User Manual Guidelines – BUKKKU©

Last Updated January 12, 2025

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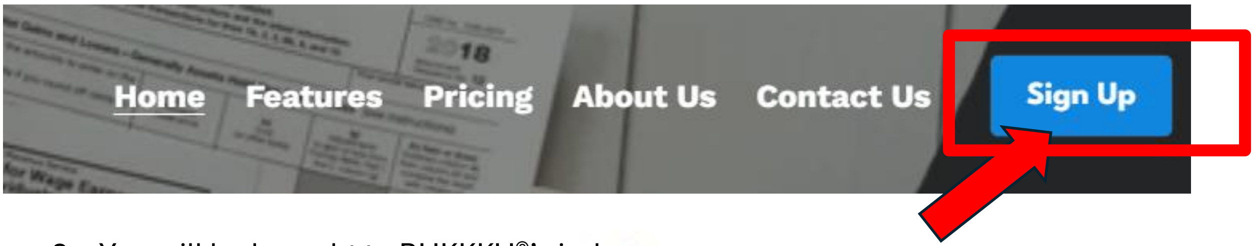
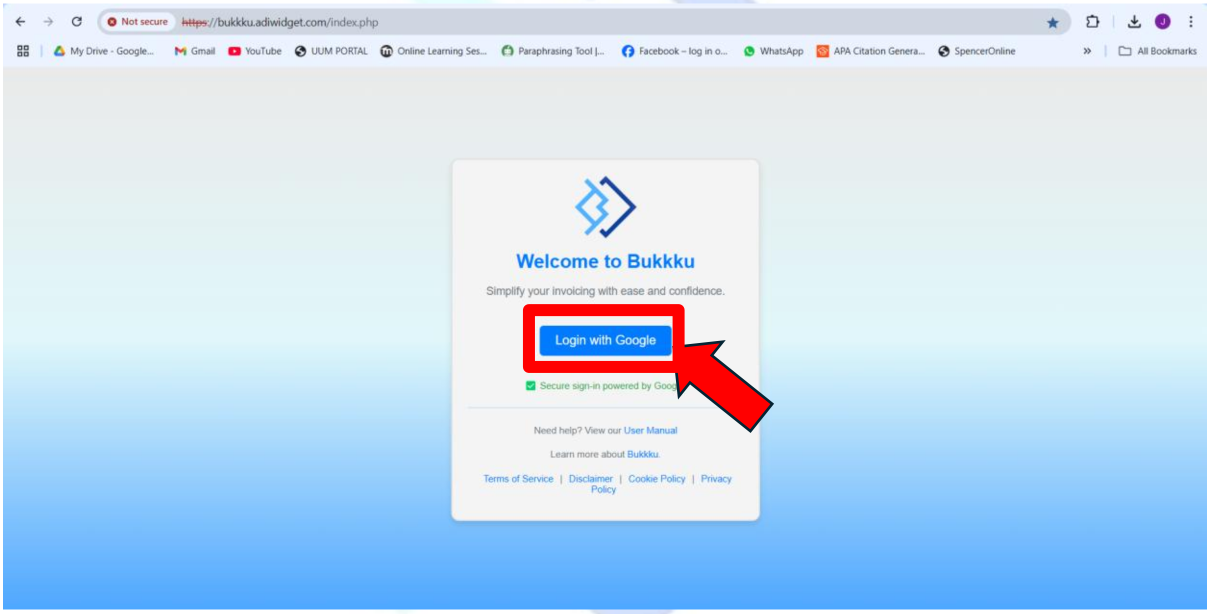
1. Signing Up for a BUKKKU© account

Follow the steps below to sign up and activate your BUKKKU© account in 5 minutes.

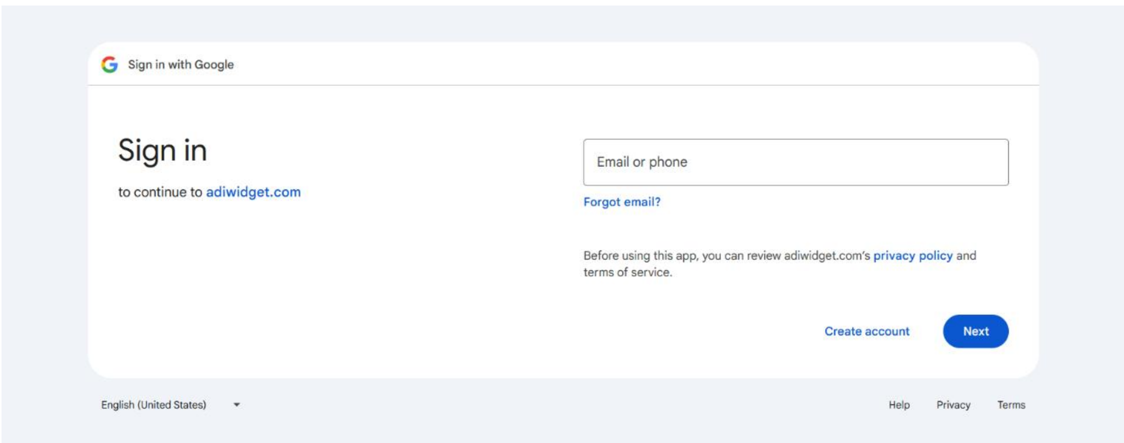
1. Open https://bukkku.mystrikingly.com/
2. Click ***Sign Up*** button on the top right as shown the image below.



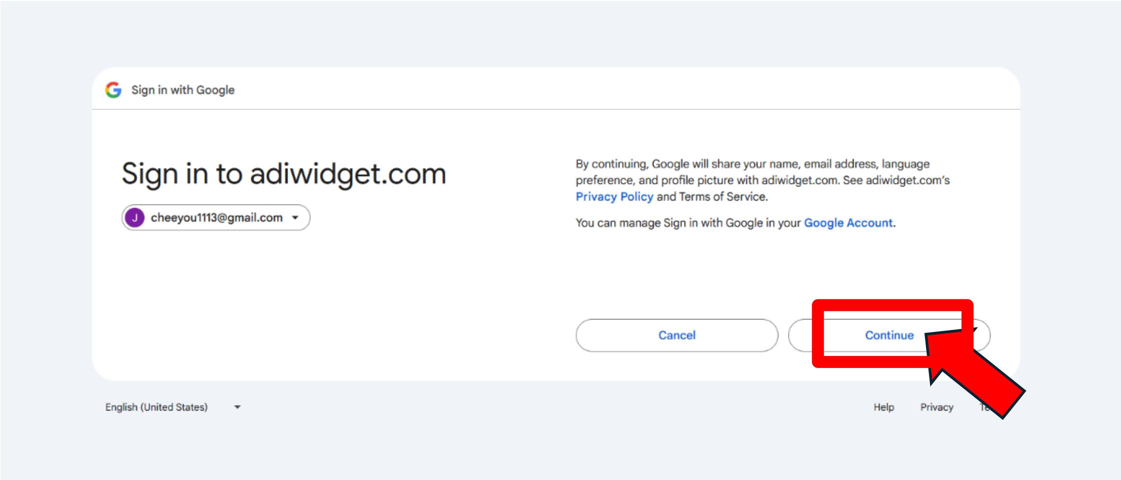
3. You will be brought to BUKKKU©'s index page:
    a. Click ***Login with Google*** as the arrow pointed out below.



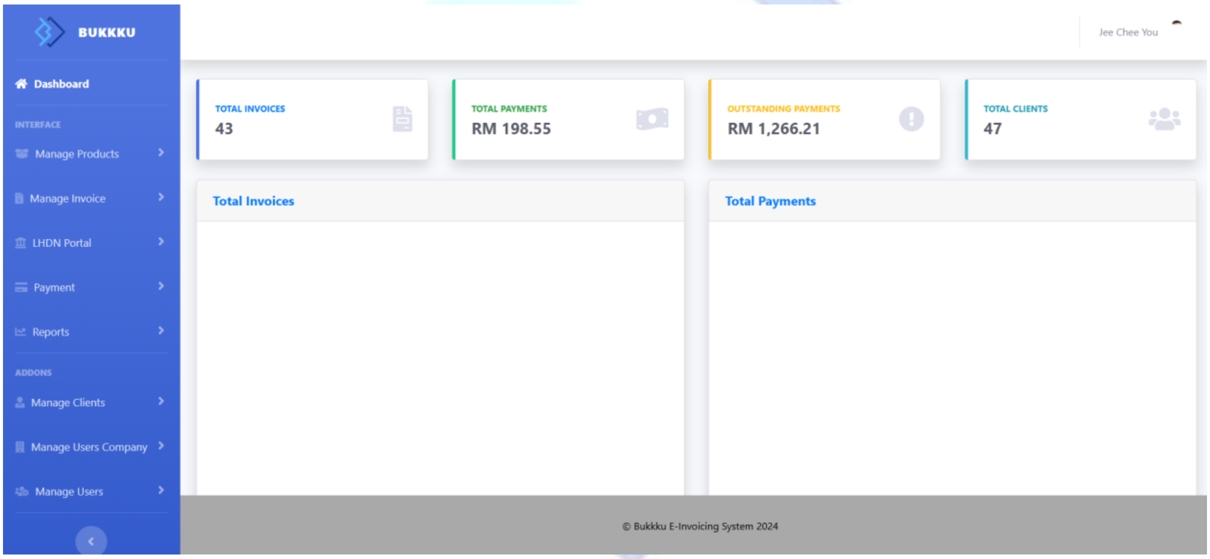
    b. Enter your **Google Email address** and **password**.



c. Click ***Continue***.

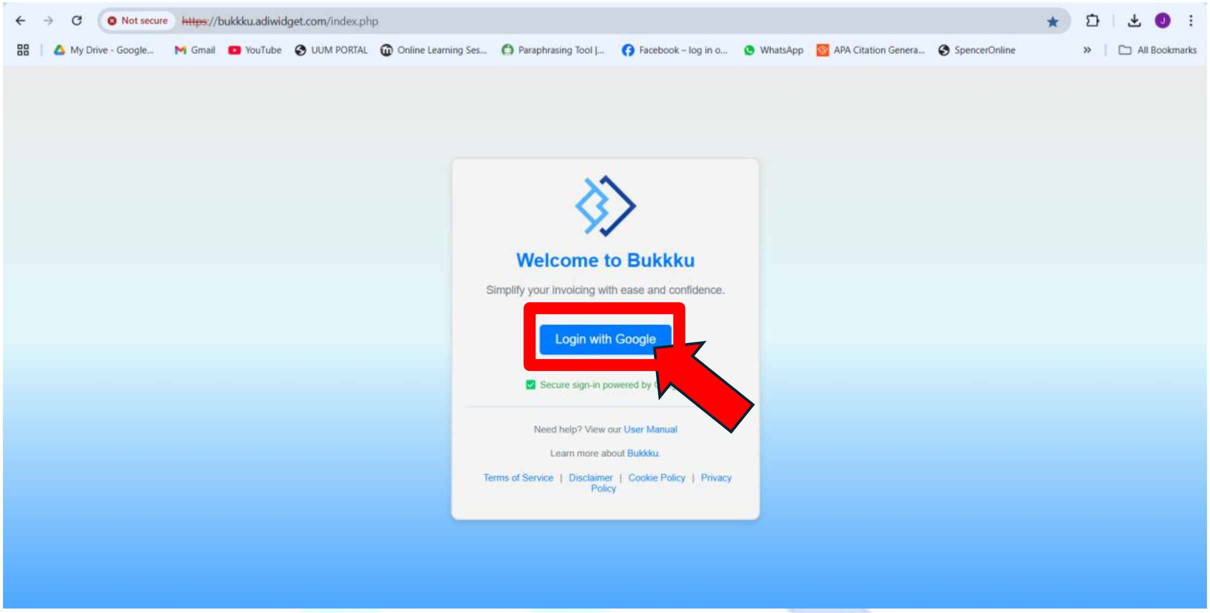


d. Horray! Your BUKKKU© account is now registered successfully, and you will be brought to BUKKKU©'s user interface as shown below.



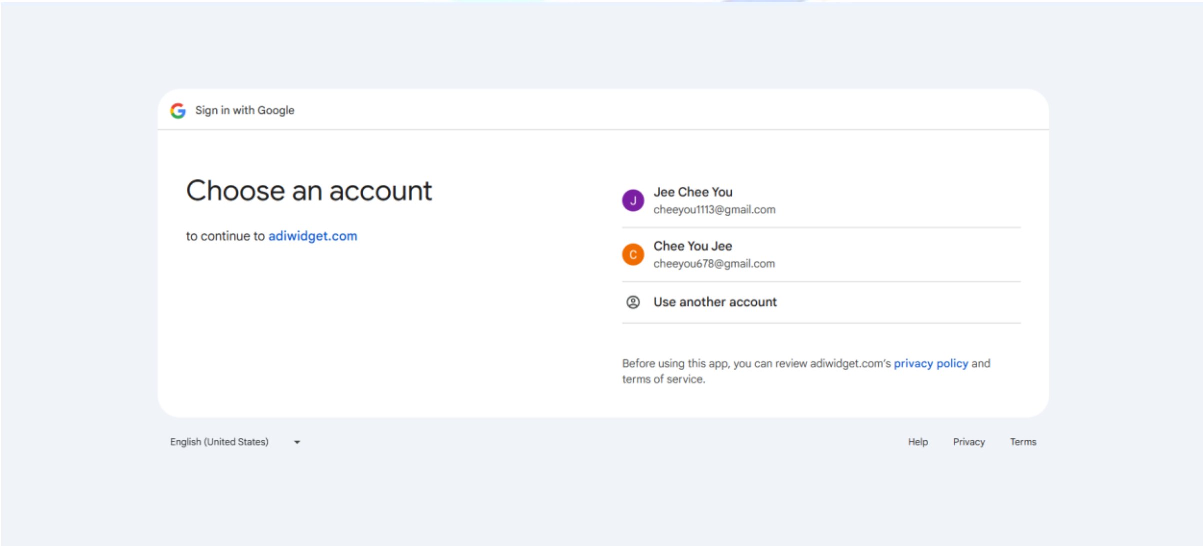
2. Signing In Your BUKKKU© Account

1. Go to https://bukkku.adiwidget.com/
2. Click ***Login with Google*** as the arrow pointed out below.

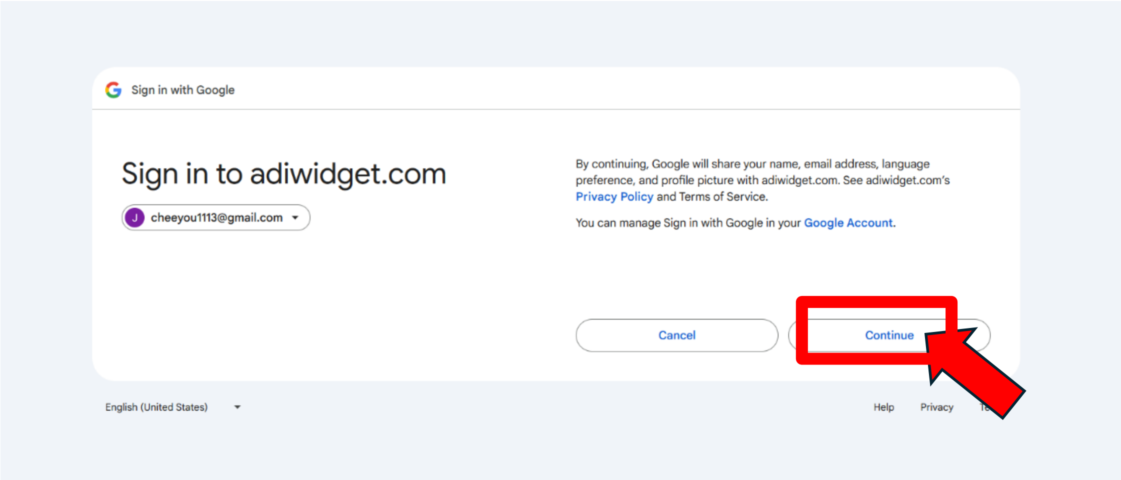


3. Click your Gmail account.

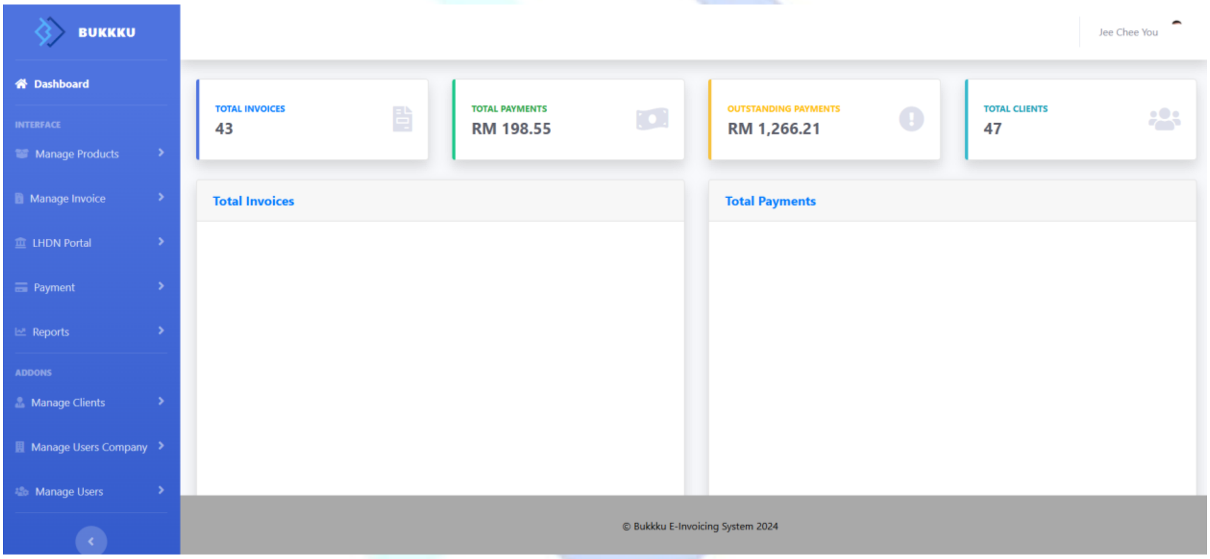
   Note: If you have registered more than one Gmail account, click any of your Gmail accounts that you would like to login as shown below.



4. Click ***Continue***.



5. Horray! You have logged into your BUKKKU© account.

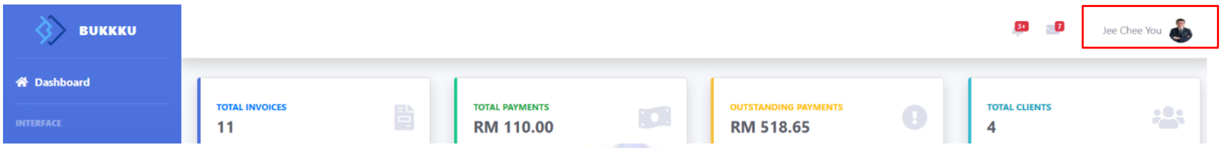


3. Log Out

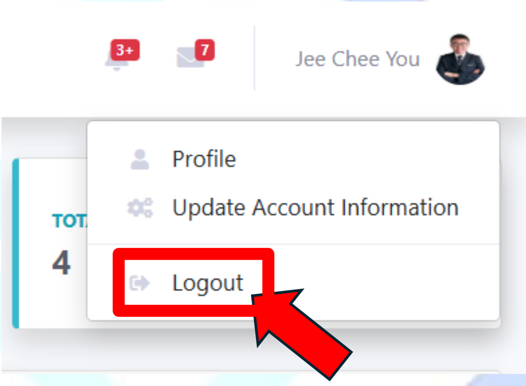
There are 2 logs out functions for BUKKKU©. Either one of these will redirect you to log out your BUKKKU© account.

a. Log Out Function in User Menu

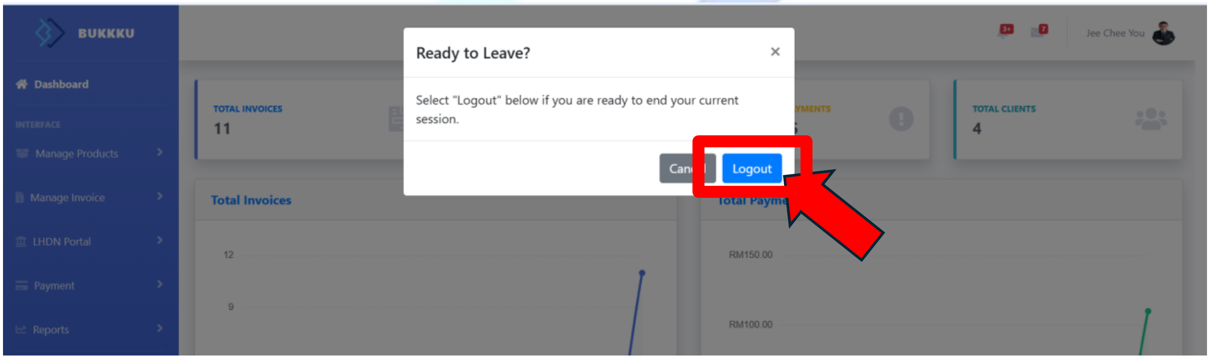
i. Click ***User Menu*** at the top right of the BUKKKU© user interface screen as pointed out by the arrow below.



ii. Click ***Log Out***.



iii. Click ***Log Out***.

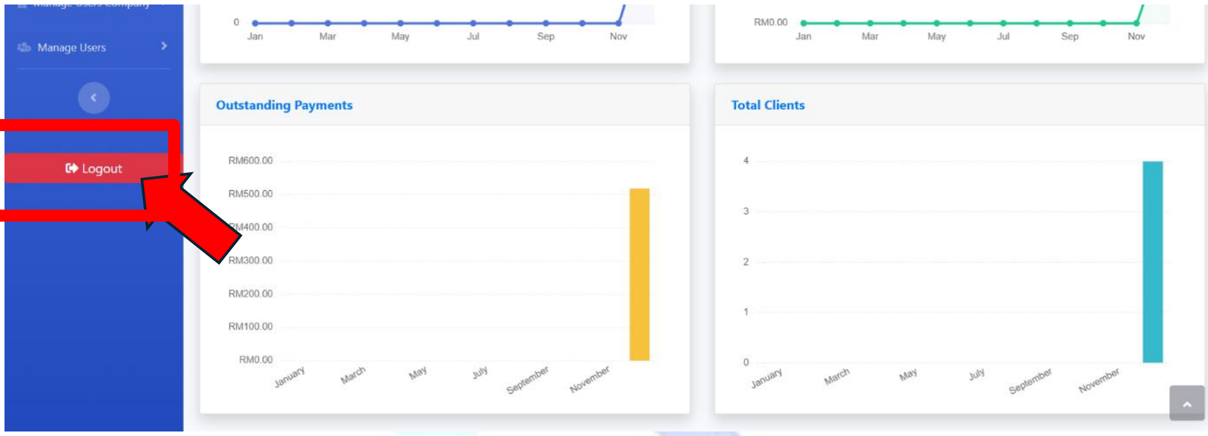


iv. You are now successfully logged out.

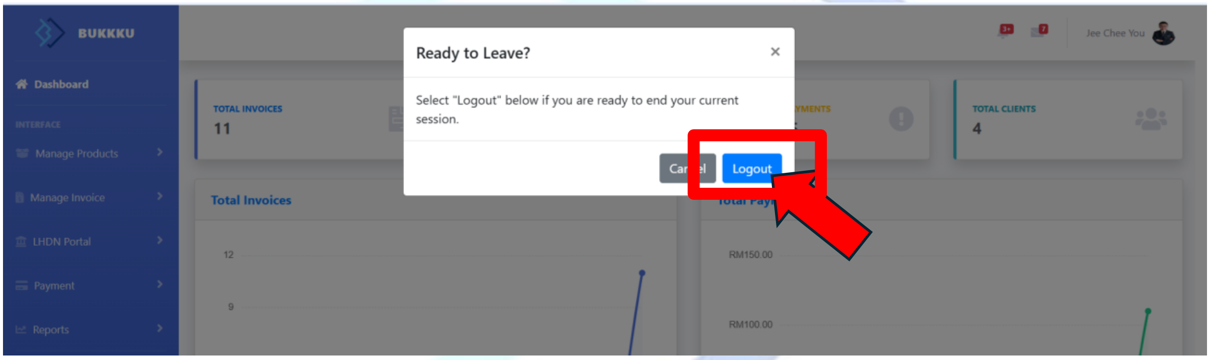
b. Log Out Function in Left-Hand Side Sidebar

i. Scroll to the bottom of the user interface and you will see a logout button on your left.

ii. Click ***Logout.***



iii. Click ***Logout.***



iv. You are now successfully logged out.

4. Getting Familiar with BUKKKU© User Interface

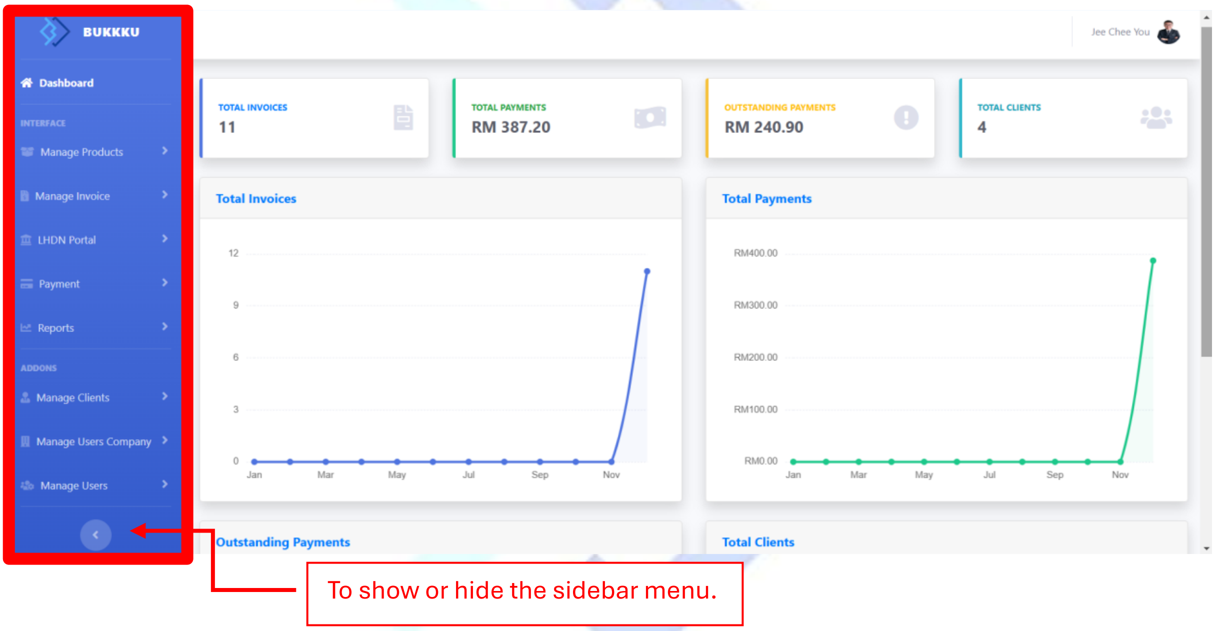
Introduction

The BUKKKU© User Interface (UI) is designed to be modern and easy to use. It's rich in features yet remains simple, ensuring effortless navigation and organization.

Now, let's explore the key aspects of the BUKKKU© Interface!

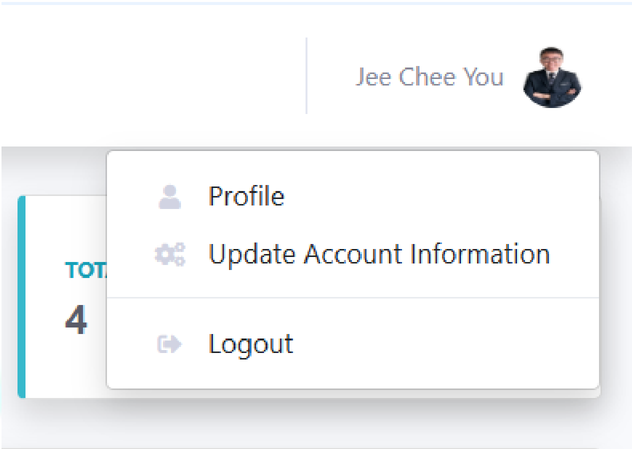
a. Main Menu

- The main menu is located on the left-hand sidebar of the window.
- Clicking on different items within the sidebar will take you to various modules.

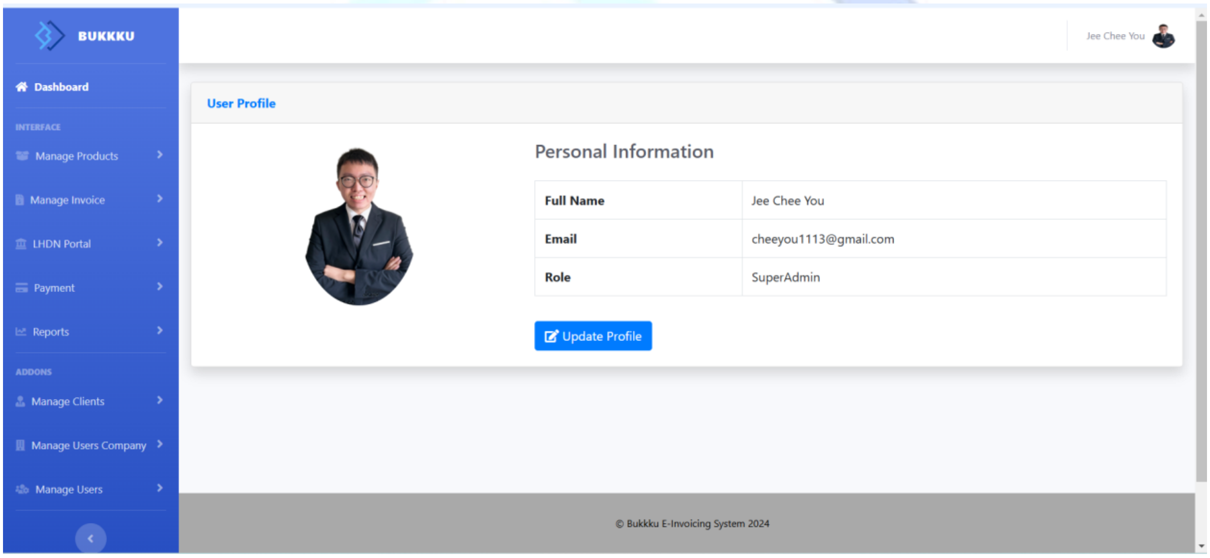


b. User Menu

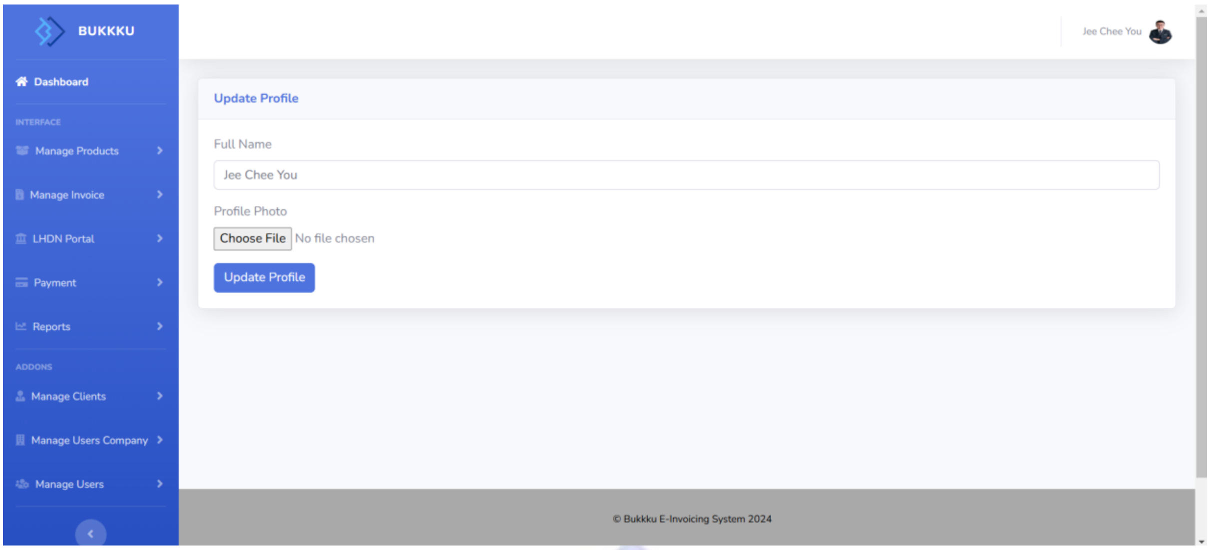
- You'll find the user menu icon at the top right of your BUKKKU© window. You can:



i. **Profile** - Show your personal information, including your full name, email address and role.

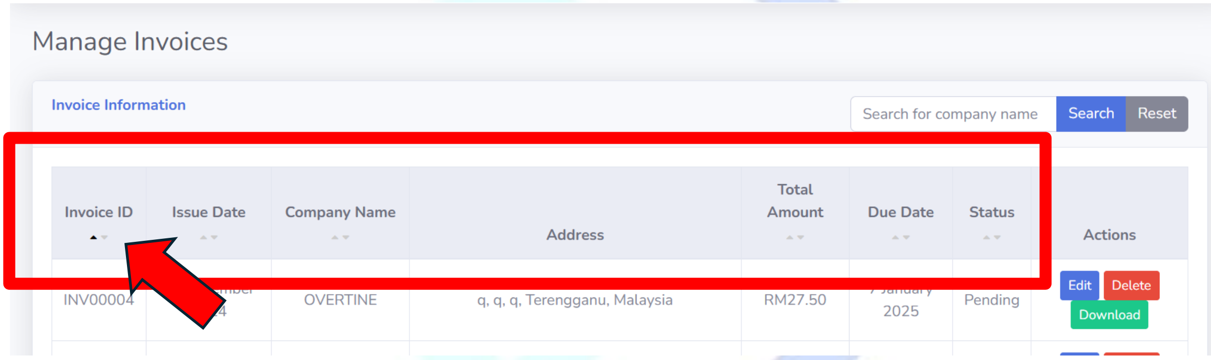


ii. **Update Account Information** - Update your personal BUKKKU© Profile, including changing your full name and upload your profile photo.



iii. **Logout** – Sign out of BUKKKU©.

c. Sorting Function



The sorting function on every page of **BUKKKU©** allows users to organize data according to their needs, making it easier to find or analyse specific information. Here's how it works:

How to Use the Sorting Function

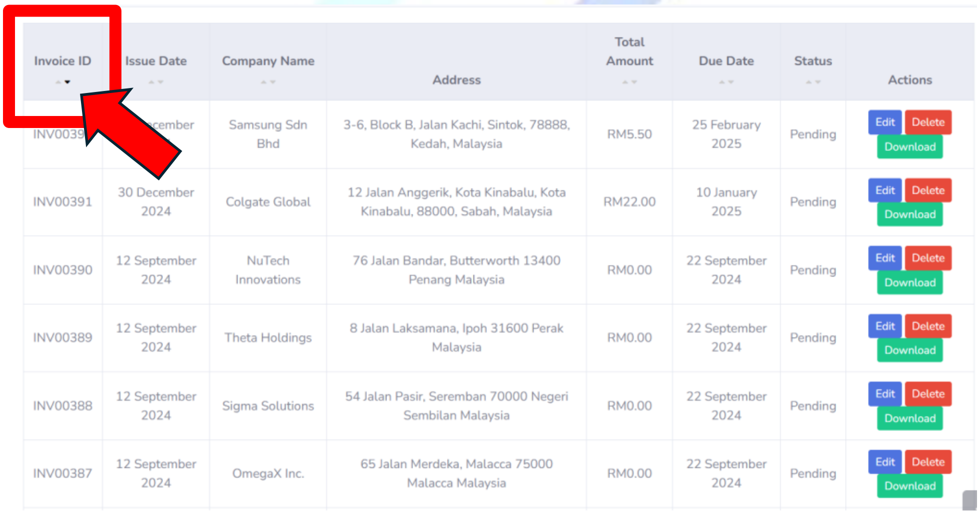
1. **Locate the Sorting Arrows:**
    - Based on the image above, the entire column header with small up and down arrows for each field (e.g., "Invoice ID," "Issue Date," "Company Name," etc.) is clickable. Clicking on any column header will activate the sorting functionality.

2. **Sorting Order:**

- **First Click (Ascending Order):**
    - When you click on a column header, the arrow with dark shade pointing upward (▲) appears indicating that the data will be sorted in ascending order. (shown as the image below)

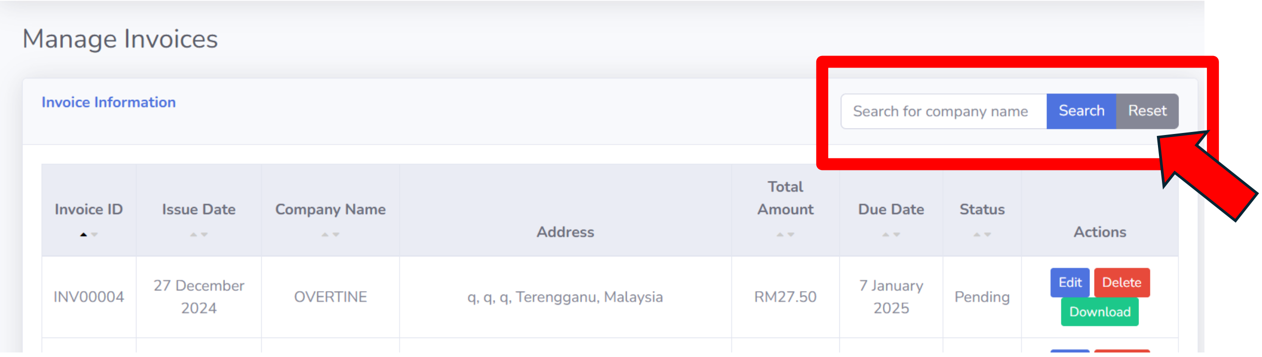
Invoice ID	Issue Date	Company Name	Address	Total Amount	Due Date	Status	Actions
INV00004	ber	OVERTINE	q, q, q, Terengganu, Malaysia	RM27.50	7 January 2025	Pending	Edit Delete Download
INV00005	27 December 2024	ABC	aaaa, aaaabbb, 78888, Melaka, Malaysia	RM12.65	7 January 2025	Paid	Edit Delete Download
INV00011	28 December 2024	ABC	336N JALAN KENANGA 3/27A TAMAN KENANGA SEK 3 75200 MELAKA	RM55.00	8 January 2025	Paid	Edit Delete Download
INV00018	29 December 2024	FGV Holdings Berhad	3, Lintang Permas 3,, Alor Setar, 25880, Kedah, Malaysia	RM0.00	5 January 2025	Pending	Edit Delete Download
INV00019	29 December 2024	Samsung Sdn Bhd	3-6, Block B, Jalan Kachi	RM2.75	5 January 2025	Pending	Edit Delete Download
INV00020	29 December 2024	FGV Holdings Berhad	3, Lintang Permas 3,, Alor Setar, 25880, Kedah, Malaysia	RM9.90	5 January 2025	Pending	Edit Delete Download

- **Second Click (Descending Order):**
    - Clicking the same column header again, the arrow with dark shade pointing downward (▼) appears indicating will sort the data in descending order. (Shown as the image below)



Invoice ID	Issue Date	Company Name	Address	Total Amount	Due Date	Status	Actions
INV0039	cember	Samsung Sdn Bhd	3-6, Block B, Jalan Kachi, Sintok, 78888, Kedah, Malaysia	RM5.50	25 February 2025	Pending	Edit Delete Download
INV00391	30 December 2024	Colgate Global	12 Jalan Anggerik, Kota Kinabalu, Kota Kinabalu, 88000, Sabah, Malaysia	RM22.00	10 January 2025	Pending	Edit Delete Download
INV00390	12 September 2024	NuTech Innovations	76 Jalan Bandar, Butterworth 13400 Penang Malaysia	RM0.00	22 September 2024	Pending	Edit Delete Download
INV00389	12 September 2024	Theta Holdings	8 Jalan Laksamana, Ipoh 31600 Perak Malaysia	RM0.00	22 September 2024	Pending	Edit Delete Download
INV00388	12 September 2024	Sigma Solutions	54 Jalan Pasir, Seremban 70000 Negeri Sembilan Malaysia	RM0.00	22 September 2024	Pending	Edit Delete Download
INV00387	12 September 2024	OmegaX Inc.	65 Jalan Merdeka, Malacca 75000 Malacca Malaysia	RM0.00	22 September 2024	Pending	Edit Delete Download

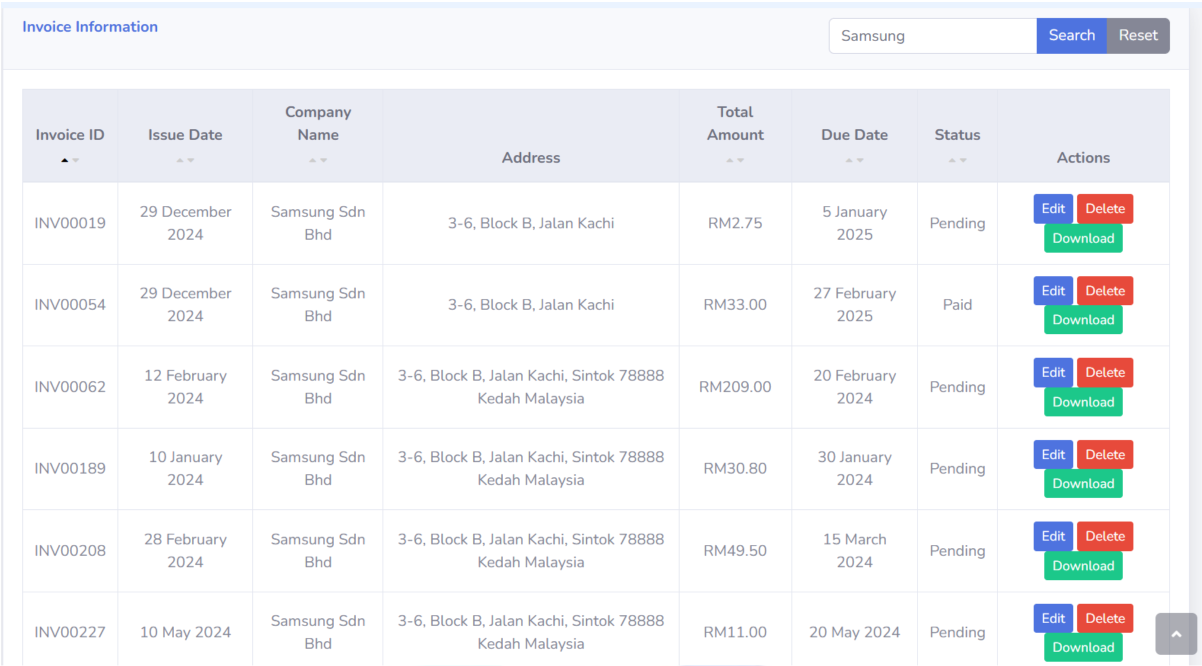
d. Search Bar Function



The search bar on every page of **BUKKKU©** allows users to quickly find specific data information based on the requirement. This feature simplifies the process of managing large sets of data ensuring efficiency and convenience. Below is a clear and detailed guide on how to use this function:

How to Use the Search Bar

1. **Locate the Search Bar:**
    - The search bar is situated at the top-right corner of the "Manage Invoices" section. (Shown as the image above)
2. **Enter the Company Name:**
    - Type the name (or part of the name) of the company you are searching for into the input field labeled "Search for company name."
3. **Initiate the Search:**
    - Click the **Search** button next to the input field.
    - The system will filter and display only the invoices related to the entered company name. (Shown as image below)

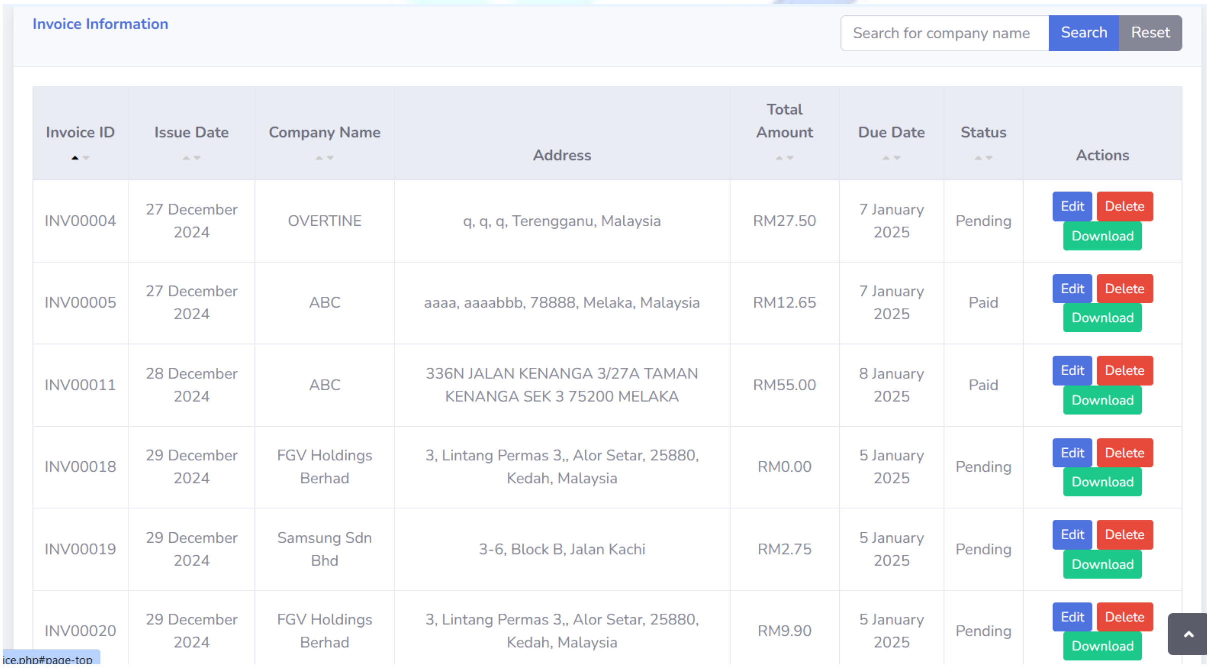


Invoice Information

Samsung | Search | Reset

Invoice ID	Issue Date	Company Name	Address	Total Amount	Due Date	Status	Actions
INV00019	29 December 2024	Samsung Sdn Bhd	3-6, Block B, Jalan Kachi	RM2.75	5 January 2025	Pending	Edit Delete Download
INV00054	29 December 2024	Samsung Sdn Bhd	3-6, Block B, Jalan Kachi	RM33.00	27 February 2025	Paid	Edit Delete Download
INV00062	12 February 2024	Samsung Sdn Bhd	3-6, Block B, Jalan Kachi, Sintok 78888 Kedah Malaysia	RM209.00	20 February 2024	Pending	Edit Delete Download
INV00189	10 January 2024	Samsung Sdn Bhd	3-6, Block B, Jalan Kachi, Sintok 78888 Kedah Malaysia	RM30.80	30 January 2024	Pending	Edit Delete Download
INV00208	28 February 2024	Samsung Sdn Bhd	3-6, Block B, Jalan Kachi, Sintok 78888 Kedah Malaysia	RM49.50	15 March 2024	Pending	Edit Delete Download
INV00227	10 May 2024	Samsung Sdn Bhd	3-6, Block B, Jalan Kachi, Sintok 78888 Kedah Malaysia	RM11.00	20 May 2024	Pending	Edit Delete Download

4. **Reset the Search:**
   - If you want to clear the search results and return to the full list of invoices:
     - Click the **Reset** button next to the "Search" button.
     - The page will reload with all available invoices displayed. (Shown as image below)



Invoice Information

Search for company name | Search | Reset

Invoice ID	Issue Date	Company Name	Address	Total Amount	Due Date	Status	Actions
INV00004	27 December 2024	OVERTINE	q, q, q, Terengganu, Malaysia	RM27.50	7 January 2025	Pending	Edit Delete Download
INV00005	27 December 2024	ABC	aaaa, aaaabbb, 78888, Melaka, Malaysia	RM12.65	7 January 2025	Paid	Edit Delete Download
INV00011	28 December 2024	ABC	336N JALAN KENANGA 3/27A TAMAN KENANGA SEK 3 75200 MELAKA	RM55.00	8 January 2025	Paid	Edit Delete Download
INV00018	29 December 2024	FGV Holdings Berhad	3, Lintang Permas 3,, Alor Setar, 25880, Kedah, Malaysia	RM0.00	5 January 2025	Pending	Edit Delete Download
INV00019	29 December 2024	Samsung Sdn Bhd	3-6, Block B, Jalan Kachi	RM2.75	5 January 2025	Pending	Edit Delete Download
INV00020	29 December 2024	FGV Holdings Berhad	3, Lintang Permas 3,, Alor Setar, 25880, Kedah, Malaysia	RM9.90	5 January 2025	Pending	Edit Delete Download

ice.php#page-top

5. Interface

Introduction

The Interface section in the sidebar menu contains five (5) functionalities:

1. Manage Products
2. Manage Invoices
3. LHDN Portal
4. Payment
5. Reports

Role-Based Access

All roles have full access to the **Interface** features, ensuring collaboration across user levels.

Role	Manage Products	Manage Invoices	LHDN Portal	Payments	Reports
Super Admin	✅	✅	✅	✅	✅
Admin	✅	✅	✅	✅	✅
User	✅	✅	✅	✅	❌

Functionality Overview

1. Manage Products

- **Purpose**:
  Manage the products or services offered by the business.
- **Key Features**:
  - Add, edit, or delete products/services.

- Set product pricing and tax details (e.g., SST applicability).

2. **Manage Invoice**

- **Purpose**:

  Handle the generation and management of invoices.

- **Key Features**:

  - Create new invoices for clients.
  - Edit or update existing invoices.
  - View the status of invoices (e.g., paid or pending).
  - Download invoices in PDF format.

3. **LHDN Portal**

- **Purpose**:

  Facilitate compliance with Malaysia's tax regulations via integration with the LHDN portal.

- **Key Features**:

  - Redirect to LHDN MyInvois Portal to save time and simplify the process.

4. **Payment**

- **Purpose**:

  Manage and track payments related to invoices or other financial obligations.

- **Key Features**:

  - Record and view client payments against invoices.
  - Track overdue payments and send reminders.
  - Directly process payments for invoices using the built-in payment system.

5. Reports

- **Purpose**:

  Provide insights into company operations through data visualization.

- **Key Features**:

  - Generate detailed reports on sales, invoice items, and client directory.
  - Export reports in various formats (e.g. PDF).
  - Filter reports by time period, client, or product.

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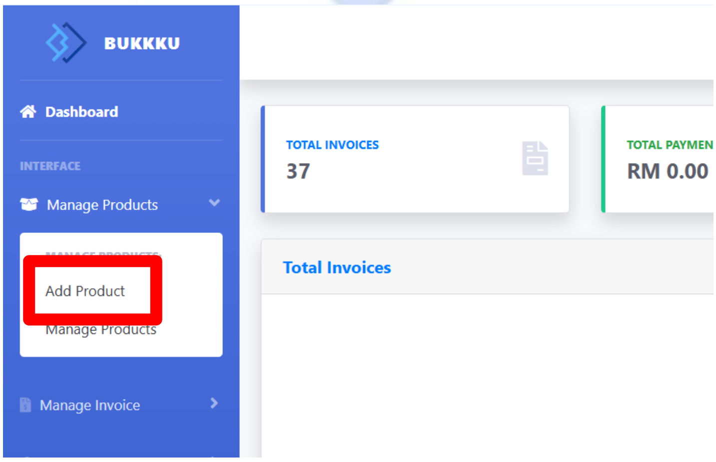
a. Manage Products

- **Add Product**

The ***Manage Products*** section enables users to manage their catalog of products or services. Below is a step-by-step guide for adding a new product using the ***Add Product*** feature.

1. **Navigating to the Add Product Page**
   a. In the sidebar menu, click on **Manage Products** under the **Interface** section.
   b. Select **Add Product** to open the "Add New Product" form as shown in the image.



2. **Filling Out Product Details**

Complete the following fields (shown as the image below):

Product ID

- **Automatically Generated**:
  The system will assign a unique Product ID (e.g., PROD00015). No user input is required in this field.

Product Name

- **Description**: Enter the name of the product or service you want to add (e.g., "Premium Subscription").
- **Example**: For physical items, use descriptive names like "Laptop Stand"; for services, use "Consultation Fee."

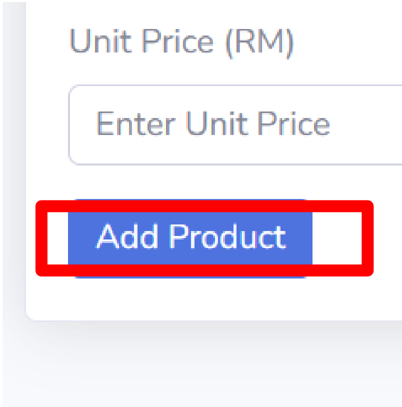
Product Image

- **Upload a File**: Click the **Choose File** button to upload an image of the product.
- **Accepted Formats**: JPG, PNG.
- **Recommended Dimensions**: Ensure the image is clear and appropriately sized for display.

Unit Price (RM)

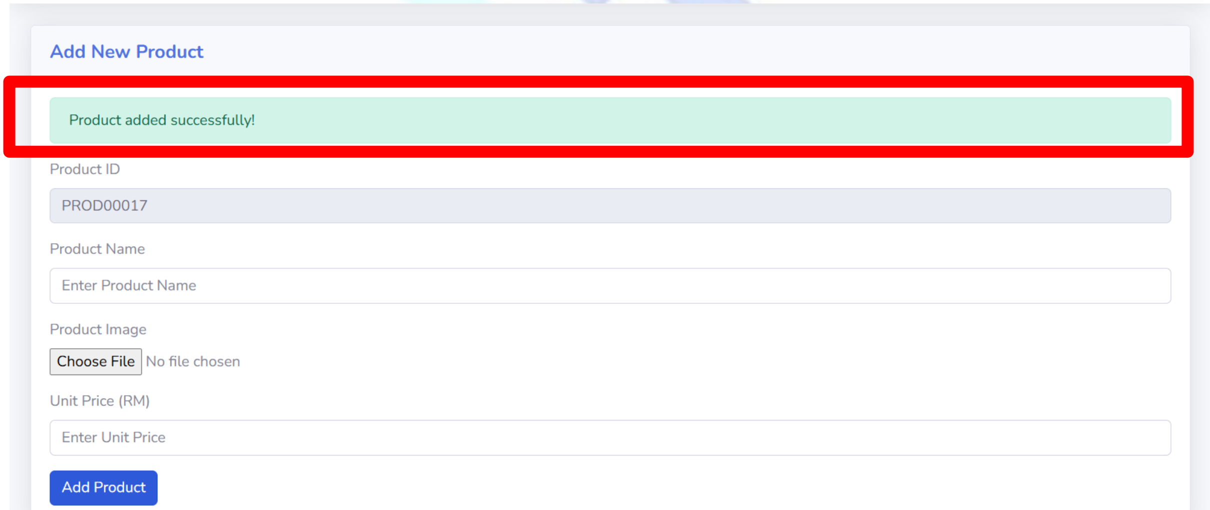
- **Description**: Enter the price of the product per unit in Malaysian Ringgit (RM).
- **Example**: If the product costs RM50 per unit, enter "50."

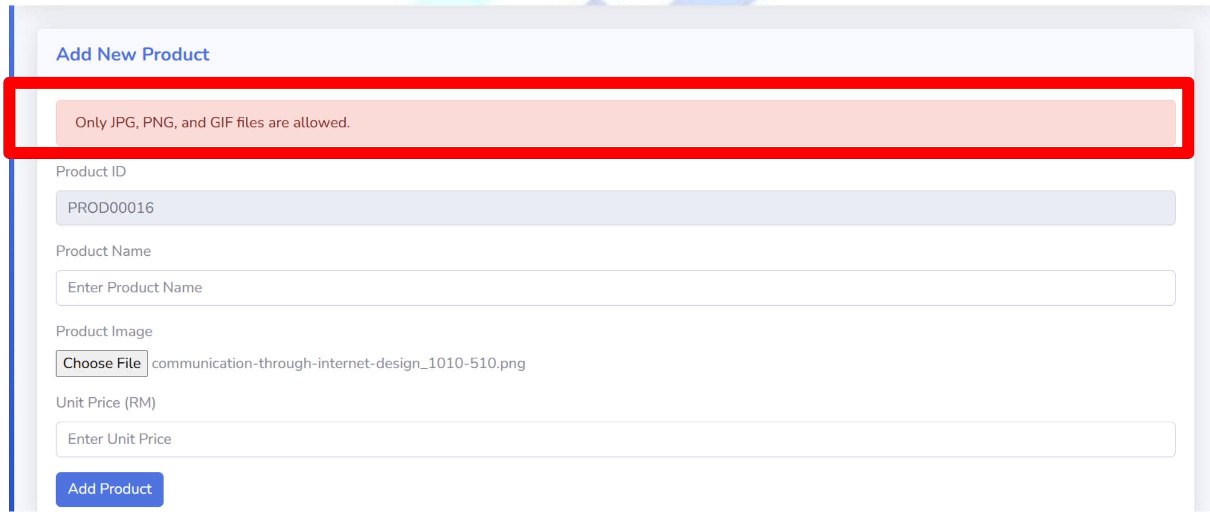
3. **Submitting the Product**
   a. Once all required fields are completed, click the **Add Product** button. (Shown as the image below)



b. If successful:

i. A message confirming **"Product added successfully!"** will appear, else displaying "(Error)" (Shown as the image below)





ii. The new product will be listed in the **Manage Products** table.

- **Manage Product**

The ***Manage Products*** section provides a comprehensive table of all products and services added to the system. This feature allows users to view, search, edit, or delete products as needed. Below is a detailed guide to managing your products.

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1. Viewing Product Information

The product list is displayed in a table format with the following columns:

- **Product ID**: A unique identifier for each product (e.g., PROD00001).
- **Product Image**: A visual representation of the product (if uploaded).
- **Product Name**: The name of the product or service.
- **Unit Price**: The price per unit of the product in Malaysian Ringgit (RM).
- **Action**: Buttons to **Edit** or **Delete** the product.

2. Searching for a Product

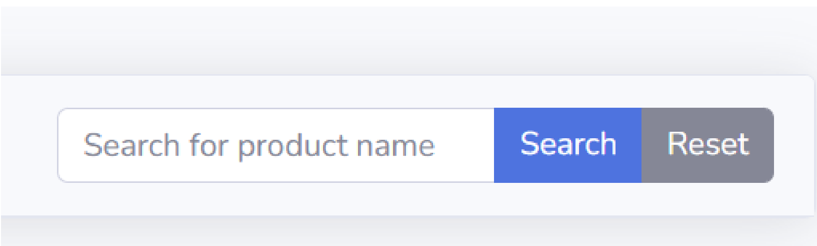
To find a specific product:

a. Enter the **product name** in the search bar at the top right of the table. (Shown as image below)

b. Click the **Search** button.

   - The table will display the matching product(s) based on the search input.

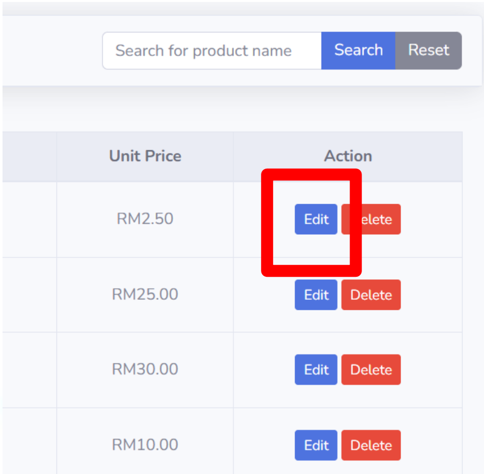
c. To clear the search and view all products again, click the **Reset** button.



3. Editing a Product

a. Locate the product you want to edit in the table.

b. Click the **Edit** button in the **Action** column. (Shown as image below)

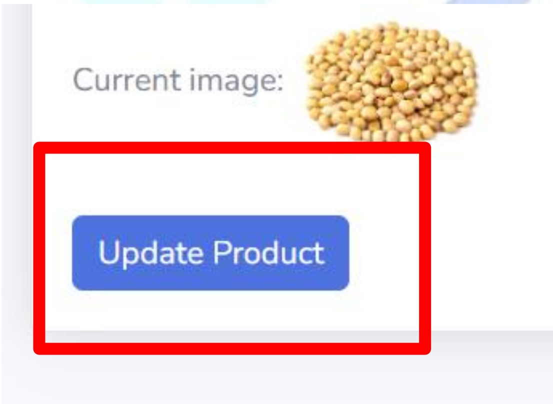


c. Update the necessary fields, such as:

- **Product Name**
- **Unit Price**
- **Product Image**

d. Save the changes by clicking the **Update Product** button. (Shown as image below)

- The updated information will be reflected in the table.



4. Deleting a Product

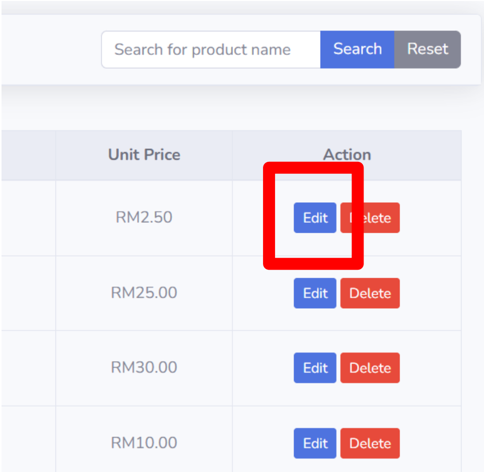
a. Locate the product you want to delete in the table.

b. Click the **Delete** button in the **Action** column. (Shown as image below)

c. Confirm the deletion when prompted by the system.

d. The product will be permanently removed from the table and the database.

***Important Note**: Deleting a product is irreversible. Ensure the product is no longer needed before deleting it.*



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b. Manage Invoice

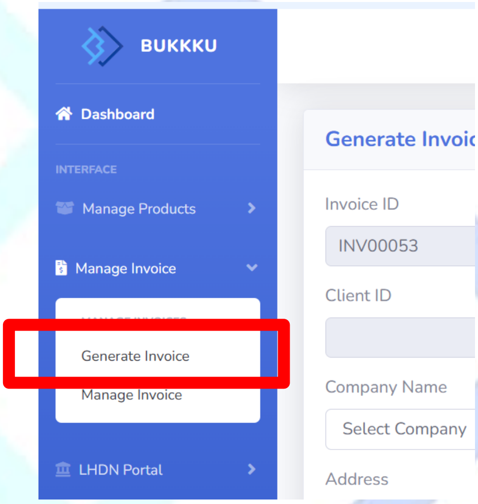
▪ Generate Invoice

The **Generate Invoice** section allows users to create professional invoices for clients with detailed product or service information. Follow the steps below to generate an invoice.

1. Navigating to Generate Invoice

a. In the sidebar menu, click on **Manage Invoice** under the **Interface** section.

b. Select **Generate Invoice** to open the invoice creation form. (Shown as the image below)



2. Filling Out Invoice Details

Complete the following fields:

a. Invoice Details

- **Invoice ID:**

  Automatically generated by the system (e.g., INV00053). **No input required.**

- **Issue Date:**

  Defaults to the current date but can be adjusted.

- **Due Date:**

  Specify the payment due date for the invoice.

b. Client Information

- **Client ID:**
  Select the client ID from the dropdown or search bar.
- **Company Name:**
  Automatically populated based on the selected Client ID.
- **Address:**
  Displays the registered address of the selected company.

c. Payment Mode

- Choose between:
  - **Credit Sales**
  - **Cash Sales**

3. Adding Products

To include products or services in the invoice:

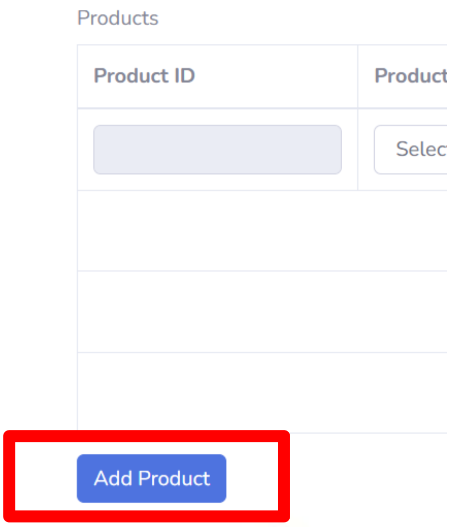
a. **Product Name:**
Select the product from the dropdown list. The **Product ID and Unit Price (RM)** fields will populate automatically.

b. **Quantity:**
Enter the number of units for the product.

c. **Amount (RM):**
Automatically calculated based on the **Unit Price** and **Quantity**.

Adding More Products

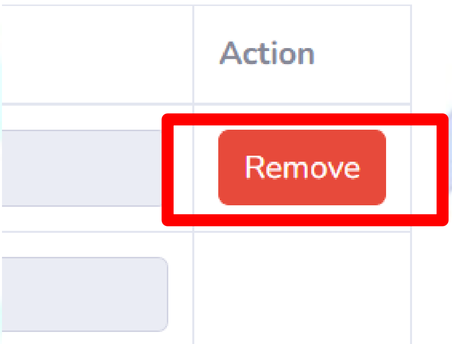
- Click the **Add Product** button to include additional items in the invoice. (Shown as image below)



- Repeat the above steps for each product.

Removing Products

- To delete a product from the invoice, click the **Remove** button in the **Action** column.



4. Tax and Total Calculation

The system will automatically calculate:

- **Total Amount (RM):**

  The subtotal before tax.

- **Tax Amount (10%):**

  The tax amount based on the subtotal.

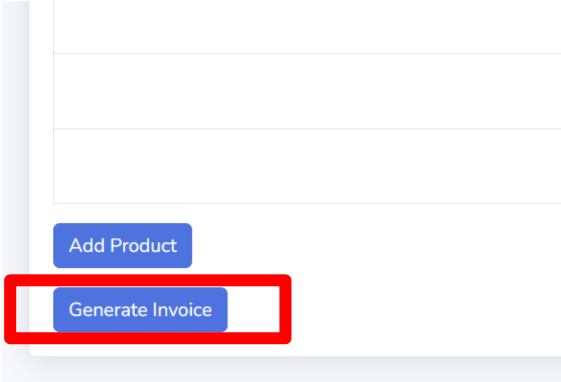
- **Total Amount After Tax (RM):**

  The final amount including tax.

5. Generating the Invoice

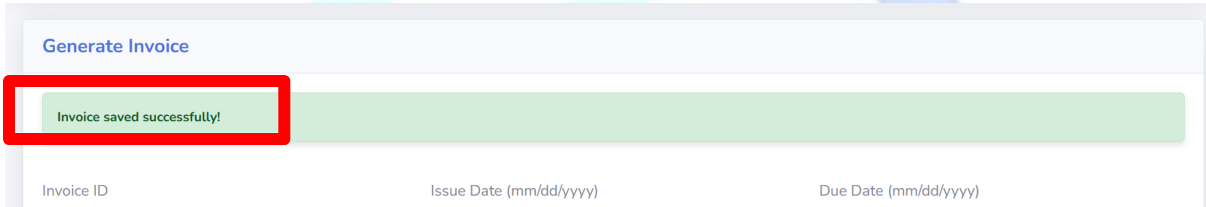
a. Review all entered details to ensure accuracy.

b. Click the **Generate Invoice** button. (Shown as image below)



c. If successful:

- The invoice will be saved in the system and a message displaying "**Invoice saved successfully!**", else if failed, a message displaying "(Error)" (Shown as image below)



6. Notes

a. Ensure client and product details are correctly selected to avoid errors.

b. Double-check the due date and payment mode for proper record-keeping.

c. Generated invoices can be viewed, downloaded, or sent to clients via the **Manage Invoice** section.

- **Manage Invoice**

The **Manage Invoices** section provides an overview of all generated invoices and allows users to manage them effectively. This section outlines how to search for invoices, edit, delete, or download them.

Note on Role-Based Access:

- All roles (**Super Admin**, **Admin**, and **User**) can access and manage invoices.
- Users should ensure invoice accuracy before editing or downloading to maintain professionalism and compliance.

1. Viewing Invoice Details

The invoice list is displayed in a **table format** with the following columns:

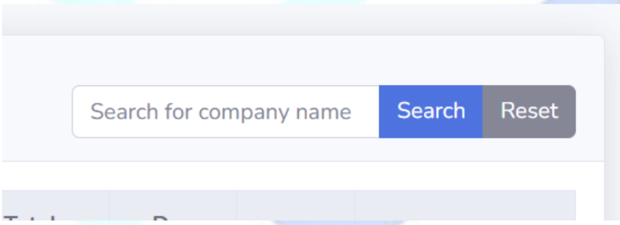
- **Invoice ID**: Unique identifier for each invoice (e.g., INV00001).
- **Issue Date**: The date the invoice was created.
- **Company Name**: The name of the client's company.
- **Address**: The registered address of the client.
- **Total Amount**: The total amount billed, including taxes.
- **Due Date**: The payment deadline for the invoice.
- **Status**: The current status of the invoice (e.g., **Pending, Overdue, Paid**).
- **Action**: Options to edit, delete, or download the invoice.

2. Searching for an Invoice

a. Use the **Search** bar to find invoices based on the company name.

b. Enter the desired company name and click **Search**.

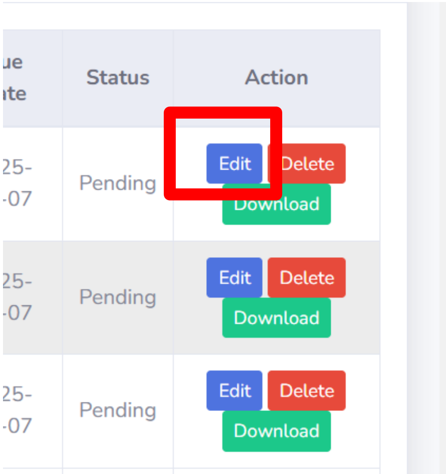
c. To clear the search and view all invoices again, click the **Reset** button.



3. Editing an Invoice

a. Locate the invoice you want to edit in the table.

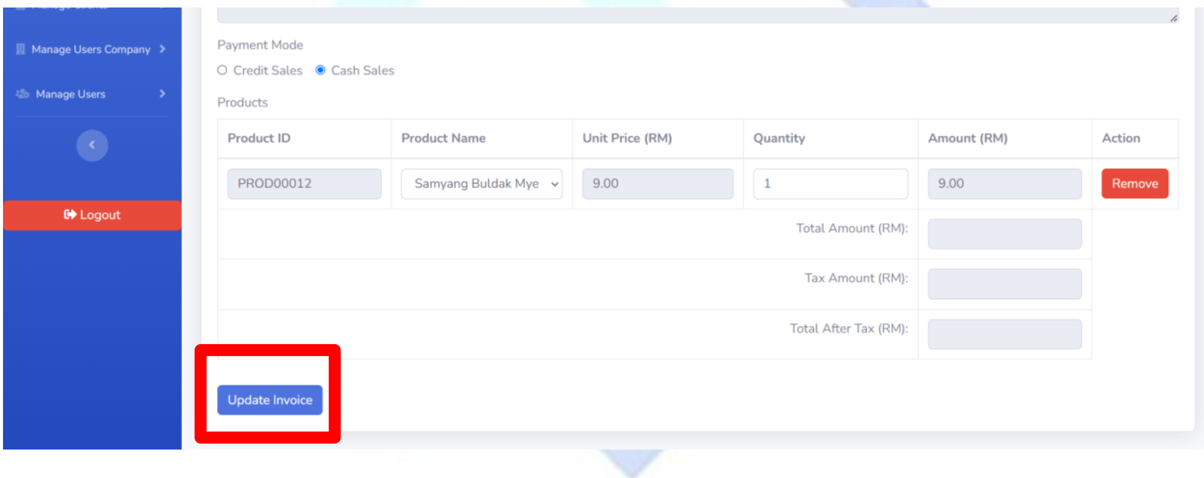
b. Click the **Edit** button in the **Action** column. (Shown as image below)



c. Update the any necessary fields in the invoice form (e.g., **invoice details, product details, client information**).

d. Save the changes by clicking the **Update Invoice** button. (Shown as image below)

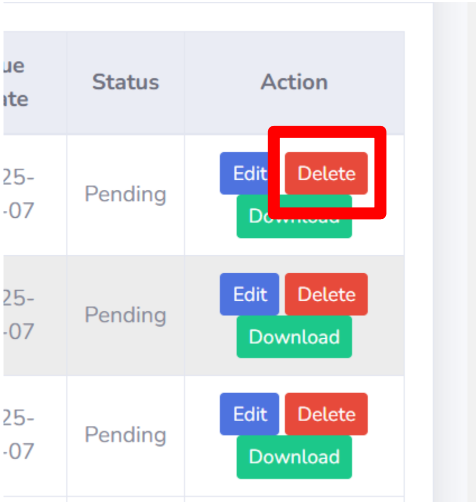
- The updated details will be reflected in the table.



4. Deleting an Invoice

a. Locate the invoice you wish to delete in the table.

b. Click the **Delete** button in the **Action** column. (Shown as image below)



c. Confirm the deletion when prompted.

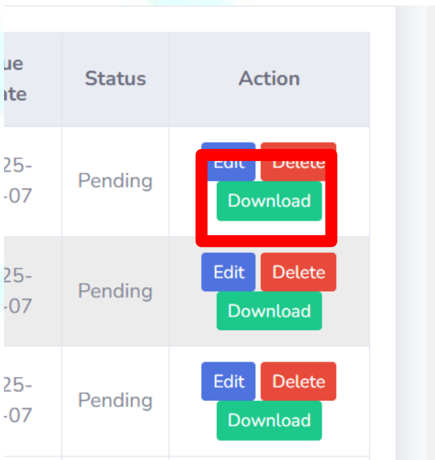
- The invoice will be permanently removed from the system.

Important: Deleting an invoice is irreversible. Ensure it is no longer required before proceeding.

5. Downloading an Invoice

a. Locate the invoice you wish to download in the table.

b. Click the **Download** button in the **Action** column. (Shown as image below)



c. The invoice will be downloaded as a **PDF** file, which can be saved or shared with clients.

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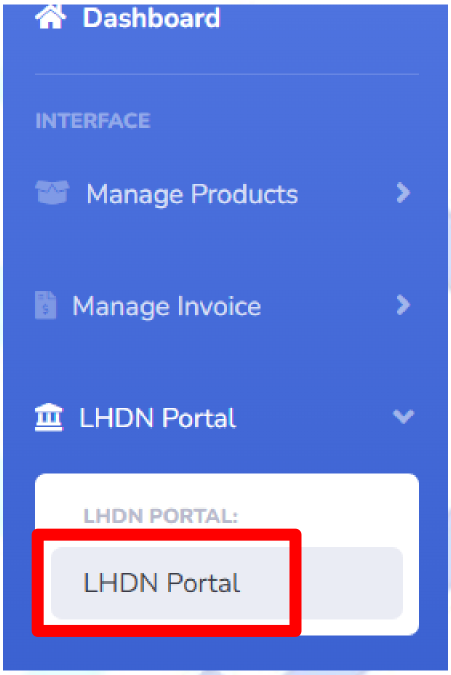
c. LHDN Portal

The ***LHDN Portal*** section in the sidebar enables users to seamlessly integrate with the ***LHDN Malaysia My Invois Portal*** for submitting and approving e-invoices. Here's a detailed guide to using this feature.

1. **Accessing the LHDN Portal**
   a. Navigate to the **LHDN Portal** option in the sidebar menu under the **Interface** section. (Shown as image below)
   b. Click on the **LHDN Portal** submenu as shown in the image.



   c. The system will redirect you to the **LHDN Malaysia My Invois Portal** to submit E-Invoice document.

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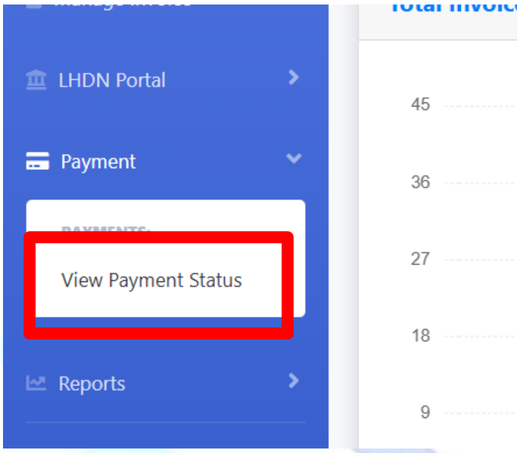
d. Payments

- **User Side**

The **Payment Status** section provides an overview of all invoice payments, allowing users to monitor paid and unpaid invoices efficiently. Here's a detailed guide to understanding and using this feature.

1. **Accessing to View Payment Status**
   - Navigate the **Payment** section in the sidebar menu under **Interface.**
   - Select **View Payment Status** to open the **Payment Dashboard**. (Shown as image below)



2. **Viewing Payment Status**

The payment information is displayed in a **table format** with the following columns:

- **Invoice ID**: A unique identifier for each invoice.
- **Client Name**: The name of the client associated with the invoice.
- **Invoice Date**: The date the invoice was issued.
- **Due Date**: The deadline for the invoice payment.
- **Total Amount (RM)**: The total amount billed on the invoice.
- **Paid Amount (RM)**: The amount that has been paid by the client.
- **Payment Status**: Displays the status of the invoice:
  - **Paid**: Green label indicating full payment.
  - **Unpaid**: Red label indicating no payment or partial payment.

3. **Monitoring Payment Status**
   - **Identify Outstanding Payments**: Look for invoices with the Unpaid status to follow up with clients.

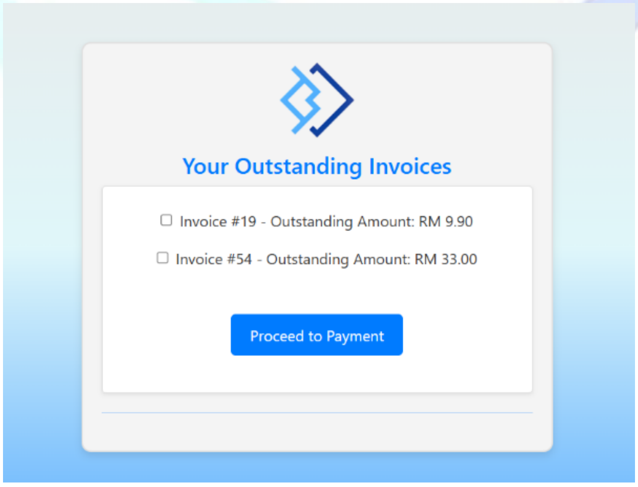
- **Track Completed Payments**: Invoices with the Paid status indicate that the payment has been fully settled.

4. **Following Up on Unpaid Invoices**
   - Review invoices marked as **Unpaid** and contact clients to remind them of pending payments.
   - Provide clients with a copy of the invoice if necessary (available for download in the **Manage Invoices** section).

- **Client Side**

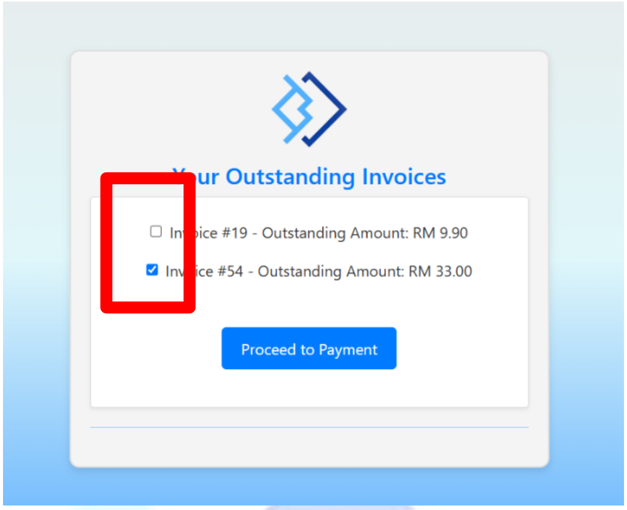
This guide explains how clients can view outstanding invoices and make payments using the system.

1. **Viewing Outstanding Invoices**
   1. **Login to the Client Portal**: After logging in, you will be redirected to the **Outstanding Invoices** page (Shown as image below).



   2. **Invoice List**:
      - The system displays a list of all unpaid invoices, showing:
        - **Invoice Number** (e.g., Invoice #19)
        - **Outstanding Amount** (e.g., RM 9.90)
   3. **Select Invoices for Payment**:
      - Tick the checkboxes beside the invoices you want to pay.

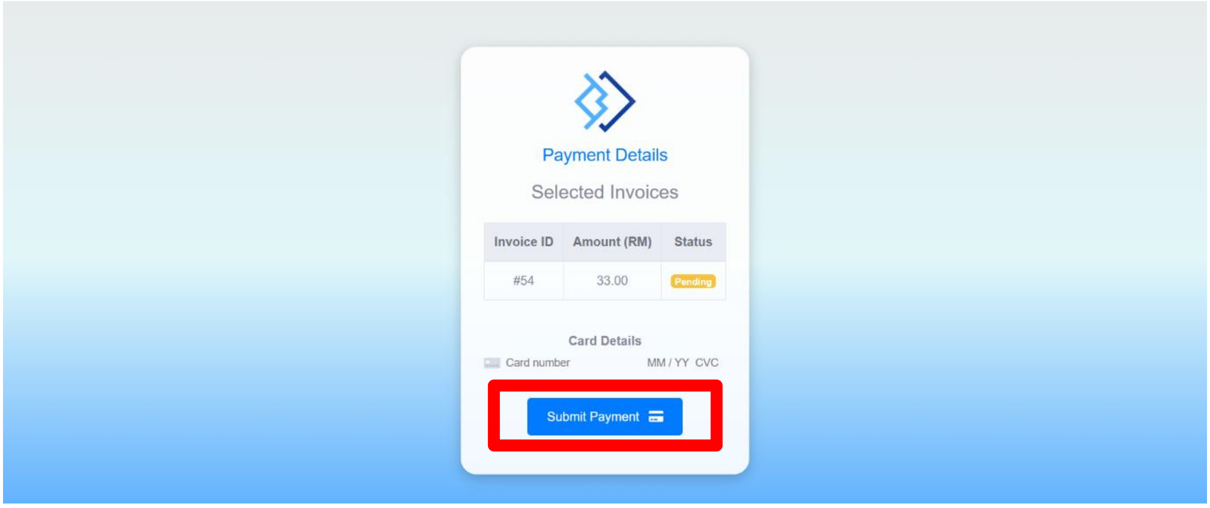
- Multiple invoices can be selected at once. (Shown as image below)



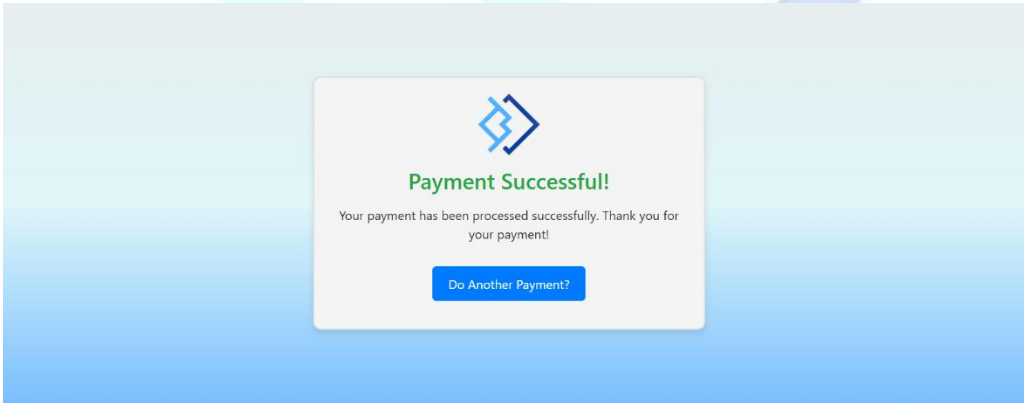
4. **Proceed to Payment**:
   - Once the desired invoices are selected, click the **Proceed to Payment** button at the bottom of the page. (Shown as image below)

2. Enter Payment Details

- **Payment Details Page**:
  - After clicking "Proceed to Payment," you will be redirected to the **Payment Details** page.
  - Here, you will see: A list of the selected invoices with their amounts and pending statuses.
- **Enter Card Details**:
  - Input your **Card Number** and other required details in the provided fields.
- **Submit Payment**:
  - Click the **Submit Payment** button (Green) to process the payment. (Shown as image below)



3. **Payment Confirmation**
   - **Success Message:**
     - Upon successful payment, a confirmation message will appear: "**Payment Successfully!**"
   - **Payment Status Update:**
     - The system will update the payment status for the paid invoices to **Paid**.
     - These invoices will no longer appear in the **Outstanding Invoices** list.



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e. Reports

The **Reports Dashboard** allows users to generate and download detailed reports related to clients and invoices. Below is a step-by-step guide for using the reporting features.

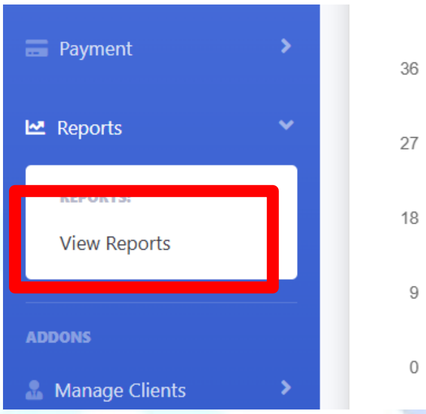
Notes:

- ***Ensure that your browser allows file downloads for a smooth experience.***

- ***The reports are system-generated and formatted for easy interpretation.***

1. Accessing the Reports Dashboard

1. Navigate to the **Reports** section in the sidebar menu under **Interface**.
2. Select **View Reports** to open the **Reports Dashboard**.



2. Available Reports

The dashboard provides ten (10) types of reports:

a. Client Directory Report

b. Invoices by Client Report

c. Sales Method Report

d. User Performance Report

e. Revenue Summary Report

f. Invoice Item Summary Report

g. Top Sold Items Report

h. Invoice Item Trends Report

i. Outstanding Invoices Report

j. Product List Report

3. **Generating and Downloading Reports**

   1. **Locate the desired report type:**

      a. **Client Directory Report** for client details.

      b. **Invoices by Client Report** for invoice-related information.

      c. **Sales Method Report** for sales method related information.

      d. **User Performance Report** for the number of invoices issue and payments received by each user related information

      e. **Revenue Summary Report** for the revenue summary by specific period or company related information.

      f. **Invoice Item Summary Report** for invoice items related information.

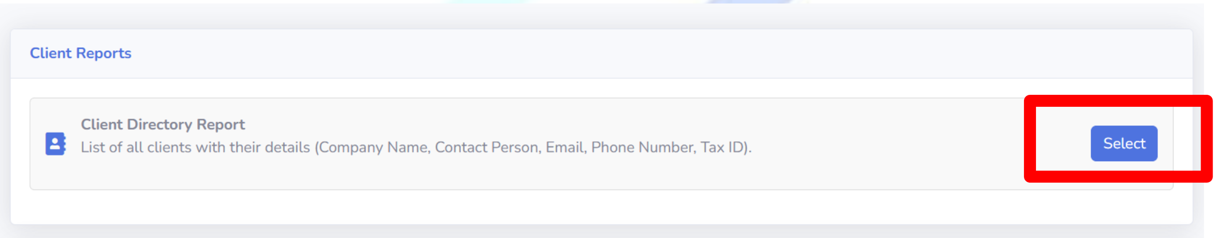
      g. **Top Sold Items Report** for the identified top sold items related information.

      h. **Invoice Item Trends Report** for the analysis of trends in invoice items over time.

      i. **Outstanding Invoices Report** for outstanding invoices related information

      j. **Product List Report** for the product related information.

   2. Click the **Select** button next to the respective report type. (Shown as the image below) You will be redirected to the Generate Report page.



   3. On the **Generate Report** page, you will see the following options to filter and customize the report:

      a. **Start Date:**

      - Click the date field and select the starting date for the report from the calendar.
      - This defines the beginning of the date range for the report data.

      b. **End Date:**

- Click the date field and select the ending date for the report from the calendar.
- This defines the end of the date range for the report data.

c. **Select Company Name:**

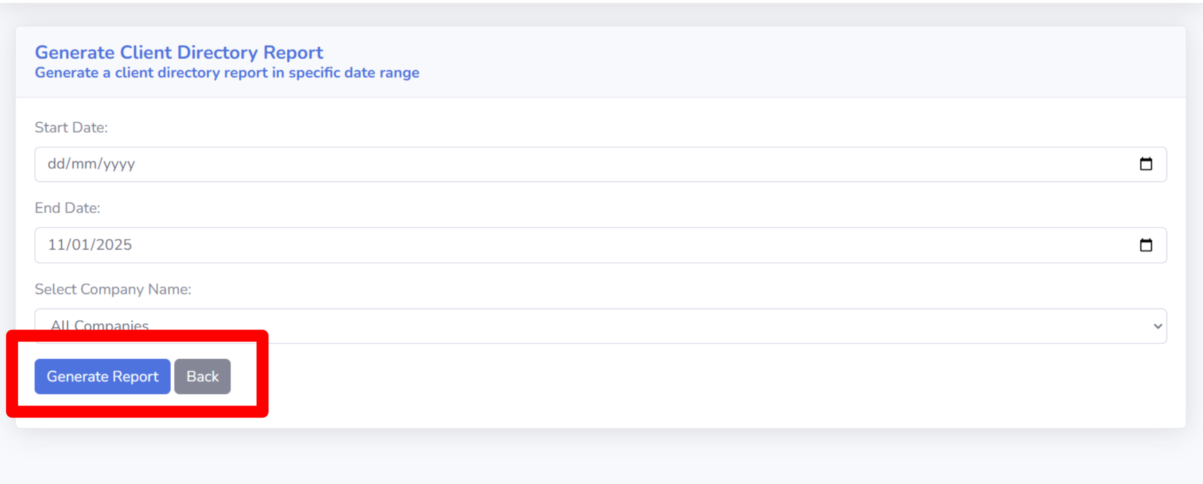
- Use the dropdown menu to select a specific company.
- To include all companies, select "**All Companies**" from the list.

4. After configuring the filters:

a. Click the **Generate Report** button at the bottom of the page. (Shown as the image below)

b. The system will process the request and generate the report based on your selected criteria.

c. If you want to return to the previous page without generating a report: Click the **Back** button. (Shown as the image below)



5. The system will generate the report and download it in PDF file format to your device.

6. Add-Ons

Introduction

The Add-Ons section in the sidebar menu contains three functionalities:

1. Manage Clients
2. Manage Users Company
3. Manage Users
4. Suspicious Activity

Role-Based Access

Access to these functionalities varies depending on the user's role in the system. Below is a summary of role-based permissions:

Role	Suspicious Activity	Manage Clients	Manage Users Company	Manage Users
Super Admin	✅	✅	✅	✅
Admin	✅	✅	✅	❌
User	❌	❌	❌	❌

Functionality Overview:

1. **Manage Clients**
   - **Purpose**: Allows users to view, add, and manage client details.
   - **Roles with Access**: Super Admin, Admin.
   - **Usage**:
     - Navigate to the Manage Clients option in the sidebar.
     - Click to view the list of existing clients or add new client profiles.

2. **Manage Users Company**
    - **Purpose**: Enables users to create company profile.
    - **Roles with Access**: Super Admin, Admin.
    - **Usage**:
        - Create company profile.
        - View, edit, or manage company profile.
3. **Manage Users**
    - **Purpose**: Allows the Super Admin to oversee all system users.
    - **Roles with Access**: Super Admin only.
    - **Usage**:
        - Navigate to Manage Users.
        - Add or remove users, edit user permissions, and manage roles.
4. **Suspicious Activity**
    - **Purpose**: Allows the Super Admin and Admin to review invoice transactions flagged as suspicious based on preset thresholds, view the total invoice amount threshold limit set for each company and approve transactions that are flagged but are verified as legitimate.
    - **Roles with Access**: Super Admin and Admin.
    - **Usage**:
        - View company threshold limits.
        - Review suspicious transactions.
        - Approve transactions.

a. Manage Users Company

Note:

- *Only **Super Admin** and **Admin** have access to the Manage Users Company section in the sidebar menu.*
- ***Users** are restricted from accessing this section.*

- **Add Users Company**

A company profile contains essential details about your business and ensures accurate representation on system-generated PDF documents like invoices and bills. This section will guide you through the process of updating your company profile under **Add-Ons Section > Manage Users Company > Add Users Company**.

a. Company Information

This section allows you to input essential details about your business entity.

Item	**Description**
Company Name	The legal name of your business entity registered with the local authorities.
Registration Number	The primary registration number of your legal entity. Use the latest registration number if multiple numbers (old and new) are provided.
Old Registration Number	The previous registration number of your business entity (if applicable, Malaysia only).
TIN	The unique tax identification number for your business (Malaysia only).
SST Registration Number	The primary SST (Sales and Services Tax) registration number for MyInvois purposes, if your business is SST-registered (Malaysia only). ***Note:*** *It is not required if your business is not SST registered.*

Tourism Tax Registration Number	The registration number identifying your business as a participant in the Tourism Tax scheme (if applicable, Malaysia only). ***Note:*** *It is not required if your business is not TTRN registered*.

b. Company Contact

Enter your company's primary contact details in this section.

Item	Description
Contact Number	The primary contact number of your business.
Email Address	The primary email address of your business.
Website URL	The official website address of your business. ***(Optional)**

c. Company Address

Provide your business address to complete the profile setup.

Fill in the necessary fields: **Address, City, State, Postcode, and Country**. Accurate address information is required to proceed with creating your company profile.

d. Company Logo

Upload your company's official logo to ensure it appears on your invoices and bills.

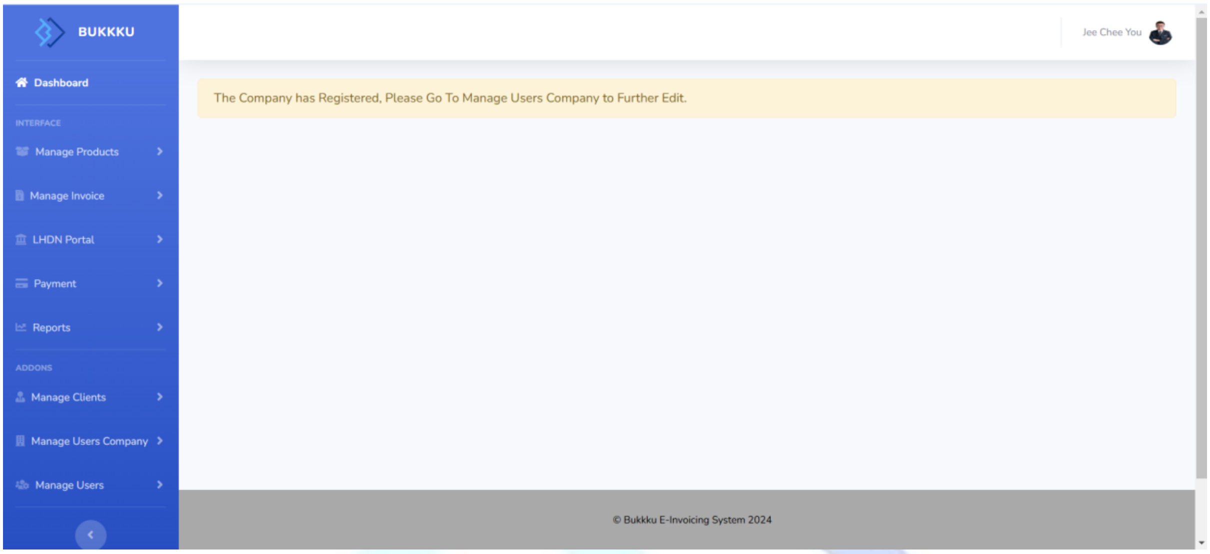
- **Format**: JPG/PNG format.
- **Recommended Resolution**: 200px x 200px or higher for a clear display.
- The logo will be placed prominently on the header of all transactions.

e. Adding the Company

After entering all necessary information:

- Click the Add User Company button.

f. Once the company is successfully registered, you may try to click ***Add Users Company*** section again. It will show "The company has registered. Please go to manage users company to further edit" (shown as below). This confirms that your company profile has been saved in the system.



Tips for a Smooth Experience

- Double-check all mandatory fields before submission.
- Keep required documents and information ready (e.g., registration numbers and logos).
- Contact support if errors persist during the process.

- **Manage Users Company**

The ***Manage Users Company*** section provides an overview of your company's details in an easy-to-read table format. This allows you to review, update, and manage your company's information conveniently.

1. **Viewing Company Information**
   - All your company details will be displayed in **a table format** for easy access.
   - The table includes fields such as **Company Name, Registration Number, TIN, Contact Number, Email, Website, Address and Logo**.
2. **Editing Company Information**

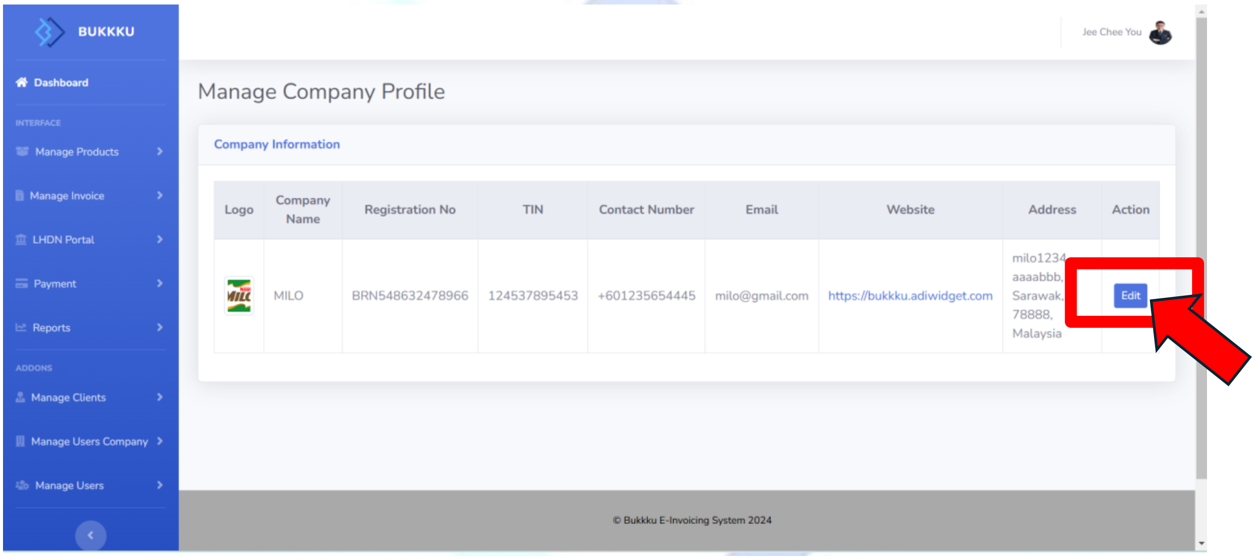
To update your company's information, follow these steps:

a. **Locate the Edit Button**

- Each row in the table contains an Edit action button (indicated by an arrow in the system UI below).
- Click this button to open the editing interface.

b. **Make Your Updates**

- Update any necessary fields (e.g., company name, contact details, address).
- Ensure all information is accurate and complete.

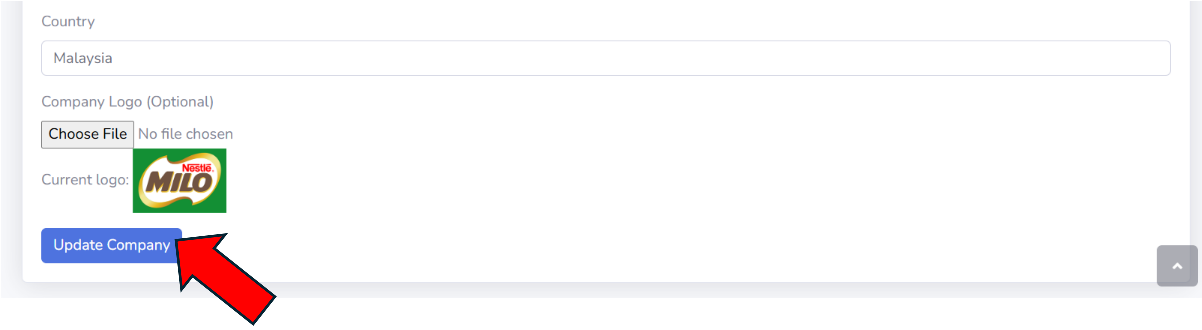


3. Saving Updates

After editing your company information:

a. Click the Update Company button (indicated by an arrow in the system UI below).

b. The system will automatically save your changes, and the table will reflect the latest updates immediately.



Important Notes

- Ensure accuracy when updating information, as this data will appear on official documents such as invoices and bills.
- If you encounter errors while updating, review the input fields or contact support for assistance.

---

b. Manage Users

Note:

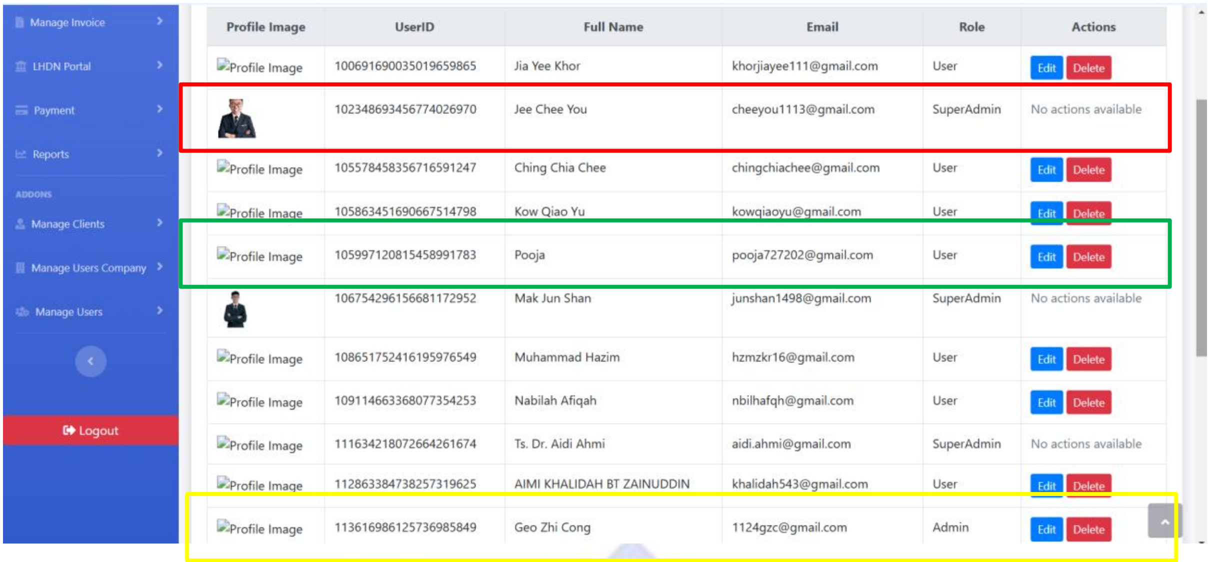
- *Only the **Super Admin** can access this section and perform these actions.*
- *Other roles **(Admin and User)** do not have access to the **Manage Users** section.*

The **Manage Users** section provides an overview of all users within your company, categorized by their roles: **Super Admin**, **Admin**, and **User**. This section allows for efficient user management by the Super Admin.

1. Role Overview

The table displays all users, with their roles clearly marked by color-coded frames for easy identification shown as below:

- **Super Admin**: Marked with a **red frame**.
- **Admin**: Marked with a **yellow frame**.
- **User**: Marked with a **green frame**.



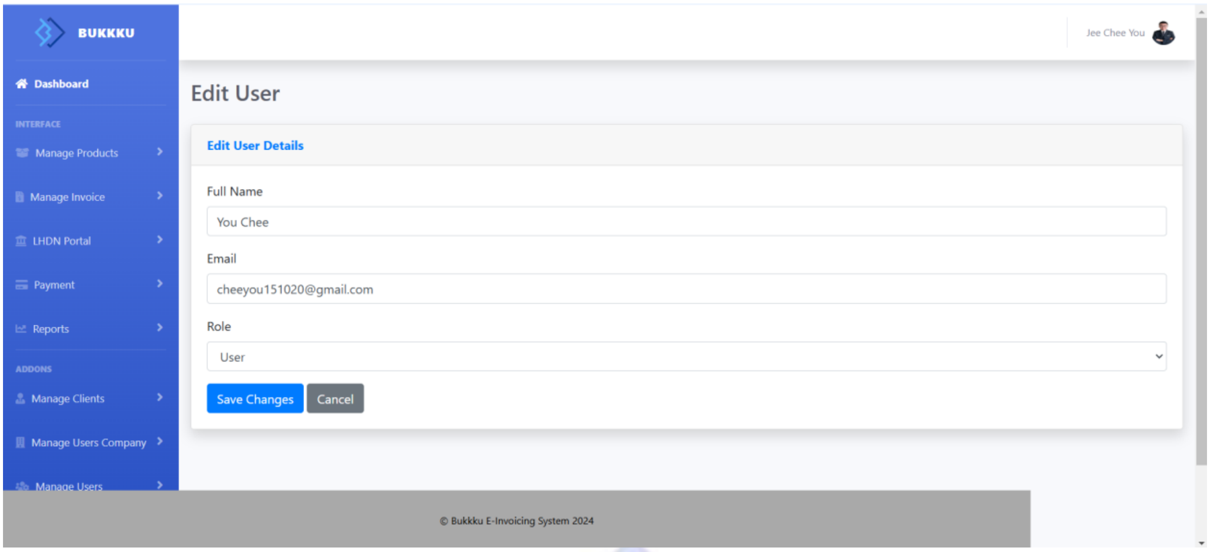
2. Appointment of Super Admin

- The **Super Admin** role is assigned exclusively by BUKKKU©'s development team.
- To appoint a Super Admin for your company:
  - Provide the designated person's **name** and **email address** to the development team.
  - The development team will process the request and assign the role accordingly.

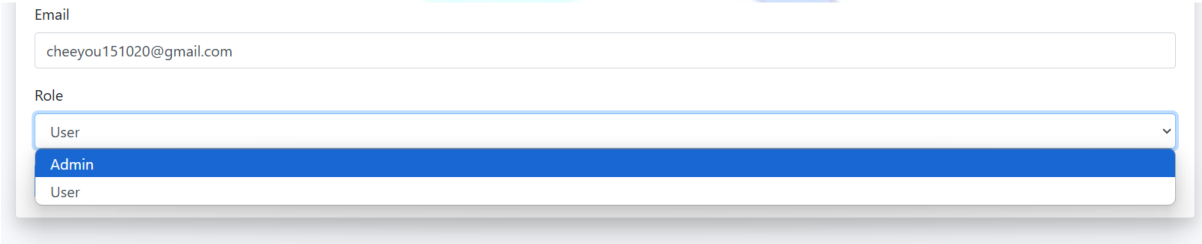
3. Super Admin Privileges

The Super Admin has the following authorities within the system:

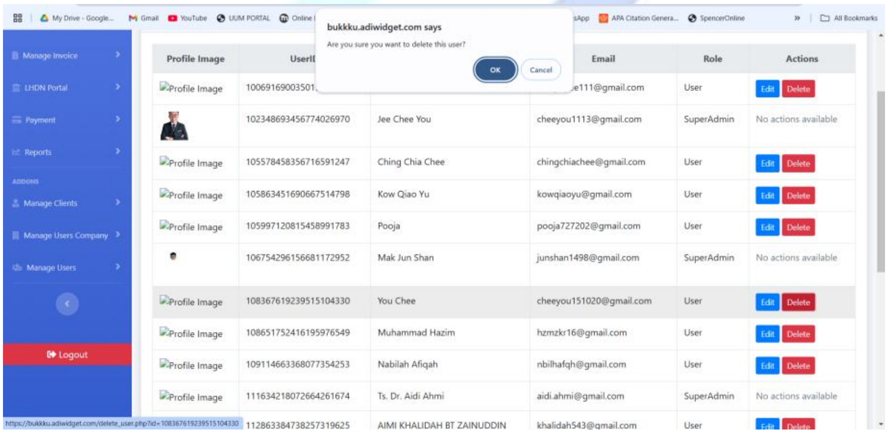
- **Edit User Details:**
  - Update a user's **name** and **email address** as needed. (Shown as below)



- **Set User as Admin:**
  - Assign the **Admin** role to any existing user in the company. (Shown as below)



- **Delete User:**
  - Remove a user from the system if required. (Shown as below)



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c. Manage Clients

Note:

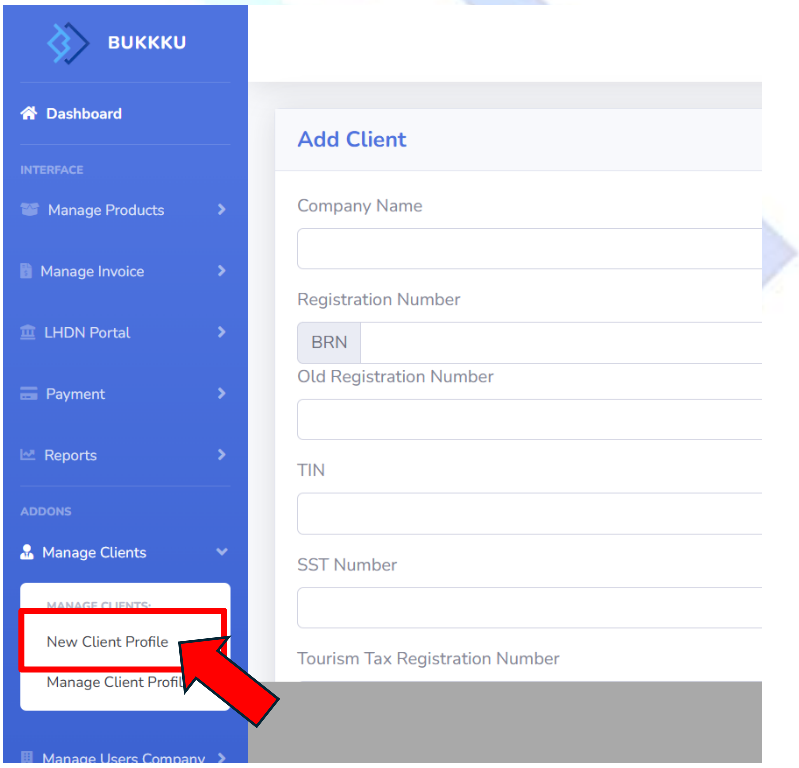
- *Only **Super Admin** and **Admin** can access this section and add new clients.*
- *The **User** role is restricted from accessing the **Manage Clients** section.*

- **New Client Profile**

Note:

- *Ensure all mandatory fields are filled out accurately to avoid submission errors.*

1. **Accessing the New Client Profile**
   a. Navigate to the **Add-Ons Section > Manage Clients**.
   b. Click on the **New Client Profile** button to open the form as shown in the image below.



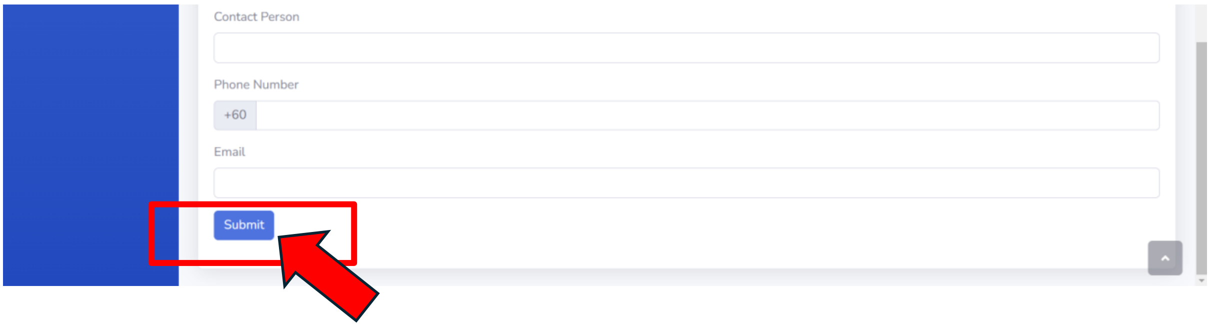
4. **Filling Out the Client Information**

Enter the following details in the respective fields:

Item	Description
Company Name	The legal name of your client's business entity registered with the local authorities.

Registration Number	The primary registration number of your client's business entity. Use the latest registration number if multiple numbers (old and new) are provided.
Old Registration Number	The previous registration number of your client's business entity (if applicable, Malaysia only).
TIN	The unique tax identification number for your client's business entity (Malaysia only).
SST Registration Number	The primary SST (Sales and Services Tax) registration number for MyInvois purposes, if your client's business entity is SST-registered (Malaysia only). ***Note:*** *It is not required if your* client's *business entity is not SST registered*.
Tourism Tax Registration Number	The registration number identifying your client's business entity as a participant in the Tourism Tax scheme (if applicable, Malaysia only). ***Note:*** *It is not required if your* client's *business entityis not TTRN registered*.
Address	Fill in your client's complete business entity address.
City	Enter the name of the city where the business entity is located.
Postcode	Provide the postal code.
State	Select the state from the dropdown menu.
Country	This will typically default to Malaysia, but update as necessary.
Contact Person	Input the name of the person responsible for communication.
Phone Number	Provide the primary phone number of the client's business.
Email	Enter the client's email address.

5. **Submitting the Form**
    a. After completing all the required fields, review the information for accuracy.
    b. Click the **Submit** button at the bottom of the form. (Shown as below)



c. The system will redirect to ***Manage Client Profile*** section if:

- Client has been added successfully.
- Else, there was an error, it will display the message: "There was an error. Please recheck" in red, indicating an issue with the submission.

- **Manage Client Profile**

The ***Manage Client Profile*** section provides an overview of your client companies' details in an easy-to-read table format. This allows you to review, update, and manage your client companies' information conveniently.

1. Viewing Client Profiles

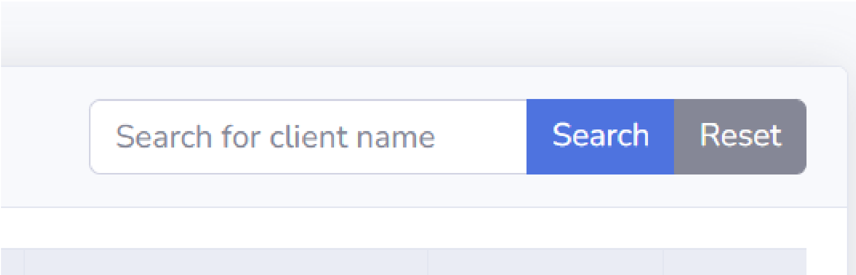
The client profiles are displayed in a table format for easy access and management. The table includes the following fields:

- **Client ID**: A unique identifier for each client.
- **Company Name**: The registered name of the client's company.
- **Registration Number**: The official registration number of the company.
- **TIN**: The Tax Identification Number of the client.
- **SST Number**: The Sales and Services Tax (SST) number, if applicable.
- **Contact Person**: The name of the primary contact person at the client's company.
- **Phone Number**: The client's contact phone number.
- **Email**: The email address of the client's company.
- **Address**: The registered address of the client.

2. Searching for a Client

To quickly find a specific client:

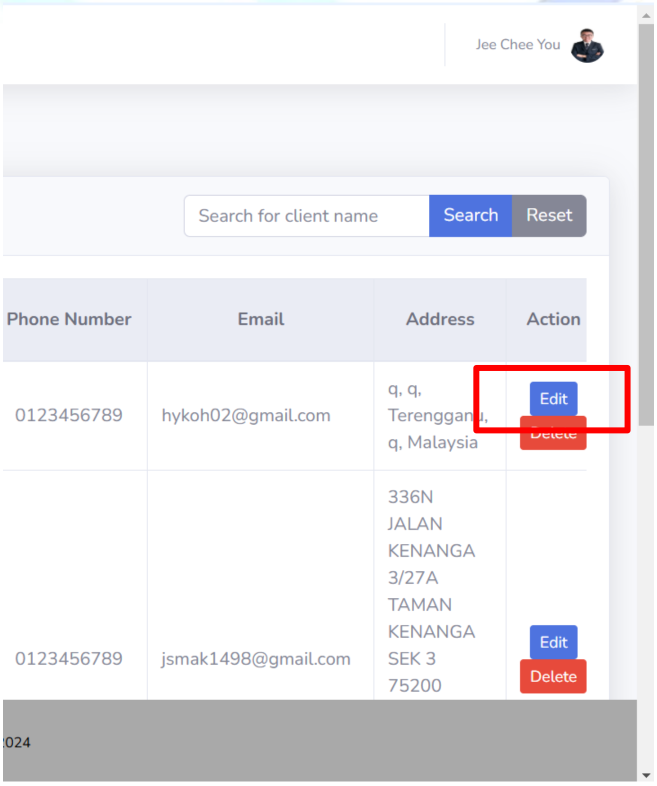
- Enter the **client's name** in the **Search bar** located at the top right of the table.
- Click the **Search** button.
    i. The table will display the matching client(s) based on the entered name.
- To clear the search and view all clients again, click the **Reset** button.



3. Editing a Client Profile

a. Locate the client you want to edit in the table.

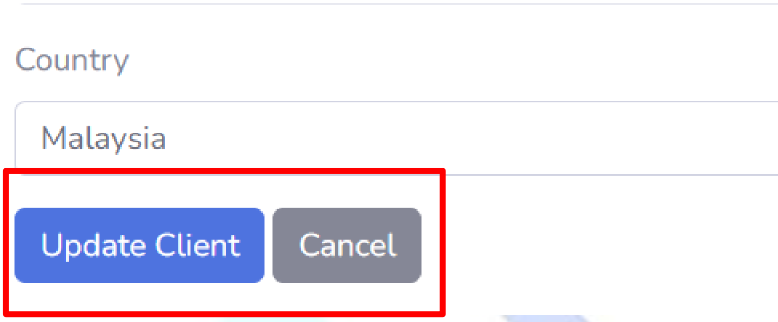
b. Click the **Edit** button in the **Action** column for the respective client. (Shown as image below)

c. 

d. Update the any necessary fields (e.g., company name, contact details, or address) in the editing form.

e. Once changes are made, click ***Update Client*** to save the updates or click ***Cancel*** if decided not to continue updating anymore. (Shown as image below)

- The table will refresh to reflect the updated information.



6. Deleting a Client Profile

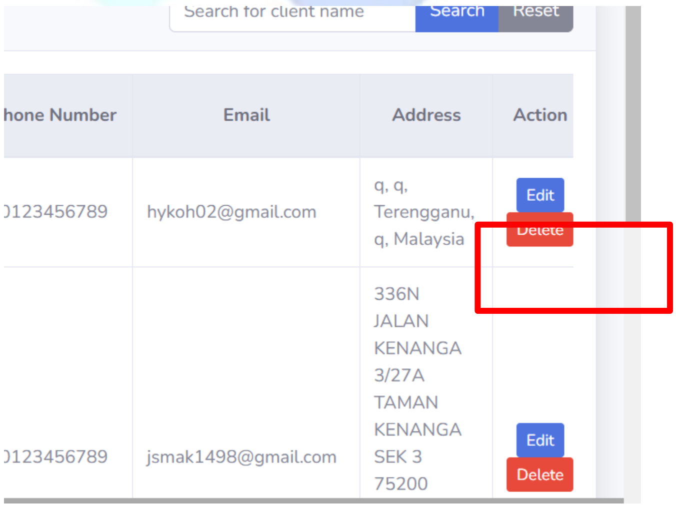
a. Locate the client you want to delete in the table.

b. Click the **Delete** button in the **Action** column for the respective client. (Shown as image below)

c. Confirm the deletion when prompted by the system.

- The client will be removed from the table and the database.

Important Note: Deleting a client is permanent and cannot be undone. Ensure the client profile is no longer needed before proceeding.



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d. Suspicious Activity

Note:

- *Only **Super Admin** and **Admin** have access to the Suspicious Activity section in the sidebar menu.*
- ***Users** are restricted from accessing this section.*

- **View Company Threshold**

The ***View Company Threshold*** section provides an overview of each client company's average invoice totals and their respective threshold limits in an easy-to-read table format. This feature enables you to monitor and ensure that invoice activities remain within predefined limits, enhancing financial oversight and control.

1. Viewing Company Threshold Details

The company threshold details are displayed in a table format for easy access and management. The table includes the following fields:

- **Company Name**:
  - The registered name of the client's company.
  - You can search for specific companies using the **Search** bar located at the top right of the table.
- **Average Invoice Total:**
  - Displays the average total of invoices for each company, providing insight into the typical transaction size.
- **Threshold Limit (20%):**
  - Indicates the maximum allowable invoice amount threshold for the company, calculated as 20% above the average invoice total.
  - This field helps identify transactions that may exceed the allowable limit, which could be flagged as suspicious activity.

- **View Suspicious Activity**

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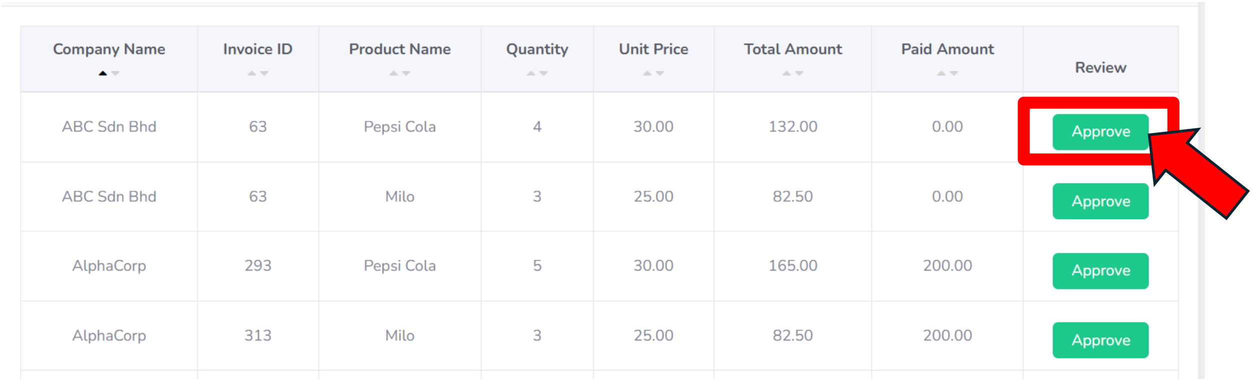
   - Displays the average total of invoices for each company, providing insight into the typical transaction size.

c. **Threshold Limit (20%):**
   - Indicates the maximum allowable invoice amount threshold for the company, calculated as 20% above the average invoice total.
   - This field helps identify transactions that may exceed the allowable limit, which could be flagged as suspicious activity.

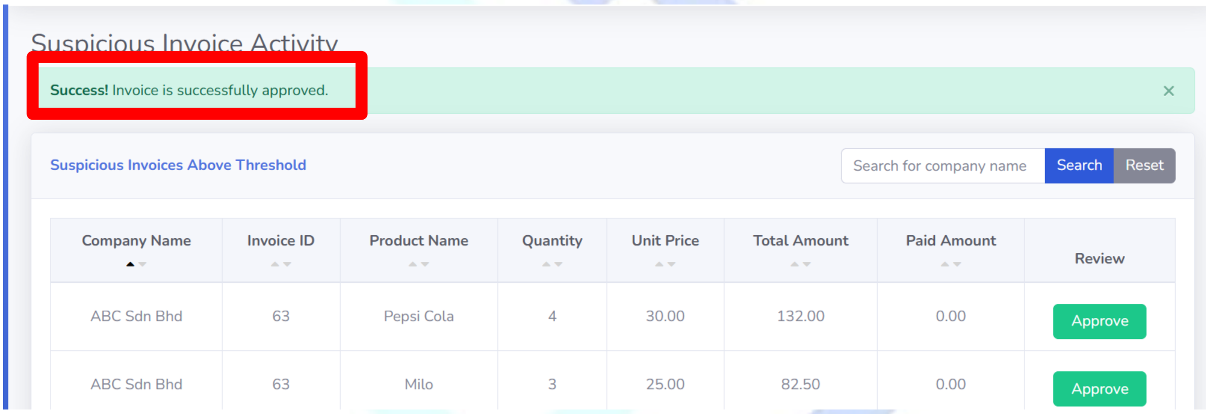
2. Approving Transactions

a. Locate the transaction that you want to approve in the table.

b. Click the **Approve** button in the **Review** column for the respective client. (Shown as image below)



c. If successful: The transaction will no longer appear in the system and a message displaying "**Success! Invoice is successfully approved**", else if failed, a message displaying "(Error)" (Shown as image below)



7. Important Note

- **Tax Rate**

The **Tax Rate** applicable will strictly adhere to the latest regulations set forth by the Malaysian Government.

- The system is designed to automatically reflect any updates to the tax rate in real-time.
- Any changes, including fluctuations or amendments to the tax rate, will be implemented immediately following official government announcements.
- Users are encouraged to stay informed about tax regulations as updates are dynamically integrated into the system to ensure compliance.

By automating updates, the system ensures accuracy and reliability in tax rate calculations, eliminating the need for manual adjustments by users. If further clarification is required, please refer to the relevant Malaysian Government tax documentation or contact support for assistance.

——END——