000.0	207500.0	265600.0	1319700.0	0.0	199200.0				298800.0	0.0	
64	Thanga		Test Analyst	0.0	0.0	0.0	0.0	0.0	0.0				0.0	0.0	
55	Karthick			15000.0	1250.0	1600.0	7950.0	0.0	1200.0				1800.0	0.0	
41	Prabhakaran			0.0	0.0	0.0	0.0	0.0	0.0				0.0	0.0	
66	meena			10000.0	1250.0	1600.0	7950.0	0.0	1200.0				1200.0	0.0	
	Boopathi			8000.0	100000.0	128000.0	636000.0	0.0	96000.0				960.0	0.0	
49	Suresh			0.0	0.0	0.0	0.0	0.0	0.0				0.0	0.0	
47	Aravind			2415000.0	172500.0	220800.0	1207500.0	0.0	814200.0				289800.0	0.0	1
31	Saravana			3045000.0	315000.0	168000.0	1785000.0	0.0	1260000.0				365400.0	0.0	42
68	Dhana			15000.0	1250.0	1600.0	7950.0	0.0	1200.0				1800.0	0.0	
6	Dhanasingh		Director												

15.6 Payslip Report

Payslip report shows the view of salary payslip for individual user . Date range and Group filters can be applied. The report displays the general information of the user along with the basic, allowances and deduction for the month. TE Admins have the privilege to view other user's Payslip.

Payslip

Adhi software

Salary Date	2021-03-01	**Employee Name**	Redmine Admin	**Employee ID**	
Join Date	2018-03-01				

Earnings			Deductions		
	Monthly	YTD		Monthly	YTD
Basic	$ 105000.00	$ 390000.00	**Prof tax**	$ 1250.00	$ 1250.00
HRA	$ 18500.00	$ 92500.00	**ESI**	$ 0.00	$ 0.00
Eduaction Allowance	$ 1200.00	$ 6000.00	**TDS**	$ 20813.00	$ 59939.00
Medical	$ 5000.00	$ 25000.00	**PF**	$ 2368.00	$ 11840.00
conveyance	$ 8000.00	$ 40000.00	**cab**	$ 600.00	$ 3000.00
Total Earnings	$ 137700.00	$ 553500.00	**Total Deductions**	$ 25031.00	$ 76029.00
Net Earnings	$112669.00	$477471.00			

Reimbursements		
	Monthly	YTD
Reimbursment	$ 2000.00	$ 2000.00
Net Earnings + Reimbursements	$114669.00	$479471.00

YTD - Year to Date from April 01, 2020 to March 31, 2021

15.7 Profit & Loss A/c Report

Profit & Loss a/c shows the view of income and expense of financial transaction. Date range filter can be applied. Accounting Admins and Users have the privilege to view the data.

Adhi software Pvt Ltd
Profit & Loss A/c
December 1, 2016 To December 31, 2016

Particulars		December 1, 2016 To December 31, 2016
Trading Account :		
Sales Accounts		
Direct Incomes		**100000.00**
S/w Development	100000.00	
Cost of sales		**260.00**
Purchase Accounts		
Direct Expenses	260.00	
Canteen	-240.00	
Depreciation	500.00	
Gross Profit :		**99740.00**
Income Statement :		
Indirect Incomes		
		99740.00
Indirect Expenses		**27000.00**
Salary	27000.00	
Net Profit :		**72740.00**

15.8 Balance Sheet

Balance Sheet shows the view of inflow and outflow of financial transaction. Date range filter can be applied. Accounting Admins and Users have the privilege to view the data.

Adhi software
Balance Sheet
As at March 31, 2021

Source of Funds :		
Capital Account		**300000.00**
capital	300000.00	
Loans (Liability)		**-125.00**
Unsecured Loans	**-125.00**	
test ledger	-125.00	
Current Liabilities		**-9572.60**
Provisions	**1000.00**	
Deferred tax	1000.00	
Sundry Creditors	**-10572.60**	
Aroma traders	-10572.60	
Profit & Loss A/c		**1473038.11**
Opening Balance	1485258.11	
Current Period	-12220.00	
Total :		**1763340.51**
Application of Funds :		
Fixed Assets		**351587.94**
computer	351587.94	
Current Assets		**-2078412.13**
Bank Accounts	**-3137154.55**	
Syndicate bank	-3137154.55	
Cash-in-hand	**104516.00**	
cash	104516.00	
Sundry Debtors	**390800.00**	
Asset Sale Recievables	390800.00	
software development Receivable	563426.42	
Total :		**-1726824.19**

15.9 Lead Conversion

Lead Conversion report shows the view a list of all leads. Conversion ratio is number of converted leads over total number of leads.. Date range and user filter can be applied. CRM Admins and Users have the privilege to view the data.

Adhi software Pvt Ltd
Lead Conversion Report
01-Jan-2017 To 31-May-2017

Lead	Status	Created	Converted	Sales Cycle Days	Assignee
james	Converted	2017-02-07 10:38:24	2017-02-07 10:39:58	0.0	
Warner	Converted	2017-02-07 13:47:32	2017-02-07 13:58:42	0.01	Saravana Adhi
kerry	New	2017-02-07 15:29:59			
Wellesy	New	2017-02-07 17:49:23			
John	Converted	2017-02-07 17:18:12	2017-05-25 15:04:47	106.91	
				Conversion Rate: 60.0%	

15.10 Sales Activity

Sales activity report shows the view a list of all activities. Date range and user filter can be applied. CRM Admins and Users have the privilege to view the data.

Adhi software Pvt Ltd
Sales Activity Report
01-Jan-2017 To 31-May-2017

Activity Type	Subject	Status	Related to	Name	Start Date & Time	Completed Date & Time	Assignee	Duration Days
Meeting	contact meeting	Planned	Contact	contact1	2017-01-01 10:15:00		janaki adhi	
Call	Direct call	Planned	Opportunity	mail opportunity	2017-02-05 07:00:00		janaki adhi	
Call	forward call	Planned	Account	Hooper	2017-02-01 09:30:00		Saravana Adhi	
Task	new task	Not Started	Account	Hooper	2017-01-01 11:45:00		Saravana Adhi	
Meeting	Intro meeting	Held	Account	Hooper	2017-01-01 05:30:00	2017-02-07 11:21:40	Saravana Adhi	37.24
Call	Inquiry call	Held	Account	Hooper	2017-02-06 07:00:00	2017-02-07 11:12:42	Saravana Adhi	1.18
							Average Duration: 6.4 Days	

15.11 AR Aging

AR aging report shows the view a list of all outstanding balance for account and contact. Date range and project filter can be applied. Billing Admins have the privilege to view the data.

Adhi software Pvt Ltd
AR Aging
April 1, 2017 To May 31, 2017

Account		Previous Balance	2017 Apr	2017 May	Current Balance
Steve					
	Invoice		236.00	5791.00	
	Payment		0.00	-4745.00	
	Balance	0.00	236.00	1046.00	1282.00
Lewis					
	Invoice		1141.00	0.00	
	Payment		0.00	-1230.00	
	Balance	-288.00	1141.00	-1230.00	-377.00
Andrew					
	Invoice		984.00	547.00	
	Payment		-252.00	-560.00	
	Balance	0.00	732.00	-13.00	719.00
Kyle					
	Invoice		0.00	2257.00	
	Payment		0.00	-1730.00	
	Balance	0.00	0.00	527.00	527.00
				Total:	2151.00

15.12 Purchasing Cycle

Purchasing cycle report shows the list of purchased goods and average time taken for every purchasing stage.

Adhi software Pvt Ltd
Purchase Cycle Report
01-Jun-2017 To 30-Jun-2017

RFQ	Purchase Cycle In Days			
	Winning Quote	Purchase Order	Supplier Invoice	Supplier Payment
Projector	26.00	6.00	11.00	
Test RFQ	33.00	2.00	4.00	3.00
Plasma Tv	0.00	3.00	2.00	
Samsung LED Tv				
Samsung Projector	22.00	0.00	0.00	
Test 236				
Average:	20.25	2.75	4.25	3.00

15.13 Asset Report

Asset report shows the list of assets, purchase value, depreciation value and current value.

Bangalore
Asset Report
As at November 07, 2020

#	Project	Asset Name	Product	Purchase Date	Purchase Value	Depreciation	Current Value	Last Depreciation on
1	Vitals	Keyboard7	Keyboard	2020-05-01	R$77000.00	R$0.00	R$77000.00	
2	Vitals	Keyboard12	Keyboard	2020-05-01	R$77000.00	R$0.00	R$77000.00	
3		Projector26	Projector	2020-05-01	R$5500.00	R$0.00	R$5500.00	
4		Projector test	Projector	2020-07-06	R$5500.00	R$500.00	R$5000.00	
5		projector adhi	Projector	2020-07-06	R$4500.00	R$500.00	R$4000.00	
6		Mobile33	Mobile	2020-08-01	R$16000.00	R$0.00	R$16000.00	
7		Mobile34	Mobile	2020-08-01	R$16000.00	R$0.00	R$16000.00	
8		Laptop45	Laptop	2020-09-01	R$82000.00	R$0.00	R$82000.00	
9		Laptop46	Laptop	2020-09-01	R$16000.00	R$0.00	R$16000.00	
10		Laptop47	Laptop	2020-09-01	R$16000.00	R$0.00	R$16000.00	
11		Laptop48	Laptop	2020-09-01	R$16000.00	R$0.00	R$16000.00	
12		Laptop44	Laptop	2020-09-01	R$82000.00	R$0.00	R$82000.00	
13		Laptop49	Laptop	2020-09-01	R$16000.00	R$0.00	R$16000.00	
14	Redmine	Mobile41	Mobile	2020-09-01	R$42000.00	R$0.00	R$42000.00	
15	Redmine	Mobile42	Mobile	2020-09-01	R$42000.00	R$0.00	R$42000.00	
16	Redmine	Mobile43	Mobile	2020-09-01	R$42000.00	R$0.00	R$42000.00	
17	Redmine	Mobile39	Mobile	2020-09-01	R$42000.00	R$0.00	R$42000.00	
18	Redmine	Mobile40	Mobile	2020-09-01	R$42000.00	R$0.00	R$42000.00	
19		pro	Mobile	2020-10-30	€5000.00	€0.00	€5000.00	
20	Vitals	Mouse1	Mouse	2019-11-01	R$5100.00	R$212.50	R$4887.50	2020-03-31
					R$649600.00	**R$1212.50**	**R$648387.50**	

15.14 Stock Report

Stock report shows the list of product items in he warehouse and its stock value..

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Adhi software Pvt Ltd
Stock Report

Product	Brand	Model	Attribute	Quantity	Unit Of Measure	Currency	Stock value
Washing Machine	Samsung	Sam Washing machine 1222		25.0	Numbers	R$	445000.0
Tv	Sony	Sony Bravia124	40" inch Tv	25.0	Numbers	R$	315000.0
Water Purifier	Aqua Guard	Aqua 1205	10ltr Purifier	15.0	Numbers	R$	94500.0
Tv	Philips	Philips Tv 1202	29 inches TV	23.0	Numbers	R$	343620.0
CD ROM Disks	Sony	Sony CD123	16 GB CD ROM	20.0	Numbers	R$	30600.0
CD ROM Disks	Sony	Sony CD123	32 GB CD ROM	15.0	Numbers	R$	31050.0
Air Conditioner	Hitachi	Hitachi 12352	1.5 ton split AC	15.0	Numbers	R$	189000.0
MRF Tyres	MRF	MRF 013	12 inch tyre	21.0	Numbers	$	1365.0
							1450135.0

15.15 Payroll Bank Report

Payroll bank report shows the list of users, routing number, account number and total salary.

Adhi software
Payroll Bank Report
Wages Period Month: 2019-07-01

#	Name	Routing Number	Account Number	Net
1	arun t	SYB000898	6568321478569	Rp18500.0
2	tharma t	SYB000898	7458962148569	Rp18500.0
3	munish m	SYB000898	456781245799	Rp18500.0
4	Ruban Adhi	SYB000898	6100089803	Rp22900.0
5	Mohan Adhi	SYB000443	61007777443	Rp18500.0
6	Deepan Adhi	SYB000444	6100022206	Rp18500.0
7	Redmine Admin			Rp27300.0
			Total:	**Rp142700.0**

15.16 User Utilization Report

User utilization report shows the list of users and utilization percentage.

Chennai
User Utilization Report
01-May-2019 To 30-Jun-2019

User	2019 May	2019 Jun	Average
Redmine	31.15%	55.88%	43.52%
mohan	100.0%	68.85%	84.43%
arun	75.0%	100.0%	87.5%
ruban	80.77%	36.84%	58.81%
Average	71.73%	65.39%	68.56%

15.17 Project Profitability

Project profitability report shows the list of billable projects, revenue, expense and profit percentage.

Adhi Software Pvt LTD
Project Profitability
June 01, 2019 To July 31, 2019

Project	2019 Jun	2019 Jul	Total
Vitals			
Revenue	R$ 29760.00	R$ 14880.00	**R$ 44640.00**
Expense	R$ 3671.43	R$ 3671.43	**R$ 7342.86**
Profit	R$ 26088.57 (87.66%)	R$ 11208.57 (75.33%)	**R$ 37297.14 (83.55%)**
Legend			
Revenue	R$ 0.00	R$ 43400.00	**R$ 43400.00**
Expense	R$ 0.00	R$ 9178.57	**R$ 9178.57**
Profit	R$ 0.00 (0%)	R$ 34221.43 (78.85%)	**R$ 34221.43 (78.85%)**
Training Connection			
Revenue	R$ 28000.00	R$ 7000.00	**R$ 35000.00**
Expense	R$ 13965.00	R$ 13965.00	**R$ 27930.00**
Profit	R$ 14035.00 (50.13%)	R$ -6965.00 (0%)	**R$ 7070.00 (20.2%)**
Total			
Profit	**R$ 40123.57 (69.47%)**	**R$ 38465.00 (58.92%)**	**R$ 78588.57 (63.87%)**

15.18 AP Aging

AP Aging report shows the list of invoice, payment and balance.

Adhi software
AP Aging
June 01, 2020 To July 31, 2020

Supplier Account		Previous Balance	2020 Jun	2020 Jul	Current Balance
Star computers					
	Invoice		$ 0.00	$ 0.00	
	Payment		$ 0.00	$ 0.00	
	Balance	$ 12000.00	$ 0.00	$ 0.00	$ 12000.00
Poorvika Mobiles					
	Invoice		$ 0.00	$ 0.00	
	Payment		$ 0.00	$ 0.00	
	Balance	$ 150000.00	$ 0.00	$ 0.00	$ 150000.00
DELL					
	Invoice		$ 0.00	$ 0.00	
	Payment		$ 0.00	$ 0.00	
	Balance	$ 8100.00	$ 0.00	$ 0.00	$ 8100.00
Acer					
	Invoice		$ 0.00	$ 0.00	
	Payment		$ 0.00	$ 0.00	
	Balance	$ 47750.00	$ 0.00	$ 0.00	$ 47750.00
				Total:	$ 217850.00

15.19 Tax Report

Tax Report shows the list of Employee ID, Tax ID, User name, Gross, TDS, Cess and Total.

ADHI SOFTWARE

Adhi software
Tax Report
29-Jun-2020 To 05-Jul-2020

June 2020

Employee ID	Tax ID	User Name	Gross	TDS	Cess	Total
	Total					

July 2020

Employee ID	Tax ID	User Name	Gross	TDS	Cess	Total
		Redmine	137700.0	19388	775.0	20163.0
73		anitha	72700.0	4655	186.0	4841.0
		Mohan	51200.0	2051	82.0	2133.0
	Total		261600.0	26094	1043.0	27137.0

15.20 PF Report

PF Report shows the list of Employee UAN, User name, basic pay and Total.

Adhi software
PF Report
Wages Period Month: November 01, 2021

Sl. No.	UAN	Name	Wages				Contribution Remitted		
			Basic Pay	EPS	EPF	EDLI	EE	EPS	ER
1		Redmine Admin	105000	15000	15000	15000	12600	1250	551
2		Ruban Adhi	10000	10000	10000	10000	1200	833	367
3		Mohan Adhi	1000000	15000	15000	15000	120000	1250	551
4		Deepan Adhi	11000	11000	11000	11000	1320	916	404
5		anitha adhi	90000	15000	15000	15000	10800	1250	551
6		Amutha adhi	20000	15000	15000	15000	2400	1250	551
7		Abirami adhi	10000	10000	10000	10000	1200	833	367
8		Sathiya adhi	25000	15000	15000	15000	3000	1250	551
9		Mugesh adhi	50000	15000	15000	15000	6000	1250	551
10	34576890987	Meena adhi	50000	15000	15000	15000	6000	1250	551
11		dinesh kumar	10000	10000	10000	10000	1200	833	367
12		Visa arun	10000	10000	10000	10000	1200	833	367
13		Riya ani	50000	15000	15000	15000	6000	1250	551
14		Ranjith adhi	2500000	15000	15000	15000	300000	1250	551
15		Visa adhi	5000000	15000	15000	15000	600000	1250	551
16		priya Adhi	10000	10000	10000	10000	1200	833	367
17		lidiyah adhi	2500000	15000	15000	15000	300000	1250	551
18		RANDAL TOMMIE	0	0	0	0	0	0	0
Total			11451000	226000	226000	226000	1374120	18831	8300

15.21 Cash Flow Report

Cashflow Report shows the view of inflow and outflow of cash transaction. Date range filter can be applied. Accounting Admins and Users have the privilege to view the data.

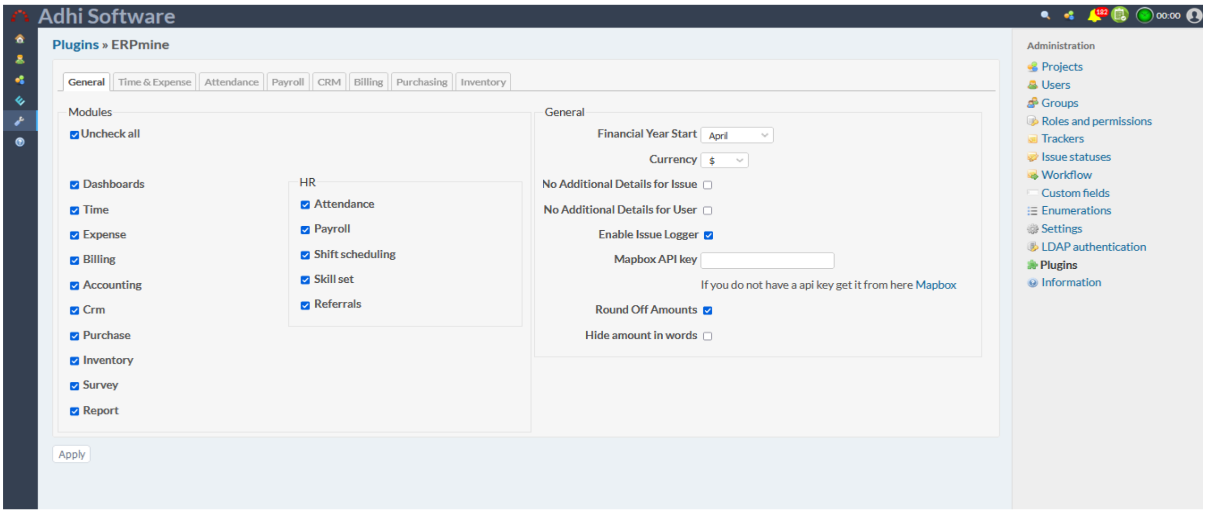
Chennai
Cash Flow Report
April 01, 2021 To April 30, 2021

Particulars	Cash Inflow	Cash Outflow
Current Liabilities	**4462.00**	**34462.00**
EPFO	2100.00	2100.00
ESIC	2362.00	2362.00
Sundry Creditors		
PC World		30000.00
Fixed Assets	**400.00**	**3500.00**
Computer	400.00	2500.00
Furniture		1000.00
Current Assets	**115000.00**	**50000.00**
Deposits(Asset)		
CB Bank Deposit		50000.00
Sundry Debtors		
Client Legend	25000.00	
Client Silver	80000.00	
Client Vi	10000.00	
Direct Expenses	**0.00**	**35000.00**
Salary		35000.00
Indirect Incomes	**1500.00**	**0.00**
Interest Income	1500.00	
Indirect Expenses	**0.00**	**4000.00**
Internet Charges		1500.00
Tax		2500.00
Sales Accounts	**15650.00**	**0.00**
Software Development	15650.00	
Purchase Accounts	**0.00**	**10000.00**
Software Purchase		10000.00
Total:	**137012.0**	**136962.0**
Net InFlow:		**50.0**

16 ERPmine Configuration

The plugin can be configured from the plugin settings page to customize its behavior. Only the administrators can access this page. The plugin configurations are grouped into the following categories; Display Settings, Export (for pdf) Settings, Time & Expense Settings, Approval system Settings, Attendance Settings.The settings defined in the "Time & Expense" section are common to both timesheet and expense sheet. There is also separate section for "Time" and "Expense" as well, the settings which comes under these sections is specific to its sheets.

16.1 General Settings



16.1.1 Modules

This setting can be used to enable / disable the various modules; Expense, Attendance, Payroll, Billing, Accounting, CRM, Purchase, Inventory and Reports.

16.1.2 Financial Year start

This settings can be used to define the Financial year start

16.1.3 Currency

This settings can be used to define the currency.

16.1.4 Hide amounts in words

This settings can be used to hide amounts in words

16.1.5 Round off amount
This settings can be used to Round off amount.

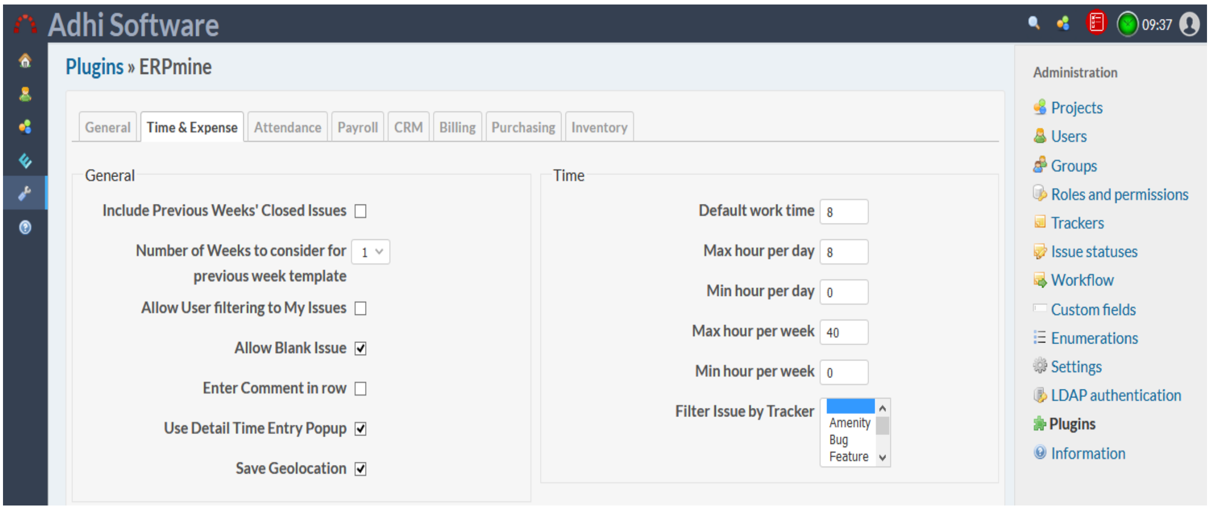
16.2 Time & Expense Settings

16.2.1 Include closed issues

The issue dropdown in time & expense sheet will list only issues which are currently open. To include previous weeks closed issues, enable the configuration "**Include Previous Weeks' Closed Issues**". **Note:** The current week's closed issue is not affected by this setting it will always be shown in issue dropdown. Instead of

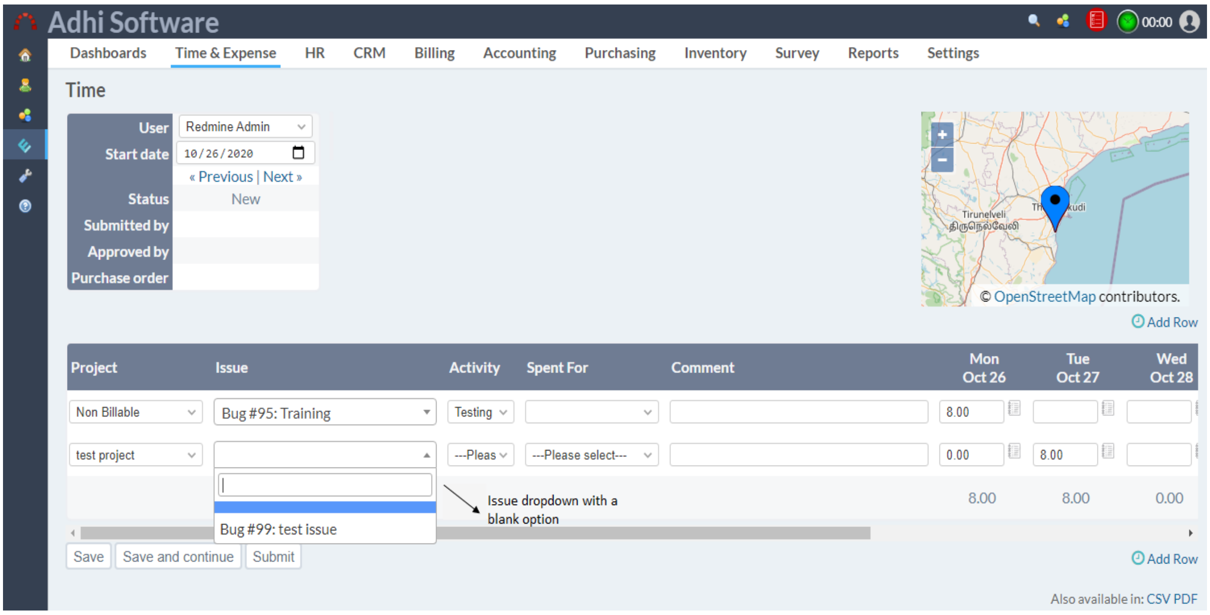
16.2.2 Previous week template

The number of previous weeks to be considered can be configured using the setting "**Number of Weeks to consider for previous week template**".



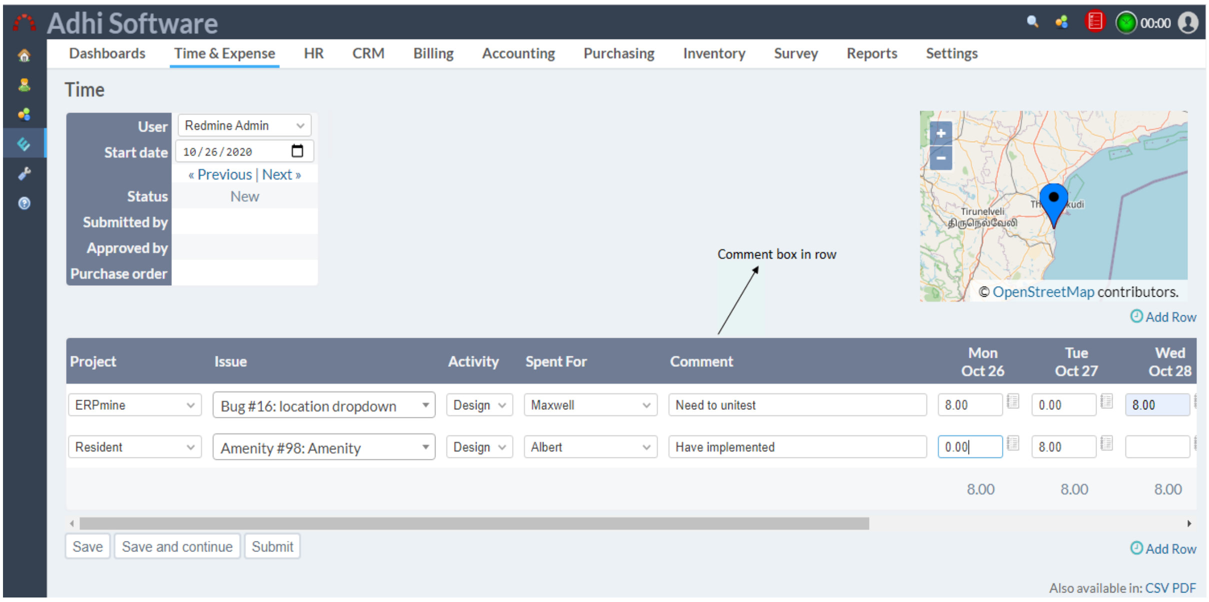
16.2.3 Allow Blank Issue

This Time & Expense entries can be made directly to a project without selecting an issue and this configuration "**Allow Blank Issue**" enables that. If the setting is enabled, then the issue dropdown in time & expense sheet will contain a blank option.



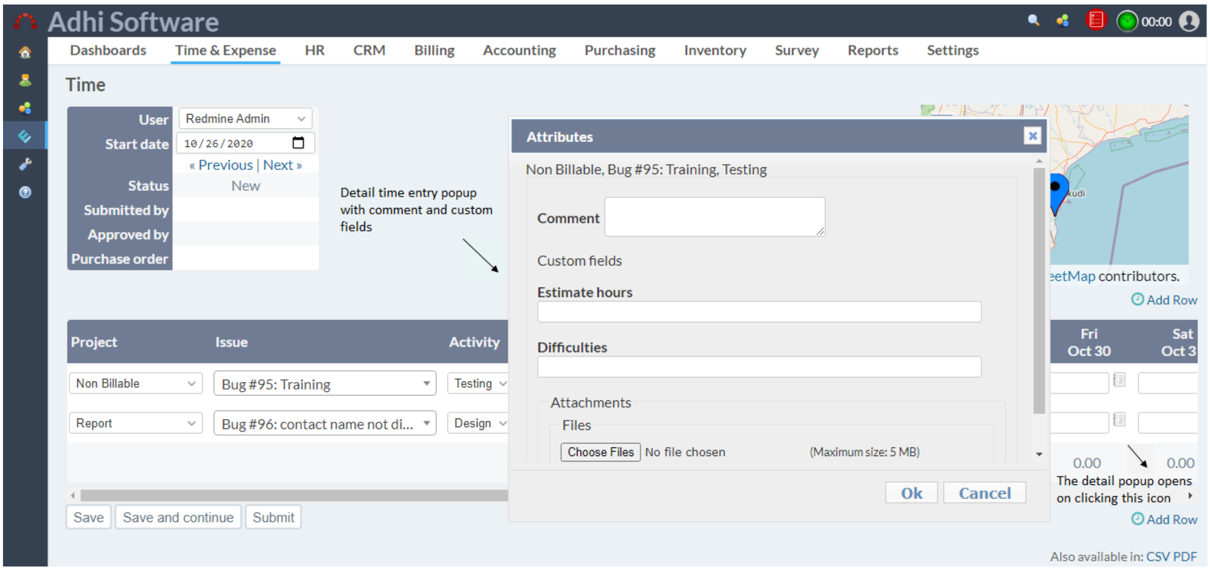
16.2.4 *Enter comment in row*

Comments on the Time & expense entries can be made from the row using this setting "**Enter comment in row**". This setting allows for one common comment for all entries of a unique combination of project, issue and activity. If this setting is enabled, there will be a textbox for comment in addition to project, issue and activity dropdown.



16.2.5 *Use detail time entry popup*

The setting "**Use Detail Time Entry Popup**" can be used for entering additional details like comments and custom fields on a time & expense entry. If this setting is enabled there will be an icon next to the entry textbox for popping up a detail dialog box.



16.2.6 Allow User Filtering to My Issues.

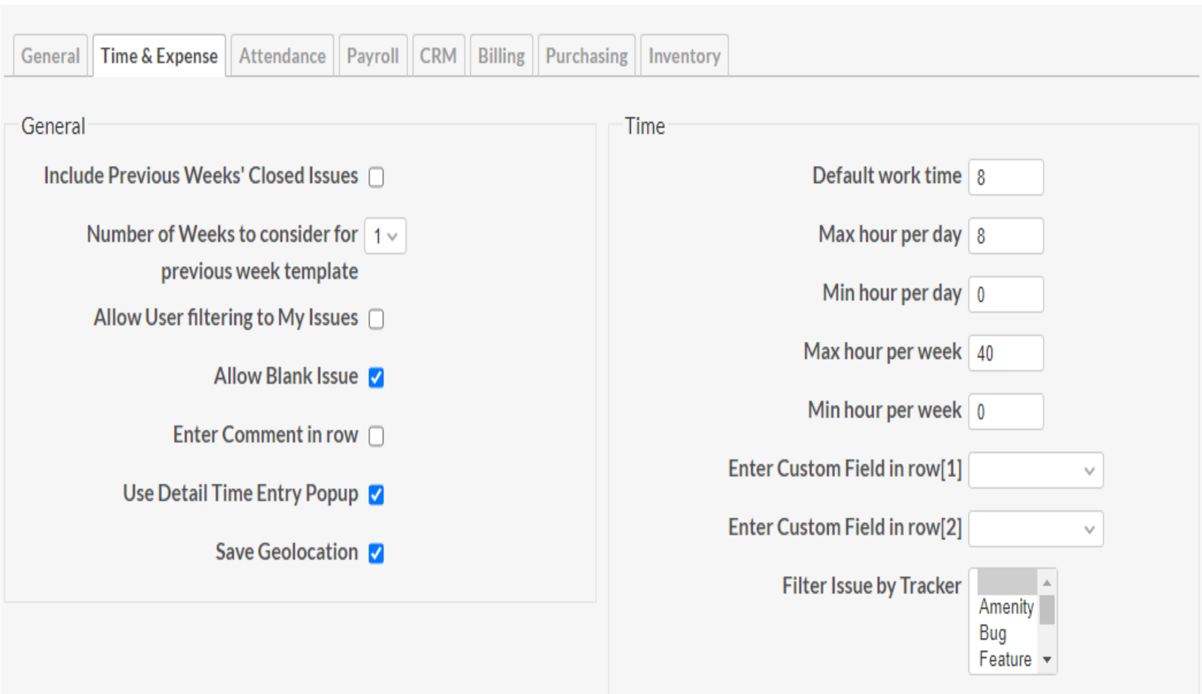
The setting, “**Allow User Filtering to My Issues**” is used to filter issues which are assigned to them or created by them in time and expense sheet page.

16.2.7 T&E Admin Groups

The user group configured as “**T&E Admin Groups**” can view, modify and approve time and expense sheets without needing to have time tracking permissions.

16.2.8 Time Settings

The settings which are defined under this section are only applicable to Time sheets.



16.2.9 Default work time

The setting "**Default work time"** is used to define the standard work time for a day.

16.2.10 Max hour

Maximum hour for a day can be configured using the "**Max hour per day**". This is used to limit the number of hours entered by a project member for a particular day.

16.2.11 Enforce Max hour

If the setting "**Enforce Max hour per week/day**" is enabled, then validation will be done to check if the entered time per week/day is above the configured "**Max hour per week/day**". Min hour
Minimum hour for a day can be configured using the "**Min hour per week/day**".

16.2.12 Enforce Min hour

If the setting "**Enforce Min hour per week/day**" is enabled, then validation will be done to check if the entered time per week/day is below the configured "**Min hour per week/day**". Validation will be done only for working days, for the non-working days validation will be done only when user enters time.
Note:

1. The min and max configurations are only applicable to timesheet.
2. Non working days can be configured by Administrators (Administration ➔ Settings ➔ Issue tracking ➔ Non-working days).
3. Min hour settings are applicable only when approval system is enabled
4. By default, the max hour is 8 and min hour is 0
5.

16.2.13 Filter Issue by Tracker

Tracker is basically used to categorize issues like bug, support etc. This setting "**Filter Issue by Tracker**" is set separately for time and expense. This setting is used to restrict entries for a particular set of trackers. Only the issues from the configured trackers will be listed in the issue dropdown in the time & expense sheet. If no tracker is configured then all issues will be listed in issue dropdown.

16.2.14 Allow User Filtering by Tracker

If "**Allow User Filtering by Tracker**" is enabled then user will be allowed to override the tracker filters set on the settings page.

16.2.15 Enter custom field in row1

The spent time custom fields are entered through detail popup by default. The setting "**Enter custom field in row1**" can be used to enter a spent time custom field from the row. If this setting is enabled, there will be a textbox for the configured custom field in the row.

16.2.16 Enter custom field in row2

Same as Enter custom field in row1

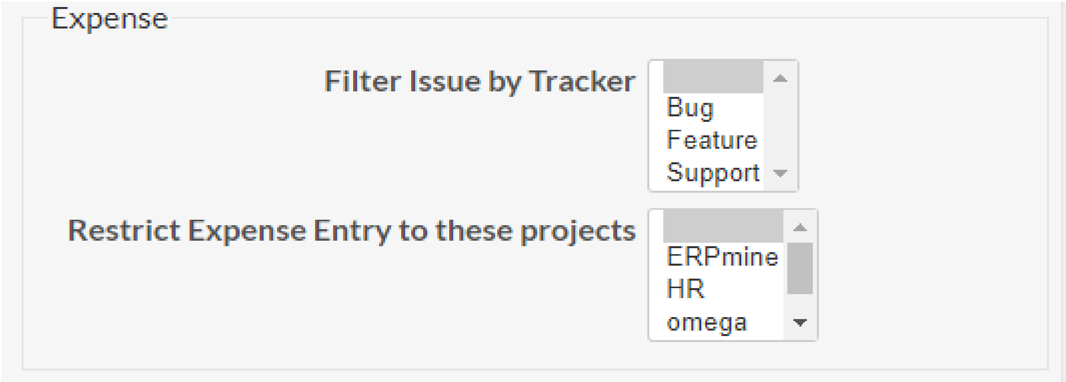
Note: Only two spent time custom fields can be configured to be in the row.

16.2.17 Expense Settings

This section contains settings that are applicable to expense sheets.

16.2.18 Expense project

Separate list of projects can be configured for Expenses. This setting "**Restrict Expense Entry to these projects**" allow members to charge expense only to those configured projects

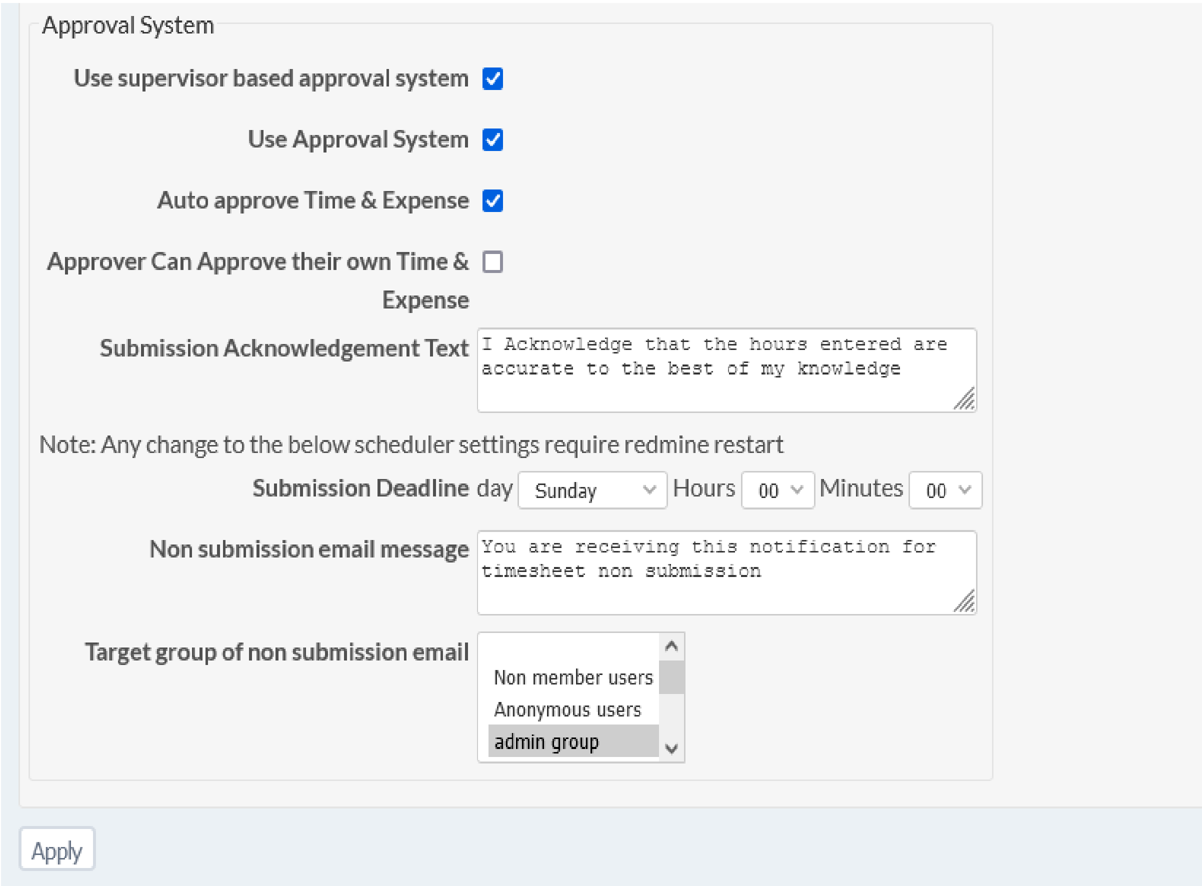


16.2.19 Filter issue by tracker

This is same as section 6.5.5, but in the context of an expense.

16.2.20 Approval Settings

Approval System is common to both Time and Expense except for email notification on non-submission which is applicable only to Time.



16.2.21 Use Approval System

If "**Use Approval System**" checkbox is checked, then approval system is used.

16.2.22 Use Supervisor based approval system

Enable this setting for the supervisor based approval system.

16.2.23 Auto approve

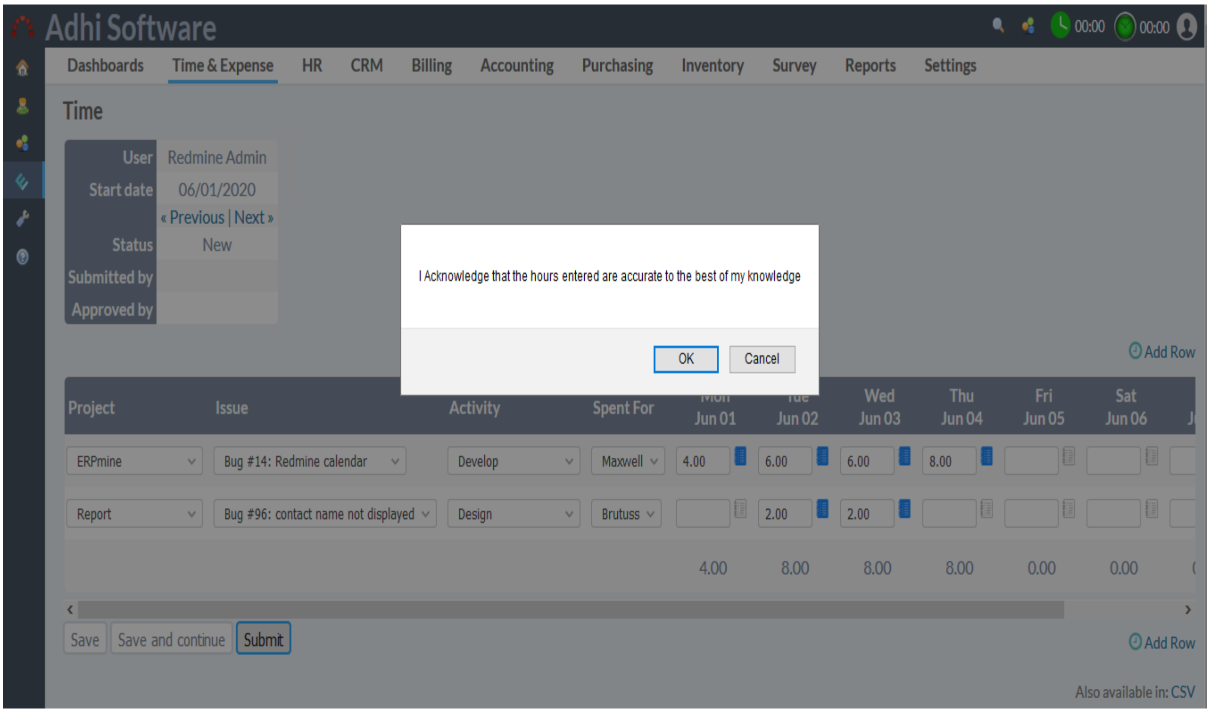
If the setting "**Auto approve Time & Expense**" is enabled, then the time & expense sheet gets automatically approved by the system upon submission. The project member will not be able to unsubmit his time/expense sheet since it goes to approved status immediately.

16.2.24 Approve own time/expense sheet

If the setting "**Approver Can Approve their own Time & Expense**" is enabled, then the project member with "Approve time logs" along with "Edit time logs" and "Log spent time" permission can approve/reject his own time & expense sheet.

16.2.25 Submission ask text

The text given in the "**Submission Acknowledgement Text**" is the message shown during Time & Expense submission. (Please see screenshot below)



16.2.26 Email Notification

The setting "**Send email for non submission"** is only for Time. If this setting is enabled, then an email notification is sent to the user about his non submission of timesheet for the previous week. Please note, this setting required rufus scheduler gem.

16.2.27 Submission deadline

Timesheet submission deadline can be configured using this setting. If the project member did not submit the timesheet before the configured ""**Submission Deadline**", then an email notification is sent only when the configuration "**Send email for non submission"** is enabled.

16.2.28 Non submission email message

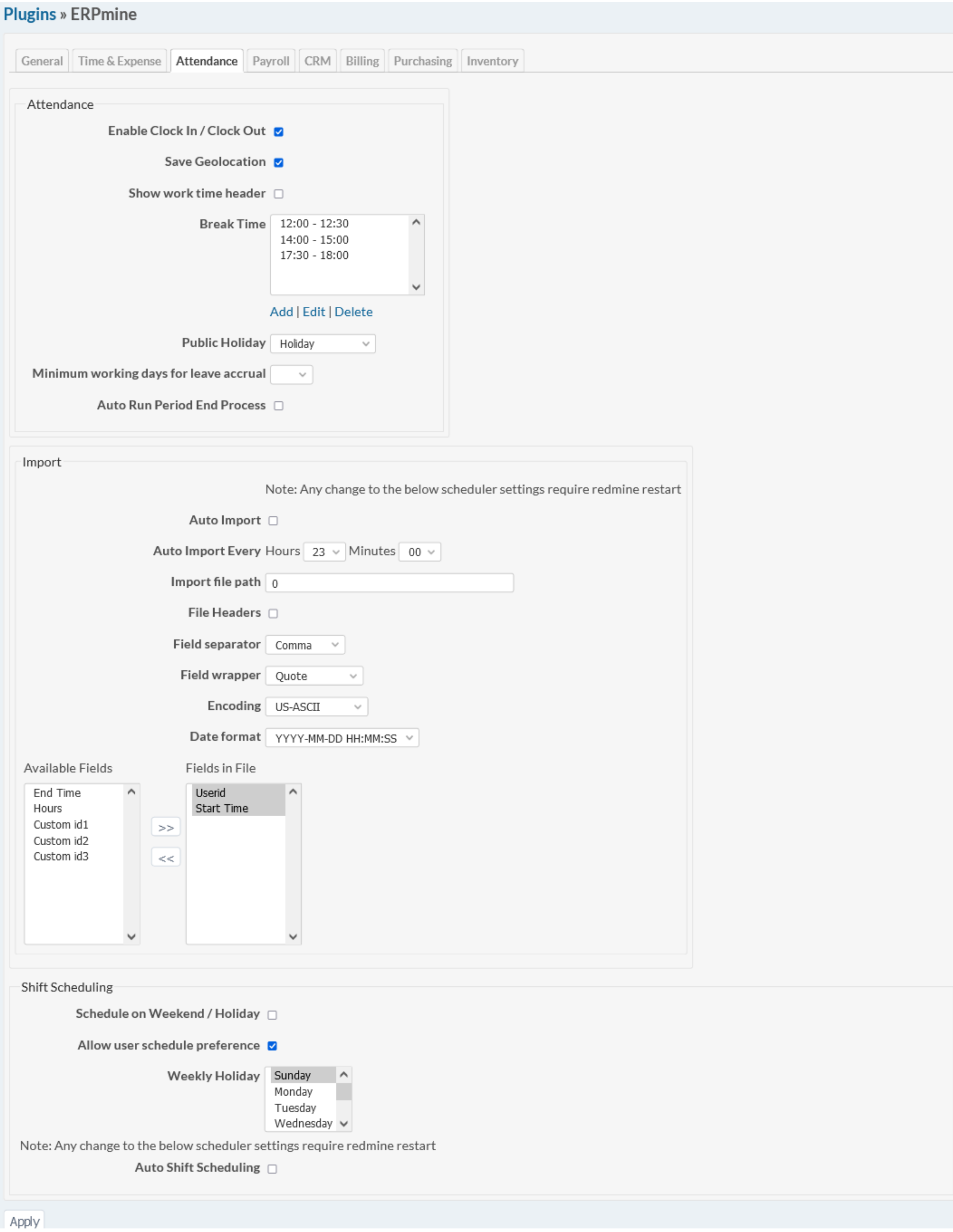
The text for non-submission timesheet notification email message can be configured using the setting "**Non submission email message**". The text given in this configuration will be used as the email message body along with the name of the project member, submission deadline, the week for which timesheet need to be submitted.

16.2.29 Target group of Non submission email

The selected user group will receive the email notification about non submission of timesheet for the previous week.

16.3 Attendance

This section contains settings that are applicable to Attendance. To auto-populate, the public holiday entries in a timesheet need to configure the plugin setting.



16.3.1 Enable clock in / clock out

This setting can be used to enable and disable attendance module for Time & Attendance.

16.3.2 Break Time

Break time for a day like lunch intervals can be configured.

16.3.3 Auto import

Attendance data can be automatically imported from an external system / Attendance Devices / Time Clocks. The following file formats are supported.

Type 1:

Userid	Punchtime
1	10:00
2	10:00
1	20:00
2	20:00

Type 2:

Userid	Clockintime	Clockouttime
1	10:00	20:00
2	10:15	18:15
3	10:30	19:30

Type 3:

Userid	Clockintime	Clockouttime	hours
1	10:00	20:00	10.0
2	10:15	18:15	8.0
3	10:30	19:30	9.0

16.3.4 Auto Import Every

This is the frequency of the Attendance Import Scheduler,. Auto import will be performed for the given interval of time.

16.3.5 Import File Path

This setting is used to locate the file directory for attendance auto import.

16.3.6 File Headers

This setting is used to determine whether import file contains header or not.

16.3.7 Field Separator

The Type of field separator used in import file .

16.3.8 Field Wrapper

The type of field wrapper used in import file.

16.3.9 Encoding

The type of encoding used in import file

16.3.10 Date format

The date time format used in import file.

16.3.11 Available Fields and Fields in File

This settings shows the list of available fields,. User can pick the fields used in the import file from the available fields .

16.3.12 Schedule on weekend / Holiday

If the setting is enabled then it will schedule on weekends and holidays.

16.3.13 Allow user schedule preference

If the settings is enabled then it will consider the employee preference for scheduling

16.3.14 Weekly Holidays

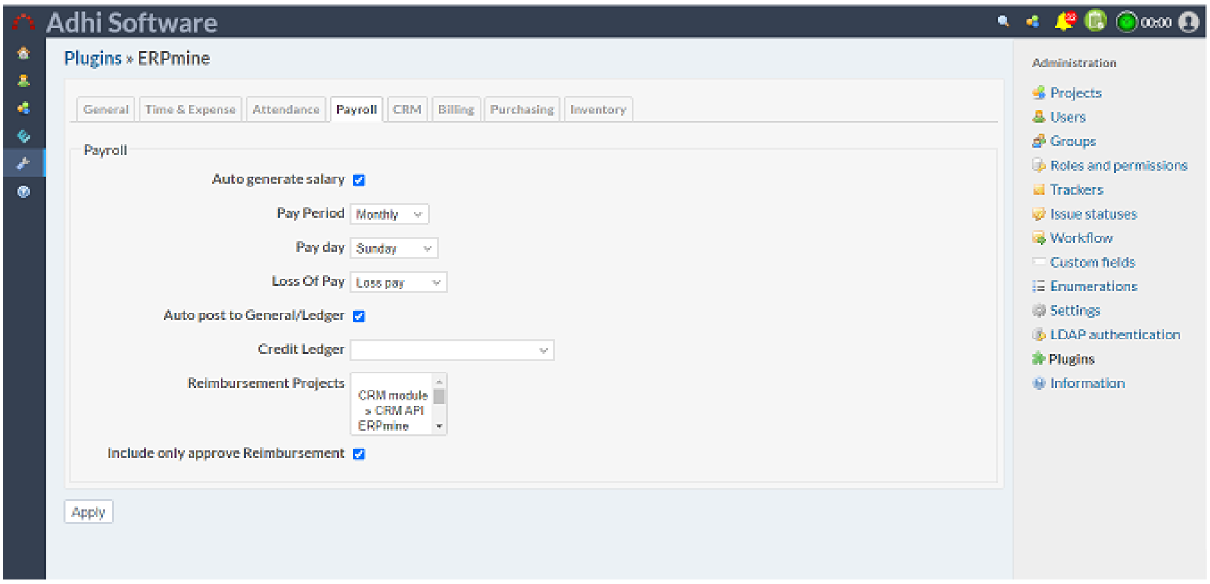
Allow the user to select their weekly holidays

16.3.15 Auto Shift Scheduling

The scheduler job automatically schedule shifts at the beginning of the month.

16.4 Payroll

This section contains settings that are applicable to Payroll.



16.4.1 Auto generate salary

The scheduler job runs automatically to generate the salary at the end of pay period.

16.4.2 Currency

This settings can be used to set currency of payroll.

16.4.3 Pay Period
User can set the pay period.

16.4.4 Pay day
If the pay period is weekly or bi-weekly then the user set the pay day.

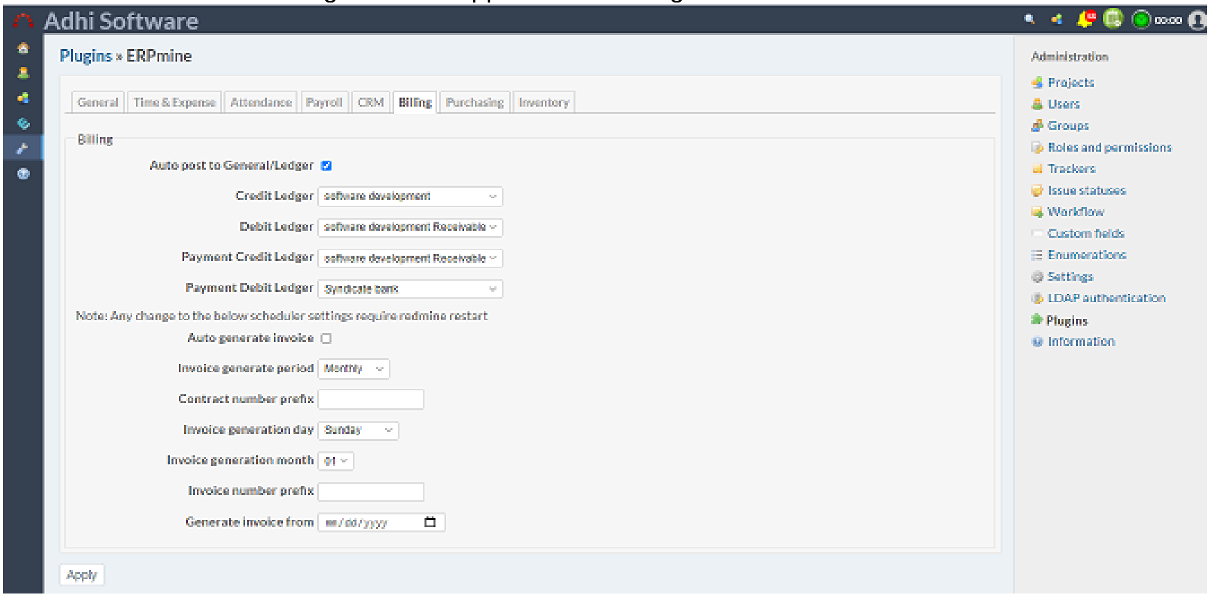
16.4.5 Loss of pay
The selected leave (from Attendance Module) will be used as loss of pay.

16.4.6 Financial year start
They user can set the financial start.

16.4.7 Auto post to General/Ledger
When salary is generated, it will automatically post salary to General Ledger

16.4.8 Credit Ledger
Select the appropriate CL credit ledger for the above setting

16.5 Billing
This section contains settings that are applicable to Billing module.



16.5.1 Auto post to General/Ledger
When generate invoice post invoice to financial transaction.

16.5.2 Credit Ledger
Select the appropriate transaction credit ledger.

16.5.3 Debit Ledger
Select the appropriate transaction debit ledger.

16.5.4 Payment Credit Ledger

Select the appropriate transaction credit ledger for payments.

16.5.5 Payment Debit Ledger

Select the appropriate transaction debit ledger for payments.

16.5.6 Auto generate invoice

The scheduler job runs automatically to generate the invoice at the end of invoice period.

16.5.7 Invoice generation period

User can set the invoice generation period (Quarterly, Monthly, bi-weekly, weekly etc).

16.5.8 Contract number prefix

This setting can be used to add prefix of contract number.

16.5.9 Invoice generation day

If the invoice generation period is weekly or bi-weekly then the user should set the invoice generation day.

16.5.10 Invoice number prefix

This setting can be used to add prefix of invoice number.

16.5.11 Generate Invoice from

The user can set the invoice start date for the whole of application

16.5.12 Time Entry Billing id

The user has to select spent time custom field to store the billed invoice item id for the appropriate spent time.

16.5.13 Rate fields

The Billing rate can come from Project or User. Project custom fields can be mapped to the following settings

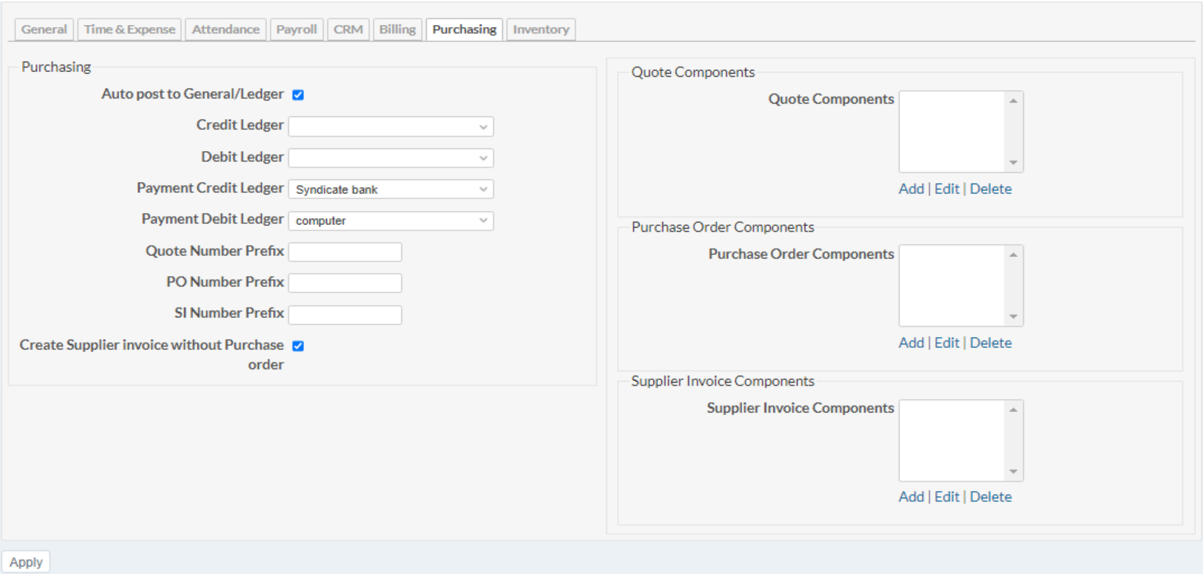
- Project Billing Rate
- Project Billing Currency

User custom fields can be mapped to the following settings

- User Billing Rate
- User Billing Currency

16.6 Purchasing

This section contains settings that are applicable to Purchase module.



16.6.1 Auto post to General/Ledger
When supplier invoice and supplier payment post to financial transaction.

16.6.2 Credit Ledger
Select the appropriate transaction credit ledger.

16.6.3 Debit Ledger
Select the appropriate transaction debit ledger.

16.6.4 Payment Credit Ledger
Select the appropriate transaction credit ledger for payments

16.6.5 Payment Debit Ledger
Select the appropriate transaction debit ledger for payments

16.6.6 Quote Number Prefix
This setting can be used to add prefix of quote number.

16.6.7 PO Number Prefix
This setting can be used to add prefix of purchase order number.

16.6.8 SI Number Prefix
This setting can be used to add prefix of supplier invoice number.

16.6.9 Quote Components
The user can configure the quote components, which will be included in the printed quote.

16.6.10 Purchase Order Components

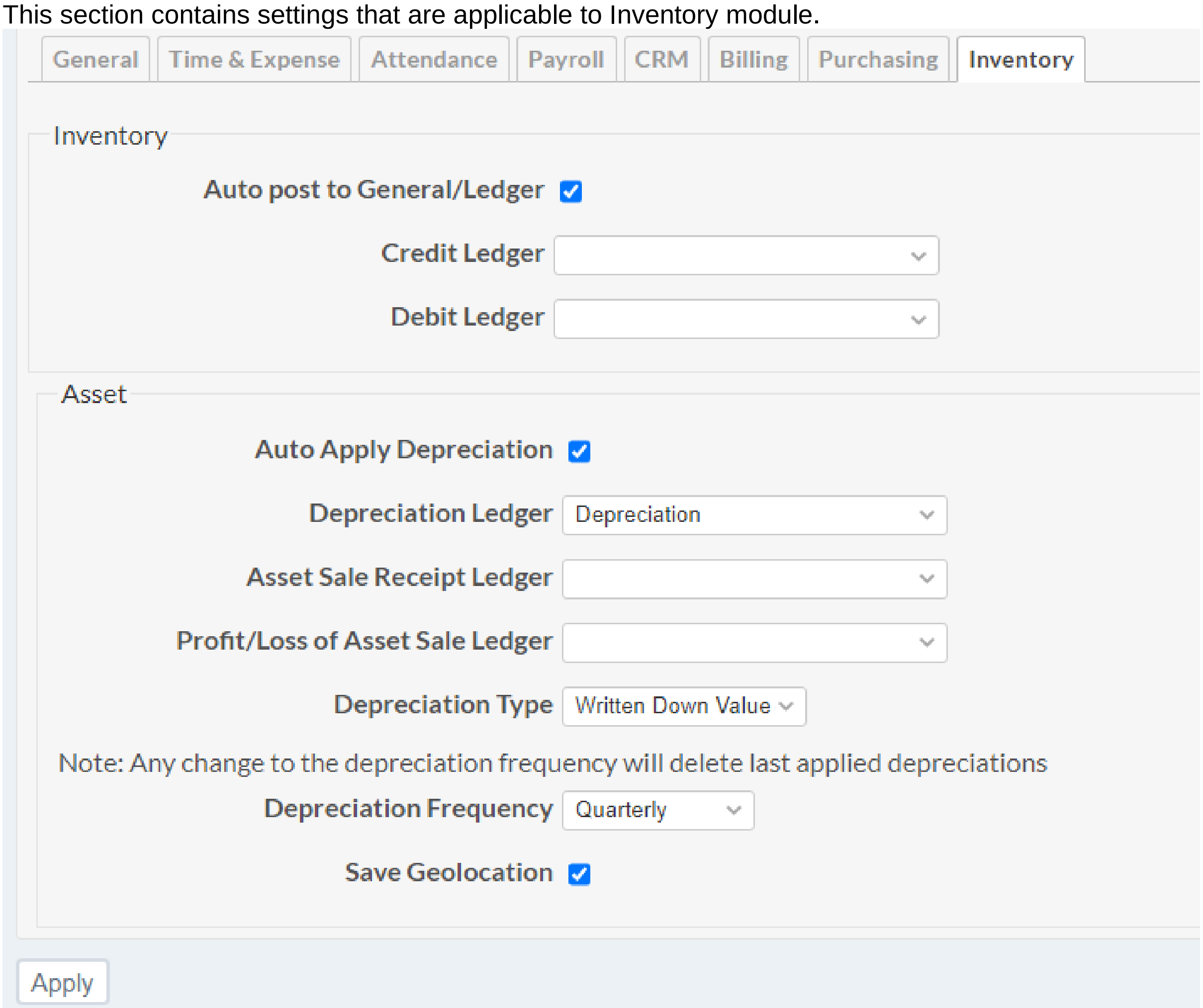
The user can configure the purchase order components, which will be included in the printed purchase order.

16.6.11 Supplier Invoice Components

The user can configure the supplier invoice components, which will be included in the printed supplier invoice.

16.7 Inventory

This section contains settings that are applicable to Inventory module.



16.7.1 Auto post to General/Ledger

When supplier invoice and supplier payment post to financial transaction.

16.7.2 Credit Ledger

Select the appropriate transaction credit ledger.

16.7.3 Debit Ledger

Select the appropriate transaction debit ledger.

16.7.4 Auto Apply Depreciation

The scheduler job runs automatically to generate the asset depreciation at the end of depreciation period.

16.7.5 Depreciation Ledger

The depreciation ledger in accounting module

16.7.6 Depreciation Type

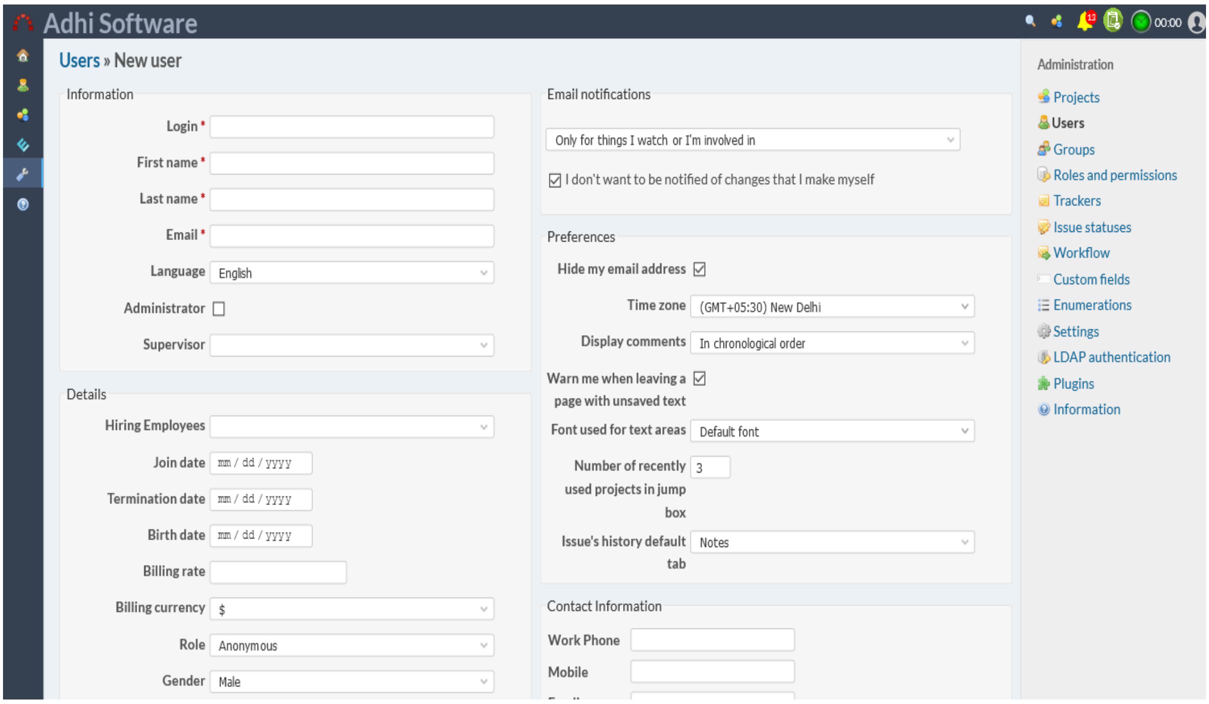
Type of depreciation; Straight line and WDV.

16.7.7 Depreciation Frequency

User can set the depreciation frequency.

16.8 ERPmine User fields

Add some additional fields for user like bank name, bank code, account number, joining date, termination date and etc



Fields Description:
Supervisor: Approves timesheet and leave request.
Join date: Displayed in payroll Reports, Attendance Reports, payslip Report.
Termination Date: If the Termination date is filled in, the payroll will not be generated for him.
Birthdate: Displayed in Attendance Reports.
Billing Rate and Billing Currency: used in the Billing module to generate an invoice.
Role: Used in the shift schedule configuration and displayed in Attendance Reports.
Gender: Displayed in payroll Report.
Department: Used in the shift schedule configuration

Location: used in the timesheet
Bank name, Bank account number, Bank code: Displayed in a payroll bank report
Tax ID: Displayed in Tax report.

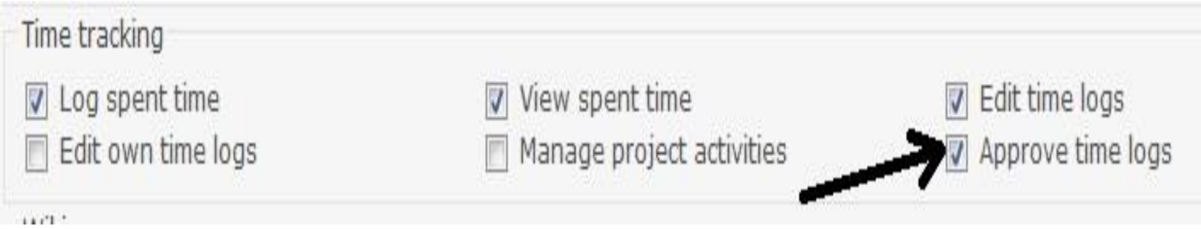
If you would like to have a demo setup, we will show you a demo of erpmine.

17 Redmine Settings

There are certain settings of redmine which influence the functionality of the Time & Attendance plugin.

17.1 Approve Time Logs Permission

A new permission is defined for time/expense sheets approval under “Time tracking” section. The user with “**Approve time logs”** permission along with “**Log spent time”** and “**Edit time logs**” permission will be allowed to approve, unapproved and reject time and expense sheets.



17.2 Permissions

The roles (manager, developer, reporter etc.) defined in redmine are assigned with a set of permissions. Administrators can define roles and configure its permission by navigating to **Administration → Roles and permissions**. A user can have different roles for different projects and also a project member can have multiple roles assigned for single project.

Following are some of the privileges defined in time tracking section **[An extract from Redmine User Guide]**

Log spent time - Allow user to log time on the project
View spent time - Allow user to view the time logs on the project
Edit time logs - Allow user to edit any time log
Edit own time logs - Edit own time logs

The rules for Roles and permission in the context of **Time & Attendance** is as follows

#	Feature	View spent time	Log spent time	Edit own time logs	Edit time logs	Approve time logs
1	Time & Expense List Page	X	X			
2	New Time & Expense Sheet		X			
3	Edit Time & Expense sheet			X		
4	Edit Other’s Time & Expense Sheet				X	
5	Approve Time & Expense					X

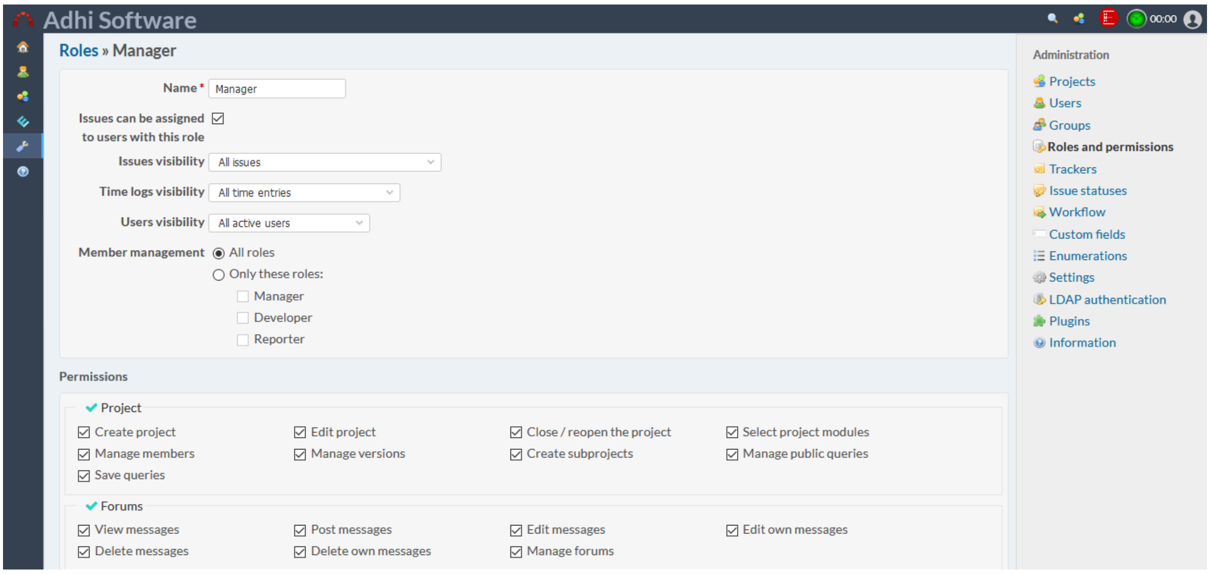
Note: There are no separate permissions for expense; it uses the permission from spent time.

17.2.1 Issue Visibility

17.2.2

[An extract from Redmine User Guide]
Assuming that the role includes the *View Issues* permission, the following rules apply to the issues of the projects the user is tied to through it:

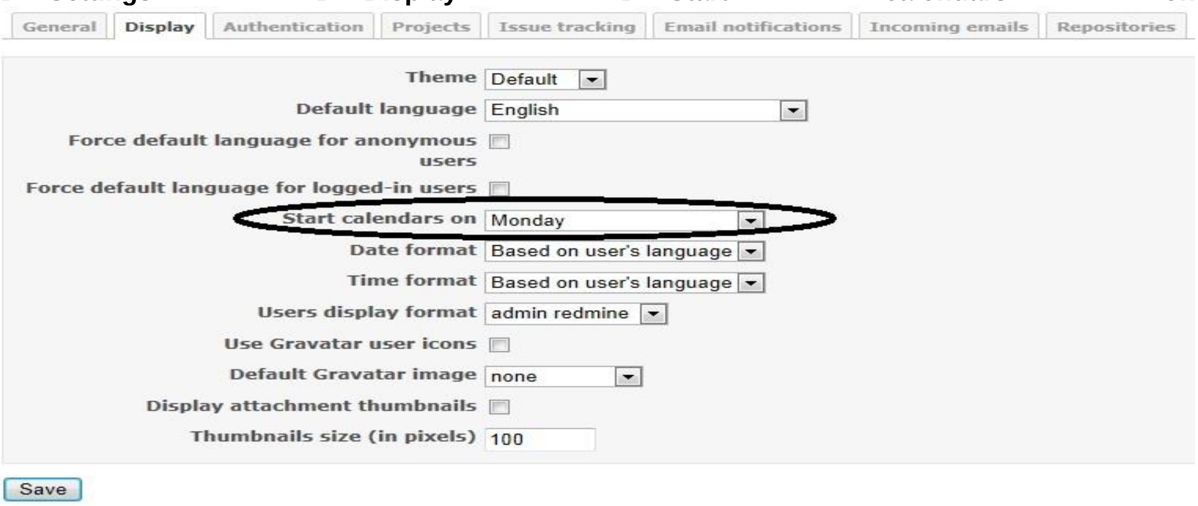
All issues - the user can see all issues. This is the default.
All non-private issues - the user can see all issues which are not marked as private.
Issues created by or assigned to the user - the user can only see issues created by or assigned to



The issue dropdown in time & expense sheet is filled based on Issue Visibility for the role assigned to project members.

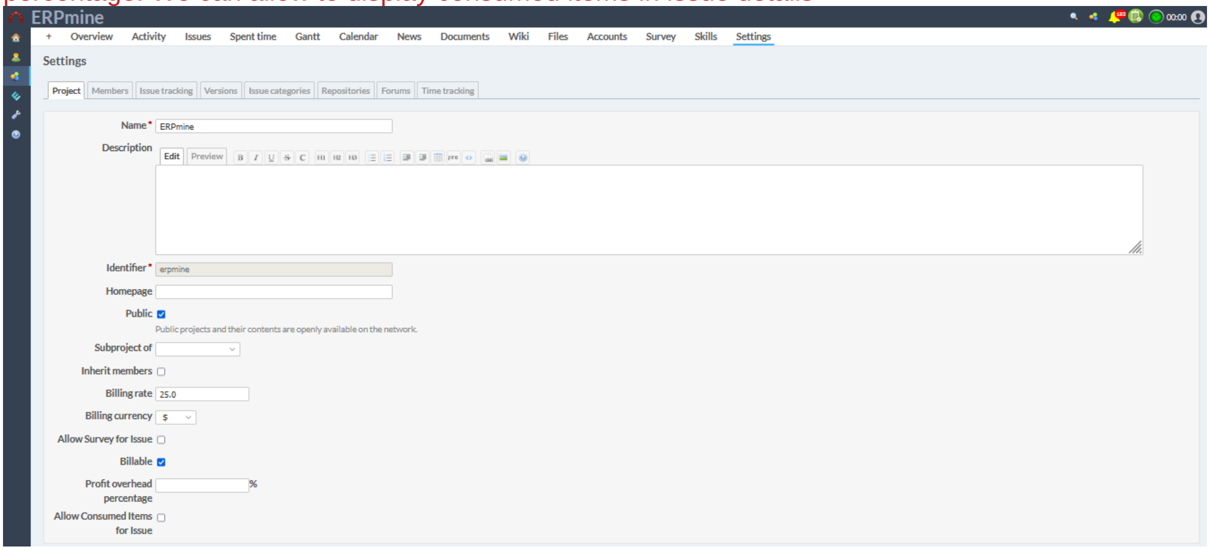
17.3 Start of Week

The start of the week on the time & expense sheet can be configured to "Monday", "Saturday", "Sunday" or "Based on user's language". If "Based on user's language" is set, then start of the week will be the day defined in language file. Start of the week can be configured by navigating to **Administration → Settings → Display → Start calendars on**



17.4 Project Setting

Project based setting can be configured here. We can define the Project Billing rate and currency for the project. We can enter the project whether its billable or not. We can fix the Profit overhead percentage. We can allow to display consumed items in issue details



18 PDF & CSV

The time & expense sheet can be exported into pdf or csv format. To take a csv report click on the csv link and for the pdf report click on the pdf link.

19 REST API

REST API supports both XML and JSON. It supports following functionalities.

- Get list of time/expense sheets
- Get list of clock in/out
- Get list of payroll
- Get list of leads
- Get list of account
- Get list of activities
- Get list of contacts
- Get list of invoice
- Get list of payments
- Create time/expense sheet
- Update a time/expense sheet
- Update a clock in/out

- Update a leads
- Update a account
- Update a activities
- Update a contacts
- Update a invoice
- Update a payment
- Get a time/expense sheet
- Get a clock in/out
- Get a payroll
- Get a lead
- Get a account
- Get a activities
- Get a contact
- Get a invoice
- Get a payment
- Delete a time/expense sheet
- Delete a time/expense entries

API requires authentication for each request. The API validates the user and responds with 401 Unauthorized if user did not have required privileges. For more information on REST API configuration, please refer to the Redmine User Guide.

19.1 List Time/Expense Sheets

List of time and expense sheet can be retrieved using the list API. By default, it returns time and expense sheets for the current month if the parameters **from** and **to** is not specified. If **from** and **to** is specified then time/expense sheet for that particular date range will be retrieved.

Request Type	URL	Response
Time		
GET	/wktime/index.xml?user_id=9999&from=2013-01-01 &to=2013-08-01	list of timesheets of a user as xml/json
	/wktime/index.json?user_id=9999	
Expense		
GET	/wkexpense/index.xml?user_id=9999 &from=2013-01-01&to=2013-08-01	list of expense sheets of a user as xml/json
	/wkexpense/index.json?user_id=9999 &from=2013-01-01&to=2013-08-01&limit=25&offset=0	
	/wkpayment/index.json?	

Parameters		
user_id	Required	user_id for whom, list of time/expense sheet is to be retrieved. If 0, then list of time/expense sheets for all user is retrieved.
project_id	Optional	Use this parameter, if project_id = 0 is used i.e., to get list of time/expense sheets of all user under one project.
from	Optional	Specifies the start of the date range
to	Optional	Specifies the end of the date range
offset	Optional.	The offset of the first item to retrieve
limit	Optional	Number of records to be retrieved (default is 25)

Sample XML Response (for Time)

```xml
<?xml version="1.0" encoding="UTF-8"?>
<wk_times total_count="1" offset="0" limit="25" type="array">
  <wk_time>
    <user id="5" name="Chandra Durairaj"/>
    <hours>10.0</hours>
    <startdate>2013-08-19</startdate>
    <status>n</status>
  </wk_time>
</wk_times>
```


User Billing Rate
User Billing Currency

Sample JSON Response (for Time)


```json
{"wk_times":
        [
                {
                 "user":{"id":5,"name":"Chandra Durairaj"},
                 "hours":10.0,
                 "startdate":"2013-08-19",
                 "status":"n"
                }
        ],
        "total_count":1,
        "offset":0,
        "limit":25
}
```


19.2 List of Clock in/out

List of Clock in/out can be retrieved using the list API. By default, it returns clock in/out for the current month if the parameters from and to is not specified. If from and to is specified then clock in/out for that particular date range will be retrieved.

Request Type	URL	Response
Clock in/out		
GET	/wkattendance/clockindex.xml?user_id=1 /wkattendance/clockindex.json?user_id=1	list of Clockin/out sheets of a user as xml/json

Parameters		
group_id	Optional	group_id for whom, list of clock in/out is to be retrieved.
user_id	Required	user_id for whom, list of clock in/out is to be retrieved.
Period	Optional	Specifies the date range
from	Optional	Specifies the start of the date range
to	Optional	Specifies the end of the date range

Sample XML Response (for Clock in/out)


```xml
<wk_clkinout total_count="32" offset="0" limit="25" type="array">
<clk_entry>
<id>1</id>
```

<name>Redmine Admin</name>
<clock_in>00:00</clock_in>
<clock_out>09:44</clock_out>
<hours>9.74</hours>
<startdate>2020-06-30</startdate>
</clk_entry>
</wk_clkinout>

Sample JSON Response (for Clock in/out)


```
{
 "wk_clkinout": [
  {
    "id": 1,
    "name": "Redmine Admin",
    "clock_in": "00:00",
    "clock_out": "09:44",
    "hours": 9.74,
    "startdate": "2020-06-30"
  },]
}
```


19.3 List of Payroll

List of payroll can be retrieved using the list API. By default, it returns payroll for the current month if the parameters from and to is not specified. If from and to is specified then payroll for that particular date range will be retrieved.

Request Type	URL	Response
Payroll		
GET	/wkpayroll/index.xml?user_id=1	list of Payroll of a user as xml/json
	/wkpayroll/index.json?user_id=1	

Parameters		
group_id	Optional	group_id for whom, list of payroll is to be retrieved.
User_id	Required	user_id for whom, list of payroll is to be retrieved.
Period	Optional	Specifies the date range
from	Optional	Specifies the start of the date range
to	Optional	Specifies the end of the date range

Sample XML Response (for Payroll)

<wk_payroll type="array">
<entry>
<id>1</id>
<name>Redmine Admin</name>
<joindate>2018-03-01</joindate>
<saldate>2020-06-01</saldate>
<basic>60000</basic>
<allowance>32700</allowance>
<deduction>9289</deduction>
<currency>$</currency>
</entry>
</wk_payroll>

Sample JSON Response (Payroll)


```
{
  "wk_payroll": [
    {
      "id": 1,
      "name": "Redmine Admin",
      "joindate": "2018-03-01",
      "saldate": "2020-06-01",
      "basic": 60000,
      "allowance": 32700,
      "deduction": 9289,
      "currency": "$"
    },]
}
```


19.4 List of Leads

List of Leads can be retrieved using the list API. By default, it returns payroll for the current month if the parameters from and to is not specified. If from and to is specified then payroll for that particular date range will be retrieved.

Request Type	URL	Response
Lead		
GET	/wklead/index.xml	list of Lead of a user as xml/json
	/wklead/index.json	

Parameters		
lead_name	Optional	lead_name for whom, list of lead is to be retrieved.
status	Optional	Status of the lead
Location-id	Optional	Specifies the location of the lead

Sample XML Response (for Leads)


```
<wk_lead total_count="5" offset="0" limit="25" type="array">
<entry>
<id>128</id>
<status>New</status>
<name> Martin</name>
<location>Adhi software</location>
</entry>
</wk_lead>
```


Sample JSON Response (for Leads)


```
{
  "wk_lead": [
    {
      "id": 128,
      "status": "New",
      "name": " Martin",
      "location": "Adhi software"
    },]
}
```

19.5 List of Accounts

List of accounts can be retrieved using the list API. By default, it returns accounts for the current month if the parameters from and to is not specified. If from and to is specified then accounts for that particular date range will be retrieved.

Request Type	URL	Response
Accounts		
GET	/wkcrmaccount/index.xml	list of account of a user as xml/json
	/wkcrmaccount/index.json	

Parameters		
location_id	Optional	Specifies the location of the account
Account name	Optional	Specifies the account name

Sample XML Response (for Accounts)

```
&lt;wk_accounts total_count="12" offset="0" limit="25" type="array"&gt;
&lt;entry&gt;
&lt;id&gt;78&lt;/id&gt;
&lt;name&gt;Maxwell&lt;/name&gt;
&lt;location&gt;Adhi software&lt;/location&gt;
&lt;address&gt;KK nagar&lt;/address&gt;
&lt;work_phone/&gt;
&lt;country/&gt;
&lt;city/&gt;
&lt;/entry&gt;
&lt;/wk_accounts&gt;
```

Sample JSON Response (for Accounts)

```
{
  "wk_accounts": [
   {
    "id": 78,
    "name": "Maxwell",
    "location": "Adhi software",
    "address": "KK nagar",
    "work_phone": "",
    "country": "",
    "city": ""
   },]
}
```

19.6 List of Activities

List of activities can be retrieved using the list API. By default, it returns activities for the current month if the parameters from and to is not specified. If from and to is specified then activities or that particular date range will be retrieved.

Request Type	URL	Response
Activity		

GET	/wkcrmactivity/index.xml /wkcrmactivity/index.json	list of activity of a user as xml/json

Parameters		
activity_type	Optional	activity_type for whom, list of activity is to be retrieved.
Related_to	Optional	Specifies the related to activity
period	Optional	Specifies the date range
from	Optional	Specifies the start of the date range
to	Optional	Specifies the end of the date range

Sample XML Response (for Activities)


```
<wk_activities total_count="1" offset="0" limit="25" type="array">
<entry>
<id>44</id>
<activity_type>Meeting</activity_type>
<subject>API Call</subject>
<status>Planned</status>
<related_to>Account</related_to>
<start_date>2020-05-18 00:00:00</start_date>
<end_date>2020-05-18 00:00:00</end_date>
</entry>
</wk_activities>
```


Sample JSON Response (for Activities)


```
{
 "wk_activities": [
  {
   "id": 44,
   "activity_type": "Meeting",
   "subject": "API Call",
   "status": "Planned",
   "related_to": "Account",
   "start_date": "2020-05-18 00:00:00",
   "end_date": "2020-05-18 00:00:00"
  }
 ],
 "total_count": 1,
 "offset": 0,
 "limit": 25
}
```


19.7 List of Contacts

List of contacts can be retrieved using the list API. By default, it returns contacts for the current month if the parameters from and to is not specified. If from and to is specified then contacts or that particular date range will be retrieved.

Request Type	**URL**	**Response**
Contacts		

GET	/wkcrmcontact/index.xml /wkcrmcontact/index.json	list of contact of a user as xml/json

Parameters		
contact_name	Optional	Specifies the contact name
Account_id	Optional	Specifies the account_id
Location_id	Optional	Specifies the location_id

Sample XML Response (for Contacts)


```
<wk_contact total_count="11" offset="0" limit="25" type="array">
<entry>
<id>188</id>
<name> Test2</name>
<location>Adhi software</location>
<title/>
</entry>
</wk_contact>
```


Sample JSON Response (for Contacts)


```
{
 "wk_contact": [
  {
   "id": 188,
   "name": " Test2",
   "location": "Adhi software",
   "title": ""
  },]
}
```


19.8 List of invoice

List of invoice can be retrieved using the list API. By default, it returns invoice for the current month if the parameters from and to is not specified. If from and to is specified then invoice or that particular date range will be retrieved.

Request Type	**URL**	**Response**
Invoice		
GET	/wkinvoice/index.xml wkinvoice/index.json	list of invoice of a user as xml/json

Parameters		
contact_id	Optional	contact_id for whom, list of invoice is to be retrieved
Account_id	Optional	account_id for whom, list of invoice is to be retrieved
Project_id	Optional	project_id for whom, list of invoice is to be retrieved
Period	Optional	Specifies the date range
from	Optional	Specifies the start of the date range
to	Optional	Specifies the end of the date range

Sample XML Response (for invoice)

```
<wk_invoice total_count="106" offset="0" limit="25" type="array">
<entry>
<id>1</id>
<invoice_number>1</invoice_number>
<name> Bhargav </name>
<project>survey</project>
<invoice_date>2019-03-08</invoice_date>
<start_date>2019-01-01</start_date>
<end_date>2019-03-31</end_date>
<status>open</status>
<quantity>5.5000</quantity>
<amount>714.00</amount>
<org_amount>714.00</org_amount>
<org_currency>$</org_currency>
<currency>$</currency>
</entry>
</wk_invoice>
```


Sample JSON Response (for invoice)


```
{
 "wk_invoice": [
  {
   "id": 1,
   "invoice_number": "1",
   "name": " Bhargav ",
   "project": "survey",
   "invoice_date": "2019-03-08",
   "start_date": "2019-01-01",
   "end_date": "2019-03-31",
   "status": "open",
   "quantity": "5.5000",
   "amount": "714.00",
   "org_amount": "714.00",
   "org_currency": "$",
   "currency": "$"
  },]

}
```


19.9 List of Payments

List of Payments can be retrieved using the list API. By default, it returns Payments for the current month if the parameters from and to is not specified. If from and to is specified then Payments or that particular date range will be retrieved.

Request Type	URL	Response
Payment		
GET	/wkpayment/index.xml	list of payment of a user as xml/json
	/wkpayment/index.json	

Parameters

contact_id	Required	contact_id for whom, list of payment is to be retrieved.
Account_id	Optional	account_id for whom, list of payment is to be retrieved.
period	Optional	Specifies the date range
from	Optional	Specifies the start of the date range
to	Optional	Specifies the end of the date range

Sample XML Response (for Payments)

```xml
&lt;wk_payment total_count="10" offset="0" limit="25" type="array"&gt;
&lt;entry&gt;
&lt;id&gt;158&lt;/id&gt;
&lt;name&gt;Addisson&lt;/name&gt;
&lt;type&gt;Account&lt;/type&gt;
&lt;payment_date&gt;2020-05-20&lt;/payment_date&gt;
&lt;payment_type&gt;cash&lt;/payment_type&gt;
&lt;amount&gt;100078.00&lt;/amount&gt;
&lt;org_amount&gt;100078.00&lt;/org_amount&gt;
&lt;org_currency&gt;$&lt;/org_currency&gt;
&lt;currency&gt;$&lt;/currency&gt;
&lt;/entry&gt;
&lt;/wk_payment&gt;
```

Sample JSON Response (for Payments)

```json
{
  "wk_payment": [
    {
      "id": 158,
      "name": "Addisson",
      "type": "Account",
      "payment_date": "2020-05-20",
      "payment_type": "cash",
      "amount": "100078.00",
      "org_amount": "100078.00",
      "org_currency": "$",
      "currency": "$"
    },]
}
```

19.10 Create Time/Expense Sheet

Time and Expense sheet can be created using the create API.

Request Type	URL	Response
Time		
POST	/wktime/update.xml?wktime_save=Save	200 OK. Creates a timesheet
	/wktime/update.xml?wktime_submit=Submit	200 OK. Creates and set timesheet to submitted state
Expense		
POST	/wkexpense/update.xml?wktime_save=Save	200 OK. Creates an expensesheet
	/wkexpense/update.json?wktime_submit=Submit	200 OK.

		Creates and set expensesheet to submitted state

Sample XML data to be posted (for Time)


```
<?xml version="1.0" encoding="UTF-8"?>
<wk_time>
  <user name="Chandra Durairaj" id="5"/>
  <startday>2013-08-19</startday>
  <status>New</status>
  <total>6.0</total>
  <custom_fields type="array">
    <custom_field name="Purchase Order" id="12">
      <value/>
    </custom_field>
 </custom_fields>
  <time_entries type="array">
    <time_entry>
      <project name="Vitals Software" id="1"/>
      <issue id="1"/>
      <user name="Chandra Durairaj" id="5"/>
      <activity name="Design" id="10"/>
      <hours>4.0</hours>
      <comments/>
      <spent_on>2013-08-19</spent_on>
      <custom_fields type="array">
        <custom_field name="Difficulties" id="15">
          <value/>
        </custom_field>
      </custom_fields>
    </time_entry>
    <time_entry>
      <project name="Vitals Software" id="1"/>
      <issue id="1"/>
      <user name="Chandra Durairaj" id="5"/>
      <activity name="Design" id="10"/>
      <hours>2.0</hours>
      <comments/>
      <spent_on>2013-08-21</spent_on>
      <custom_fields type="array">
        <custom_field name="Difficulties" id="15">
          <value/>
        </custom_field>
      </custom_fields>
    </time_entry>
  </time_entries>
</wk_time>
```


Sample XML data to be posted (For Expense)


```
<?xml version="1.0" encoding="utf-8"?>
<wk_expense>
  <user id="5" name="Chandra Durairaj"/>
  <startday>2013-08-26</startday>
  <status>New</status>
  <total>75.0</total>
```

```xml
  <wk_expense_entries type="array">
    <wk_expense_entry>
      <id>84</id>
      <project id="22" name="Expense"/>
      <issue id="50"/>
      <user id="5" name="Chandra Durairaj"/>
      <activity id="8" name="Design"/>
      <amount>25.0</amount>
      <currency>$</currency>
      <comments/>
      <spent_on>2013-08-26</spent_on>
    </wk_expense_entry>
    <wk_expense_entry>
      <id>85</id>
      <project id="22" name="Expense"/>
      <issue id="51"/>
      <user id="5" name="Chandra Durairaj"/>
      <activity id="8" name="Design"/>
      <amount>50.0</amount>
      <currency>$</currency>
      <comments/>
      <spent_on>2013-08-27</spent_on>
    </wk_expense_entry>
  </wk_expense_entries>
</wk_expense>
```


19.11 Update Time/Expense Sheet

Time & Expense sheet can be updated suing update API. Any one of the following action and its value should be sent for the corresponding functionalities.

- wktime_save=Save
- wktime_submit=Submit
- wktime_unsubmit=Unsubmit
- wktime_approve=Approve
- wktime_reject=Reject
- wktime_unapprove=Unapprove

Request Type	URL	Response
Time		
POST	/wktime/update.xml?wktime_save=Save	200 OK. Updates a timesheet
	/wktime/update.xml?wktime_submit=Submit	200 OK. Update and set timesheet status to “Submitted”
	/wktime/update.xml? wktime_unsubmit=Unsubmit	200 OK. Updates the timesheet status to “New”
	/wktime/update.xml?wktime_approve=Approve	200 OK. Approves a timesheet
	/wktime/update.xml?wktime_reject=Reject	200 OK Rejects a timesheet
	/wktime/update.xml?wktime_unapprove=Unapprove	200 OK. Unapproves a timesheet
Expense		
POST	/wkexpense/update.xml?wktime_save=Save	200 OK.

		Updates an expensesheet
	/wkexpense/update.xml?wktime_submit=Submit	200 OK. Update and set timesheet status to "Submitted"
	/wkexpense/update.xml?wktime_unsubmit=Unsubmit	200 OK. Updates the expensesheet status to "New"
	/wkexpense/update.xml?wktime_approve=Approve	200 OK. Approves an expensesheet
	/wkexpense/update.json?wktime_reject=Reject	200 OK Rejects an expensesheet
	/wkexpense/update.xml?wktime_unapprove=Unapprove	200 OK. Unapproves an expensesheet

Note: If validation failure occurs, then API response will be **422 Unprocessable Entity** otherwise response will be **200 OK** for successful updates.

Sample XML data to be posted (for Time)

In the below sample, two time_entry object contains id and one did not have id, then API will update the two entries which has id and creates a new time_entry for which id is not specified.


```xml
<?xml version="1.0" encoding="UTF-8"?>
<wk_time>
 <user name="Chandra Durairaj" id="5"/>
 <startday>2013-08-19</startday>
 <custom_fields type="array">
  <custom_field name="Purchase Order" id="12">
   <value/>
  </custom_field>
       </custom_fields>
 <time_entries type="array">
  <time_entry>
   <id>1506</id>
   <project name="Vitals Software" id="1"/>
   <issue id="1"/>
   <user name="Chandra Durairaj" id="5"/>
   <activity name="Design" id="10"/>
   <hours>4.0</hours>
   <comments/>
   <spent_on>2013-08-19</spent_on>
   <custom_fields type="array">
    <custom_field name="Difficulties" id="15">
     <value/>
    </custom_field>
   </custom_fields>
  </time_entry>
  <time_entry>
   <id>1507</id>
   <project name="Vitals Software" id="1"/>
   <issue id="1"/>
   <user name="Chandra Durairaj" id="5"/>
   <activity name="Design" id="10"/>
   <hours>2.0</hours>
   <comments/>
```

```
      <spent_on>2013-08-21</spent_on>
      <custom_fields type="array">
        <custom_field name="Difficulties" id="15">
          <value/>
        </custom_field>
      </custom_fields>
    </time_entry>
    <time_entry>
      <project name="Vitals Software" id="1"/>
      <issue id="2"/>
      <user name="Chandra Durairaj" id="5"/>
      <activity name="Design" id="10"/>
      <hours>4.0</hours>
      <comments/>
      <spent_on>2013-08-20</spent_on>
      <custom_fields type="array">
        <custom_field name="Difficulties" id="15">
          <value/>
        </custom_field>
      </custom_fields>
    </time_entry>
  </time_entries>
</wk_time>
```


19.12 Update a Clock in/out

Clock in/out can be update using the update API.

Request Type	URL	Response
Clock in/out		
POST	/wkattendance/update.xml	200 OK.
	/wkattendance/update.json	

Sample XML Response (for clock in/out)


```
<clock_entries type="array">
<clk_entry>
<id>1217</id>
<clock_in>10:00</clock_in>
<clock_out>20:00</clock_out>
<hours>8.0</hours>
</clk_entry>
</clock_entries>
```


Sample JSON Response (for clock in/out)


```
{
  "clock_entries": [
    {
      "id": 1217,
      "clock_in": "10:00",
      "clock_out": "20:00",
      "hours": 8
```

```
    }
  ]
}

}
```

19.13 Update a leads

Leads can be updated using the update API.

Request Type	URL	Response
Leads		
POST	/wklead/ update.xml	200 OK.
	/wklead/ update.json	

Sample XML Response (for leads)

```xml
&lt;lead&gt;
&lt;lead_id&gt;128&lt;/lead_id&gt;
&lt;account_id/&gt;
&lt;status&gt;N&lt;/status&gt;
&lt;opportunity_amount/&gt;
&lt;lead_source_id&gt;1&lt;/lead_source_id&gt;
&lt;referred_by/&gt;
&lt;contact_id&gt;175&lt;/contact_id&gt;
&lt;first_name/&gt;
&lt;last_name&gt;Martin&lt;/last_name&gt;
&lt;department/&gt;
&lt;location_id&gt;5&lt;/location_id&gt;
&lt;description&gt;default location&lt;/description&gt;
&lt;assigned_user_id&gt;0&lt;/assigned_user_id&gt;
&lt;/lead&gt;
```

Sample JSON Response (for Leads)

```json
{
  "lead": {
    "lead_id": 128,
    "account_id": null,
    "status": "N",
    "opportunity_amount": null,
    "lead_source_id": 1,
    "referred_by": "",
    "contact_id": 175,
    "first_name": "",
    "last_name": "Martin",
    "department": "",
    "location_id": 5,
    "description": "default location",
    "assigned_user_id": 0
  }
}
```

19.14 Update a Accounts

Accounts can be updated using the update API.

Request Type	URL	Response
Accounts		
POST	/wkcrmaccount/update.xml	200 OK.
	/wkcrmaccount/update.json	

Sample XML Response (for Account)

```
<wk_account>
<account_id>78</account_id>
<account_name>Maxwell</account_name>
<account_billing>false</account_billing>
<account_category>26</account_category>
<location_id>5</location_id>
<description/>
<address id="18" address1="KK nagar" address2="" work_phone="" mobile="" email="" fax="" city=""
country="" state="" pin="" website=""/>
</wk_account>
```

Sample JSON Response (for Accounts)

```
{
  "wk_account": {
    "account_id": 78,
    "account_name": "Maxwell",
    "account_billing": false,
    "account_category": "26",
    "location_id": 5,
    "description": "",
    "address": {
      "id": 18,
      "address1": "KK nagar",
      "address2": "",
      "work_phone": "",
      "mobile": "",
      "email": "",
      "fax": "",
      "city": "",
      "country": "",
      "state": "",
      "pin": null,
      "website": ""
    }
  }
}
```

19.15 Update a Activities

Activities can be updated using the update API.

Request Type	URL	Response
Activities		
POST	/wkcrmactivity/update.xml	200 OK.
	/wkcrmactivity/update.json	

Sample XML Response (for Activities)

<wk_activity>
<crm_activity_id>44</crm_activity_id>
<activity_type>M</activity_type>
<activity_subject>API Call</activity_subject>
<related_parent>7</related_parent>
<related_to>WkAccount</related_to>
<assigned_user_id/>
<status>P</status>
<activity_direction>I</activity_direction>
<activity_start_date>2020-05-18T00:00:00+05:30</activity_start_date>
<activity_end_date>2020-05-18T00:00:00+05:30</activity_end_date>
<activity_duration>0</activity_duration>
<location/>
<activity_description/>
</wk_activity>

Sample JSON Response (for Activities)


```
{
  "wk_activity": {
    "crm_activity_id": 44,
    "activity_type": "M",
    "activity_subject": "API Call",
    "related_parent": 7,
    "related_to": "WkAccount",
    "assigned_user_id": null,
    "status": "P",
    "activity_direction": "I",
    "activity_start_date": "2020-05-18T00:00:00+05:30",
    "activity_end_date": "2020-05-18T00:00:00+05:30",
    "activity_duration": 0,
    "location": null,
    "activity_description": null
  }
}
```


19.16 Update a Contacts

Activities can be updated using the update API.

Request Type	URL	Response
Contacts		

POST	/wkcrmcontact/update.xml	200 OK.
	/wkcrmcontact/update.xml	

Sample XML Response (for Contact)


```xml
<wk_contact>
<contact_id>188</contact_id>
<first_name/>
<last_name>Test2</last_name>
<address_id/>
<contact_title/>
<department/>
<assigned_user_id>0</assigned_user_id>
<salutation/>
<description/>
<related_to>WkCrmContact</related_to>
<related_parent>176</related_parent>
<contact_type>C</contact_type>
<location_id>5</location_id>
<relationship_id>0</relationship_id>
</wk_contact>
```


Sample JSON Response (for Contact)


```json
{
 "wk_contact": {
  "contact_id": 188,
  "first_name": "",
  "last_name": "Test2",
  "address_id": null,
  "contact_title": "",
  "department": "",
  "assigned_user_id": 0,
  "salutation": "",
  "description": "",
  "related_to": "WkCrmContact",
  "related_parent": 176,
  "contact_type": "C",
  "location_id": 5,
  "relationship_id": 0
 }
}
```


19.17 Update a Invoice

Invoice can be updated using the update API.

Request Type	URL	Response
Payment		
POST	/wkinvoice/update.xml	200 OK.
	/wkinvoice/update.json	

Sample XML Response (for Invoice)


```xml
<invoice>
<invoice_id>1</invoice_id>
<invoice_number>1</invoice_number>
<inv_date>2019-03-08</inv_date>
<inv_start_date>2019-01-01</inv_start_date>
<inv_end_date>2019-03-31</inv_end_date>
<field_status>o</field_status>
<modifier_id>1</modifier_id>
<modifier_name>Redmine Admin</modifier_name>
<parent_name> Bhargav </parent_name>
<gl_transaction_id>969</gl_transaction_id>
<parent_type>WkCrmContact</parent_type>
<parent_id>1</parent_id>
<invoice_type>I</invoice_type>
<invoice_num_key>1</invoice_num_key>
<invoiceItemEntries type="array">
<invoice_item>
<item_id>1</item_id>
<name>sprint2</name>
<project_id>1</project_id>
<rate>200.0</rate>
<amount>600.0</amount>
<quantity>3.0</quantity>
<hd_item_type>i</hd_item_type>
<currency>$</currency>
<original_currency>$</original_currency>
<original_amount>600.0</original_amount>
</invoice_item>
</invoiceItemEntries>
</invoice>
```


Sample JSON Response (for Invoice)


```json
{
  "invoice": {
    "invoice_id": 1,
    "invoice_number": "1",
    "inv_date": "2019-03-08",
    "inv_start_date": "2019-01-01",
    "inv_end_date": "2019-03-31",
    "field_status": "o",
    "modifier_id": 1,
    "modifier_name": "Redmine Admin",
    "parent_name": " Bhargav ",
    "gl_transaction_id": 969,
    "parent_type": "WkCrmContact",
    "parent_id": 1,
    "invoice_type": "I",
    "invoice_num_key": 1,
    "invoiceItemEntries": [
      {
        "item_id": 1,
        "name": "sprint2",
        "project_id": 1,
        "rate": "200.0",
```

```
        "amount": "600.0",
        "quantity": 3,
        "hd_item_type": "i",
        "currency": "$",
        "original_currency": "$",
        "original_amount": "600.0"
      },]
}}
```


19.18 Update a Payment

Payment can be updated using the update API.

Request Type	URL	Response
Payment		
POST	/wkpayment/update.xml	200 OK.
	/wkpayment/update.json	

Sample XML Response (for Payments)


```
<wk_payment>
<payment_id>158</payment_id>
<payment_type_id>36</payment_type_id>
<payment_date>2020-05-20</payment_date>
<reference_number/>
<description>AccName:Addisson InvNo:#26 PaymentAmt:$100078.00</description>
<related_parent>1</related_parent>
<related_to>WkAccount</related_to>
<payment_entries type="array">
<entry>
<invoice_id>71</invoice_id>
<payment_item_id>438</payment_item_id>
<credit_issued>false</credit_issued>
<invoice_no>26</invoice_no>
<invoice_org_amount>168.0</invoice_org_amount>
<payment_org_amount>100168.0</payment_org_amount>
<invoice_org_currency>$</invoice_org_currency>
<paid_amount>100078.0</paid_amount>
<amount>100078.0</amount>
</entry>
</payment_entries>
</wk_payment>
```


Sample JSON Response (for Payment)


```
{
  "wk_payment": {
    "payment_id": 158,
    "payment_type_id": 36,
    "payment_date": "2020-05-20",
    "reference_number": "",
    "description": "AccName:Addisson InvNo:#26 PaymentAmt:$100078.00",
    "related_parent": 1,
```

```
    "related_to": "WkAccount",
    "payment_entries": [
      {
        "invoice_id": 71,
        "payment_item_id": 438,
        "credit_issued": false,
        "invoice_no": "26",
        "invoice_org_amount": "168.0",
        "payment_org_amount": "100168.0",
        "invoice_org_currency": "$",
        "paid_amount": "100078.0",
        "amount": "100078.0"
      }
    ]
  }
}
```


19.19 Get Time/Expense Sheet

Request Type	URL	Response
Time		
GET	/wktime/edit.xml?user_id=9999&startday=2013-07-29	Timesheet of a user for a week
	/wktime/edit.json?user_id=9999&startday=2013-07-29	
Expense		
GET	/wkexpense/edit.xml?user_id=9999&startday=2013-07-29	Expensesheet of a user for a week
	/wkexpense/edit.json?user_id=9999&startday=2013-07-29	

Parameters		
user_id	Required	User_id for whom time/expense sheet is to be retrieved
startday	Required	Specifies the start of the week

Sample XML Response (for Time)


```
<?xml version="1.0" encoding="UTF-8"?>
<wk_time>
  <user name="Chandra Durairaj" id="5"/>
  <startday>2013-08-19</startday>
  <status>New</status>
  <total>6.0</total>
  <custom_fields type="array">
    <custom_field name="Purchase Order" id="12">
      <value/>
    </custom_field>
  </custom_fields>
  <time_entries type="array">
    <time_entry>
      <id>1506</id>
      <project name="Vitals Software" id="1"/>
      <issue id="1"/>
      <user name="Chandra Durairaj" id="5"/>
```

```
    <activity name="Design" id="10"/>
    <hours>4.0</hours>
    <comments/>
    <spent_on>2013-08-19</spent_on>
    <custom_fields type="array">
      <custom_field name="Difficulties" id="15">
        <value/>
      </custom_field>
    </custom_fields>
  </time_entry>
  <time_entry>
    <id>1507</id>
    <project name="Vitals Software" id="1"/>
    <issue id="1"/>
    <user name="Chandra Durairaj" id="5"/>
    <activity name="Design" id="10"/>
    <hours>2.0</hours>
    <comments/>
    <spent_on>2013-08-21</spent_on>
    <custom_fields type="array">
      <custom_field name="Difficulties" id="15">
        <value/>
      </custom_field>
    </custom_fields>
  </time_entry>
 </time_entries>
</wk_time>
```


Sample JSON Response


```
{"wk_time":
        {
                "user":{"id":5,"name":"Chandra Durairaj"},
                "startday":"2013-08-19",
                "status":"New",
                "total":6.0,
                "custom_fields":[
                {"id":12,"name":"Purchase Order","value":"233"}
                ],
                "time_entries":[
                {
                        "id":1506,
                        "project":{"id":1,"name":"Vitals Software"},
                        "issue":{"id":1},
                        "user":{"id":5,"name":"Chandra Durairaj"},
                        "activity":{"id":10,"name":"Design"},
                        "hours":4.0,
                        "spent_on":"2013-08-19",
                        "custom_fields":[
                        {"id":15,"name":"Difficulties"}
                        ]
                },
                {
                        "id":1507,
                        "project":{"id":1,"name":"Vitals Software"},
                        "issue":{"id":1},
```

"user":{"id":5,"name":"Chandra Durairaj"},
"activity":{"id":10,"name":"Design"},
"hours":2.0,
"spent_on":"2013-08-21",
"custom_fields":[
{"id":15,"name":"Difficulties"}
]
}]
}
}

19.20 Get Clock in/out

Request Type	URL	Response
Clkin/out		
GET	/wkattendance/clockedit.xml?date=2020-06-26&user_id=1	200 OK.
	/wkattendance/clockedit.json?date=2020-06-26 &user_id=1	

Parameters		
user_id	Required	User_id for whom clock in/out is to be retrieved

Sample XML Response (for clock in/out)


```
<clock_entries type="array">
<clk_entry>
<id>1217</id>
<clock_in>10:00</clock_in>
<clock_out>20:00</clock_out>
<hours>8.0</hours>
</clk_entry>
</clock_entries>
```


Sample JSON Response (for clock in/out)


```
{
  "clock_entries": [
    {
      "id": 1217,
      "clock_in": "10:00",
      "clock_out": "20:00",
      "hours": 8
    }
  ]
}

}
```


19.21 Get payroll

Request Type	URL	Response
Payroll		

GET	/wkpayroll/edit.xml?isPreview=false&salary_date=2019-12-01&tab=wkpayroll&user_id=1	200 OK.
	/wkpayroll/edit.json?isPreview=false&salary_date=2019-12-01&tab=wkpayroll&user_id=1	

Parameters		
user_id	Required	User_id for whom payroll is to be retrieved

Sample XML Response (for Payroll)

```
&lt;wk_payroll&gt;
&lt;basic&gt;[["Basic", 40000, "$"]]&lt;/basic&gt;
&lt;allowance&gt;
[["HRA", 18500, "$"], ["conveyance", 8000, "$"], ["Eduaction Allowance", 1200, "$"], ["Medical", 5000, "$"]]
&lt;/allowance&gt;
&lt;deduction&gt;
[["ESI", 0, "$"], ["PF", 4800, "$"], ["Prof tax", 0, "$"], ["TDS", 4615, "$"], ["cab", 600, "$"]]
&lt;/deduction&gt;
&lt;/wk_payroll&gt;
```

Sample JSON Response (for Payroll)

```
  {
 "wk_payroll": {
  "basic": [
   [
    "Basic",
    40000,
    "$"
   ]
  ],
  "allowance": [
   [
    "HRA",
    18500,
    "$"
   ],
   [
    "conveyance",
    8000,
    "$"
   ],
   [
    "Eduaction Allowance",
    1200,
    "$"
   ],
   [
    "Medical",
    5000,
    "$"
   ]
  ],
  "deduction": [
   [
    "ESI",
```

```
        0,
        "$"
      ],
      [
        "PF",
        4800,
        "$"
      ],
      [
        "Prof tax",
        0,
        "$"
      ],
      [
        "TDS",
        4615,
        "$"
      ],
      [
        "cab",
        600,
        "$"
      ]
    ]
  }
}
```


19.22 Get Leads

Request Type	URL	Response
Lead		
GET	/wklead/edit.xml?address_id=&lead_id=128	200 OK.
	/wklead/edit.json?address_id=&lead_id=128	

Parameters		
Lead_id	Required	Lead_id for whom leads is to be retrieved
address_id	Required	address_id for whom lead address is to be retrieved

Sample XML Response (for leads)


```
<lead>
<lead_id>128</lead_id>
<account_id/>
<status>N</status>
<opportunity_amount/>
<lead_source_id>1</lead_source_id>
<referred_by/>
<contact_id>175</contact_id>
<first_name/>
<last_name>Martin</last_name>
<department/>
```

<location_id>5</location_id>
<description>default location</description>
<assigned_user_id>0</assigned_user_id>
</lead>

Sample JSON Response (for Leads)


```
{
  "lead": {
    "lead_id": 128,
    "account_id": null,
    "status": "N",
    "opportunity_amount": null,
    "lead_source_id": 1,
    "referred_by": "",
    "contact_id": 175,
    "first_name": "",
    "last_name": "Martin",
    "department": "",
    "location_id": 5,
    "description": "default location",
    "assigned_user_id": 0
  }
}
```


19.23 Get Account

Request Type	URL	Response
Account		
GET	/wkcrmaccount/edit.xml?account_id=78&address_id=18	200 OK.
	/wkcrmaccount/edit.json?account_id=78&address_id=18	

Parameters		
account_id	Required	account_id for whom leads account is to be retrieved
Address_id	Required	address_id for whom leads address is to be retrieved

Sample XML Response (for Accounts)

<wk_account>
<account_id>78</account_id>
<account_name>Maxwell</account_name>
<account_billing>false</account_billing>
<account_category>26</account_category>
<location_id>5</location_id>
<description/>
<address id="18" address1="KK nagar" address2="" work_phone="" mobile="" email="" fax="" city="" country="" state="" pin="" website=""/>
</wk_account>

Sample JSON Response (for Accounts)

```
{
  "wk_account": {
    "account_id": 78,
    "account_name": "Maxwell",
    "account_billing": false,
    "account_category": "26",
    "location_id": 5,
    "description": "",
    "address": {
      "id": 18,
      "address1": "KK nagar",
      "address2": "",
      "work_phone": "",
      "mobile": "",
      "email": "",
      "fax": "",
      "city": "",
      "country": "",
      "state": "",
      "pin": null,
      "website": ""
    }
  }
}
```

19.24 Get Activities

Request Type	URL	Response
Activity		
GET	/wkcrmactivity/edit.xml? activity_id=44 /wkcrmactivity/edit.json? activity_id=44	200 OK.

Parameters		
activity_id	Required	activity_id for whom leads activity is to be retrieved

Sample XML Response (for Activities)

```
&lt;wk_activity&gt;
&lt;crm_activity_id&gt;44&lt;/crm_activity_id&gt;
&lt;activity_type&gt;M&lt;/activity_type&gt;
&lt;activity_subject&gt;API Call&lt;/activity_subject&gt;
&lt;related_parent&gt;7&lt;/related_parent&gt;
&lt;related_to&gt;WkAccount&lt;/related_to&gt;
&lt;assigned_user_id/&gt;
&lt;status&gt;P&lt;/status&gt;
&lt;activity_direction&gt;I&lt;/activity_direction&gt;
&lt;activity_start_date&gt;2020-05-18T00:00:00+05:30&lt;/activity_start_date&gt;
&lt;activity_end_date&gt;2020-05-18T00:00:00+05:30&lt;/activity_end_date&gt;
&lt;activity_duration&gt;0&lt;/activity_duration&gt;
&lt;location/&gt;
&lt;activity_description/&gt;
&lt;/wk_activity&gt;
```

Sample JSON Response (for Activities)


```
{
  "wk_activity": {
    "crm_activity_id": 44,
    "activity_type": "M",
    "activity_subject": "API Call",
    "related_parent": 7,
    "related_to": "WkAccount",
    "assigned_user_id": null,
    "status": "P",
    "activity_direction": "I",
    "activity_start_date": "2020-05-18T00:00:00+05:30",
    "activity_end_date": "2020-05-18T00:00:00+05:30",
    "activity_duration": 0,
    "location": null,
    "activity_description": null
  }
}
```


19.25 Get Contacts

Request Type	URL	Response
Contact		
GET	/wkcrmcontact/edit.xml?contact_id=188	200 OK.
	/wkcrmcontact/edit.json?contact_id=188	

Parameters		
contact_id	Required	contact_id for whom leads contact is to be retrieved

Sample XML Response (for Contact)


```
<wk_contact>
<contact_id>188</contact_id>
<first_name/>
<last_name>Test2</last_name>
<address_id/>
<contact_title/>
<department/>
<assigned_user_id>0</assigned_user_id>
<salutation/>
<description/>
<related_to>WkCrmContact</related_to>
<related_parent>176</related_parent>
<contact_type>C</contact_type>
<location_id>5</location_id>
<relationship_id>0</relationship_id>
</wk_contact>
```


Sample JSON Response (for Contact)


```
{
  "wk_contact": {
    "contact_id": 188,
```

"first_name": "",
"last_name": "Test2",
"address_id": null,
"contact_title": "",
"department": "",
"assigned_user_id": 0,
"salutation": "",
"description": "",
"related_to": "WkCrmContact",
"related_parent": 176,
"contact_type": "C",
"location_id": 5,
"relationship_id": 0
}
}

19.26 Get invoice

Request Type	URL	Response
Invoice		
GET	/wkinvoice/edit.xml?invoice_id=1	200 OK.
	/wkcrmcontact/edit.json?contact_id=188	

Parameters		
invoice_id	Required	invoice_id for whom invoice is to be retrieved

Sample XML Response (for Invoice)

<invoice>
<invoice_id>1</invoice_id>
<invoice_number>1</invoice_number>
<inv_date>2019-03-08</inv_date>
<inv_start_date>2019-01-01</inv_start_date>
<inv_end_date>2019-03-31</inv_end_date>
<field_status>o</field_status>
<modifier_id>1</modifier_id>
<modifier_name>Redmine Admin</modifier_name>
<parent_name> Bhargav </parent_name>
<gl_transaction_id>969</gl_transaction_id>
<parent_type>WkCrmContact</parent_type>
<parent_id>1</parent_id>
<invoice_type>I</invoice_type>
<invoice_num_key>1</invoice_num_key>
<invoiceItemEntries type="array">
<invoice_item>
<item_id>1</item_id>
<name>sprint2</name>
<project_id>1</project_id>
<rate>200.0</rate>

<amount>600.0</amount>
<quantity>3.0</quantity>
<hd_item_type>i</hd_item_type>
<currency>$</currency>
<original_currency>$</original_currency>
<original_amount>600.0</original_amount>
</invoice_item>
</invoiceItemEntries>
</invoice>

Sample JSON Response (for Invoice)


```
{
 "invoice": {
  "invoice_id": 1,
  "invoice_number": "1",
  "inv_date": "2019-03-08",
  "inv_start_date": "2019-01-01",
  "inv_end_date": "2019-03-31",
  "field_status": "o",
  "modifier_id": 1,
  "modifier_name": "Redmine Admin",
  "parent_name": " Bhargav ",
  "gl_transaction_id": 969,
  "parent_type": "WkCrmContact",
  "parent_id": 1,
  "invoice_type": "I",
  "invoice_num_key": 1,
  "invoiceItemEntries": [
   {
    "item_id": 1,
    "name": "sprint2",
    "project_id": 1,
    "rate": "200.0",
    "amount": "600.0",
    "quantity": 3,
    "hd_item_type": "i",
    "currency": "$",
    "original_currency": "$",
    "original_amount": "600.0"
   },
```


19.27 Get Payments

Request Type	URL	Response
Payments		
GET	/wkpayment/edit.xml?payment_id=158	200 OK.
	/wkpayment/edit.json?payment_id=158	

Parameters		
Payment_id	Required	payment_id for whom payment is to be retrieved

Sample XML Response (for Payments)


```
<wk_payment>
<payment_id>158</payment_id>
<payment_type_id>36</payment_type_id>
<payment_date>2020-05-20</payment_date>
<reference_number/>
<description>AccName:Addisson InvNo:#26 PaymentAmt:$100078.00</description>
<related_parent>1</related_parent>
<related_to>WkAccount</related_to>
<payment_entries type="array">
<entry>
<invoice_id>71</invoice_id>
<payment_item_id>438</payment_item_id>
<credit_issued>false</credit_issued>
<invoice_no>26</invoice_no>
<invoice_org_amount>168.0</invoice_org_amount>
<payment_org_amount>100168.0</payment_org_amount>
<invoice_org_currency>$</invoice_org_currency>
<paid_amount>100078.0</paid_amount>
<amount>100078.0</amount>
</entry>
</payment_entries>
</wk_payment>
```


Sample JSON Response (for Payment)


```
{
  "wk_payment": {
    "payment_id": 158,
    "payment_type_id": 36,
    "payment_date": "2020-05-20",
    "reference_number": "",
    "description": "AccName:Addisson InvNo:#26 PaymentAmt:$100078.00",
    "related_parent": 1,
    "related_to": "WkAccount",
    "payment_entries": [
      {
        "invoice_id": 71,
        "payment_item_id": 438,
        "credit_issued": false,
        "invoice_no": "26",
        "invoice_org_amount": "168.0",
        "payment_org_amount": "100168.0",
        "invoice_org_currency": "$",
        "paid_amount": "100078.0",
        "amount": "100078.0"
      }
    ]
  }
}
```

19.28 Delete Time/Expense Sheet

The project member with edit permission will be allowed to delete time and expense sheet using delete API.

Request Type	URL	Response
Time		
DELETE	/wktime/destroy.xml?user_id=9999&startday=2013-08-12	200 OK. Deletes a timesheet
	/wktime/destroy.json?user_id=9999&startday=2013-08-12	
Expense		
DELETE	/wkexpense/destroy.xml?user_id=9999&startday=2013-08-12	200 OK. Deletes an expensesheet
	/wkexpense/destroy.json?user_id=9999&startday=2013-08-12	

Parameters		
user_id	Required	user_id for whom time/expense sheet is to be deleted
startday	Required	Specifies the start of the week

19.29 Delete Time/Expense Entries

The project member with edit permission will be allowed to delete time and expense entries using deleteEntries API.

Request Type	URL	Response
Time		
DELETE	/wktime/deleteEntries.xml	200 OK. Deletes a time entries
	/wktime/deleteEntries.json	
Expense		
DELETE	/wkexpense/deleteEntries.xml	200 OK. Deletes an expense entries
	/wkexpense/deleteEntries.json	

Sample XML data to be posted (for Time)


```xml
<?xml version="1.0" encoding="utf-8"?>
<time_entries type="array">
 <time_entry>
  <id>1535</id>
  <project id="1" name="Vitals Software"/>
  <issue id="1"/>
  <user id="3" name="Suganya Thulasiraman"/>
  <activity id="10" name="Design"/>
  <hours>4.0</hours>
  <comments/>
  <spent_on>2013-12-23</spent_on>
  <custom_fields type="array">
   <custom_field id="15" name="Difficulties">
    <value/>
   </custom_field>
  </custom_fields>
 </time_entry>
 <time_entry>
```

```
    <id>1537</id>
    <project id="1" name="Vitals Software"/>
    <issue id="1"/>
    <user id="3" name="Suganya Thulasiraman"/>
    <activity id="10" name="Design"/>
    <hours>4.0</hours>
    <comments/>
    <spent_on>2013-12-25</spent_on>
    <custom_fields type="array">
      <custom_field id="15" name="Difficulties">
        <value/>
      </custom_field>
    </custom_fields>
  </time_entry>
</time_entries>
```


20 Code Hooks

T&E supports code hooks so it can be extended seamlessly. The following are the hooks

#	Name	Description	Context
1	view_te_filter	Used to specify filters for the time/expense sheet list page.	
2	view_member_dropdown	Used to fill member dropdown in New time/expense sheet page.	project_id
3	view_wktime_menu	Used to show or hide “Time & Attendance” menu.	
	view_additional_lead_info	Used to add additional fields on the lead page	leadObj
	view_product_item	Used to add additional fields on the product item page	
	view_asset_inventory	Used to add additional fields on the inventory item page	
	view_accordion_section	Used to add a new section in the accordion view	Entity, curObj
	add_report_filters	Used to add filters in reports tab	
	additional_contact_info	Used to add additional fields on the contact item page	Address, contactobj
	additional_contact_type	Used to add more contact types	
	modify_product_log_type	Used to add additional log types	params
	get_invoice_issue_period	Used to set the invoice period	Issue, attributes
	payment_additional_where_query	Used to add additional contact type in payment query	
	additional_spent_type	Used to add additional spent types	
	additional_product_type	Used to add additional product types	
	external_enum_type	Used to add additional enum types	
4	controller_project_member	Used to fill member dropdown for the selected project on project dropdown	project_id

		change.	
5	controller_group_member	Used to fill member dropdown for the selected group on group dropdown change	group_id
6	controller_get_member	Used to fill member dropdown on list page on page load.	filter_type
7	controller_check_permission	Used to check permission to view time/expense sheet.	
8	controller_check_approvable	Used to check permission to approve time/expense sheet.	
9	controller_edit_timelog_permission	Used to check permission for edit/delete time/expense log.	
10	controller_set_view_projects	Used to fill project dropdown in list page.	
11	controller_set_manage_projects	Used to fill project dropdown in new time/expense sheet page.	
12	controller_check_editable	Used to check whether time/expense sheet is editable.	editable, user
13	controller_check_locked	Used to check whether time/expense sheet is locked.	Startdate
14	controller_get_manager	Used to get the manager of a member	user, approval
15	controller_get_permissible_projs	Used to get the allowed project for the user	user
16	controller_after_save_invoice	Call back after save invoice	Attributes
17	controller_convert_contact	Used to set contact type on convert	Params, leadObj, contactObj
18	controller_updated_contact	Used to throw some error message on lead conversion	Params, leadObj, contactObj

21 Customization

For any Customization / Support, please contact us, our consulting team will be happy to help you

Adhi Software Pvt Ltd
http://www.adhisoftware.co.in
info@adhisoftware.co.in
+1 732 661 8294
+91 44 27470401
+91 44 27470402

Here are the Customizations we have done for our clients:

1. Monthly Calendar – Puny Human
2. Supervisor Approvals – Fotonation

22 Troubleshooting

1. *The issues associated with each project do not show up in the drop down list*
   This might be the issue visibility configuration issue. Check under Administration ➔ Roles and Permissions➔ Edit user role ➔ Issue Visibility.
   (For further detail refer section 5.1.1)

2. *Is it possible to change the default currency of expenses*

First one from the currency dropdown is the default. To have the currency of your choice to be the default in currency dropdown, add the following lines within number in the language file (for e.g., config/locale/cs.yml)

```
currency:
          format:
          format:"%u%n"
          unit: "CZK"
```

3. *There is no submit button*
   The submit button will be visible only when "Approval System" is enabled.

4. *How to approve the manager time-sheet?*
5. *User Billing Rate*
6. *User Billing Currency*
7.
   If the setting "Approve own time/expense sheet" is enabled, then the manager can approve his own timesheet.
8. *Why is the plugin not maintaining comments separately for each time entry?*
   If we have set "Enter comment in row", it will allow only one comment per row. The timesheet will allow only one combination of project, issue and activity on multiple rows. To allow for separate comments per time entry, do not use the setting "Enter comment in row".

9. *The pdf export is not working. It is showing Internal error*

   The rmagick gem is required for displaying the logo in the pdf. If the rmagick gem is not installed, this error is encountered. Other alternative is to remove the logo from the pdf. To remove the logo, go to the plugin configuration page and empty the report logo field.

10. *Some of the time entries are disabled on edit for project manager*
    The project manager (with "Edit time logs" permission) can add/edit a time & expense sheet for their project members.

    User Billing Rate
    User Billing Currency