

MiniCheck-OCR, Inc.

Confidential Project Details

Capstone Spring 2011

**MiniCheck ID™/DL Utility**

## **INVOICING AND RECEIPT ARCHIVE**

**Tracking Invoices and Receipts** for purchases made throughout the year can often be a difficult task, especially for business owners. Managers and employees often make last minute purchases of equipment and supplies necessary to run their day to day operations. Most of the time, sales tax on these types of transactions is paid at the time of purchase. Some businesses are required to maintain a record of the sales tax having been paid on transactions. In the event of an audit, documented proof of payment is required in order to avoid paying the sales tax again. Sufficient proof includes a copy of the sales receipt and corresponding invoice. In most cases, sales receipts are printed on thermal paper which has a tendency to fade quickly. Once faded, the information printed on the receipt is unreadable and thereby useless. The business owner cannot verify that the sales tax was ever paid or the details of the transaction.

**Project Scope:**

## **WEB BASED INVOICING AND RECEIPT ARCHIVE**

### **MiniCheck Invoicing and Receipt Tracking System™**

To develop a web based invoice and receipt archive tracking system providing real-time access to expense records, invoices and receipts for purchases made. Also online archive of virtually any type of document including important, indispensable documents like birth certificates, social security cards, visas, passports, credit applications, professional licenses, transcripts, documents of ownership like car titles and extended warranty documents.

The MiniCheck™ Invoicing and Receipt Tracking System™ will reside on a secure webserver. Access to the system will be controlled by a unique user name and password for every user. Admin level credentials for each client/restaurant location will be assigned to management allowing them to setup and delete users from the system. Admin level users will be able to determine each user's assigned level of access.

Each transaction record will be automatically assigned a unique ID number. Each item associated with a particular record will be tied to that record by assigning the item a derivative unique ID number.

Users will be able to add notes to each record they create and subsequently access. However, once notes are added to a record, they cannot be deleted.

Integrating a reliable web-Twain component is essential for enabling users to seamlessly access and use the system. Support for Twain compliant scanners will provide a cost effective, flexible and standardized solution.



**Document format options should include** PDF and Tif formats for archiving invoices and receipts.

**Creation of product user guide and training wizard** for the system developed should show detailed screen shots of all product features including the customer login screen, user interface, sample transaction logs, activity reports and all administrative functions. Use animated wizards to enhance the effectiveness of the product user guide and tutorials.

A significant benefit of the MiniCheck™ Virtual Safety Deposit Box™ will be the user's ability to recall important documents from the archive from any PC with internet access. 24 hour access to important documents that can be accessed whenever needed.

The database should be created in a format that is reliable, flexible and cost effective such as MySQL. Other database formats can be considered as long as they meet these criteria.

The Virtual Safety Deposit Box™ should provide a rich learning experience and allow the team to incorporate creative development techniques, attractive professional GUI and utilize progressive technologies to develop an application that has immediate real-world implications in both the commercial and consumer markets.

**Comments or questions:**

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