

# Ringi List

**Ringi List Page** is designed to facilitate the management and tracking of Ringi/Expense documents. It provides a comprehensive overview of Ringi Status, allowing users to efficiently monitor and manage the document approval process.

The screenshot displays the Ringi List application interface. At the top, there is a breadcrumb trail: Dashboard > Expense > Ringi List, and a '+ Add Ringi' button. The main content area is divided into two sections: 'FILTER' and 'MY APPLICATIONS'. The 'FILTER' section includes three summary cards: 'Summary by filter' (Total: 15971 USD, 5000018 THB, 103781164 LAK), 'Summary today' (Total: USD, THB, LAK for Pending, Approved, Rejected), and 'Summary this month' (Total: 0 USD, THB, LAK). Below these are filter inputs for Title/Description, Office, Create Staff, Use Staff, Status, and Create Date, along with a 'Search' button. The 'MY APPLICATIONS' section is a table with columns: ID, Ringi Title, Amount, Date Create, Create Staff, Status, and Actions. The table contains 10 rows of data.

ID	Ringi Title	Amount	Date Create	Create Staff	Status	Actions
22	testing	60800 USD   20000 LAK	2024-10-22	4 - Treasurer	Canceled	👁️ 📄 🗑️
21	test	5000 THB   1000000 LAK	2024-10-03	55555 - Lanka	Pending	✍️ 📄 ✓
20	Office Supply	1000000 LAK	2024-07-20	55555 - Lanka	Canceled	👁️ 📄 🗑️
19	dsf	3000 USD	2024-07-18	55555 - Lanka	Approved	👁️ 📄 🗑️
18	odeesha	213 USD	2024-07-18	55555 - Lanka	Pending	✍️ 📄 ✓
17	dgd	324 USD	2024-07-18	55555 - Lanka	Pending	✍️ 📄 ✓
16	odeesha test	4100000000 USD   2500000 THB	2024-07-18	55555 - Lanka	Pending	✍️ 📄 ✓
15	test - odeesha	3341 USD	2024-07-18	55555 - Lanka	Approved	👁️ 📄 🗑️
14	harshiii	3000 USD	2024-06-11	55555 - Lanka	Canceled	👁️ 📄 🗑️

The page is divided into two main sections: Filter and My Applications.

## Filter Section

The Filter section offers a granular view of Ringi documents, categorized by various criteria. Key components include:

- **Summary by Filter:** Displays the total number of Ringi documents in different statuses (e.g., pending, approved, rejected).
- **Summary Today:** Presents the number of Ringi documents created on the current day.
- **Summary This Month:** Shows the number of Ringi documents created during the current month.

Six search filters are available to refine the Ringi search based on specific criteria, enabling users to customize their view.

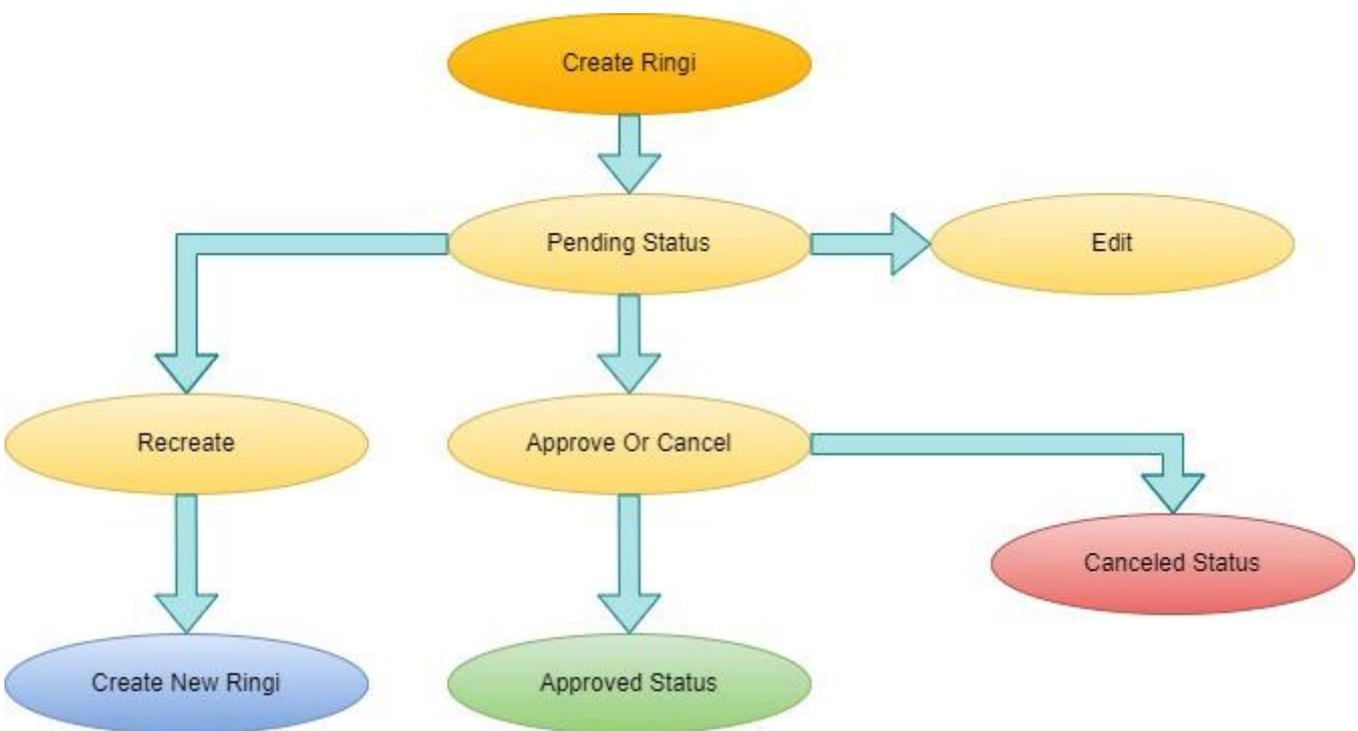
**Ringi Table:** The Ringi table provides a detailed view of individual Ringi documents.

### My Applications Section

This section allows users to view and manage Ringi documents they have created.

## Ringi Process

**Ringi Process** is a module within the system that enables users to create and manage Ringi lists. A Ringi list is a collection of expenses that require approval from designated authorities before they can be processed.



**Creating a Ringi List:** Only expense IDs with the following status can be added

- Pending approval from Leader
- Pending approval from Manager
- Pending approval from Treasurer
- Pending approval from Treasurer Manager
- Active

Date create: 10/23/2024 | Create staff: 55555 - Lanka Sena | Office: \*

Use Staff | Structure

Ringi Title: August bills

Description (Case outline)

Expense ID	Expense Title	Amount	Currency	Actions
142	Test one <small>Expense Title is required.</small>	2500.0000	USD	👁 -
145	ddd <small>Expense Title is required.</small>	300.0000	USD	👁 -
+				

Total Amount: 2800 | Currency: USD | Read Amount: Two thousand, eight hundred

Total Amount: 0 | Currency: THB | Read Amount:

Users can add multiple expenses to a single Ringi list. When an expense ID is entered, the system automatically populates the corresponding expense title, amount, and currency details.

Revision #2

Created 23 October 2024 04:53:08 by Odeesha Gamage

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