

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.

Ringi List

Dashboard > Expense > Ringi List

+ Add Ringi

FILTER

MY APPLICATIONS

Summary by filter

Total: 15971 USD
Total: 5000018 THB
Total: 103781164 LAK

Summary today

Total: USD (Pending, Approved, Rejected:)
Total: THB (Pending, Approved, Rejected:)
Total: LAK (Pending, Approved, Rejected:)

Summary this month

Total: 0 USD
Total: 0 THB
Total: 0 LAK

Title/Description

Office

Create Staff

Use Staff

Status

Create Date

Search

| 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 | 41000000000 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.

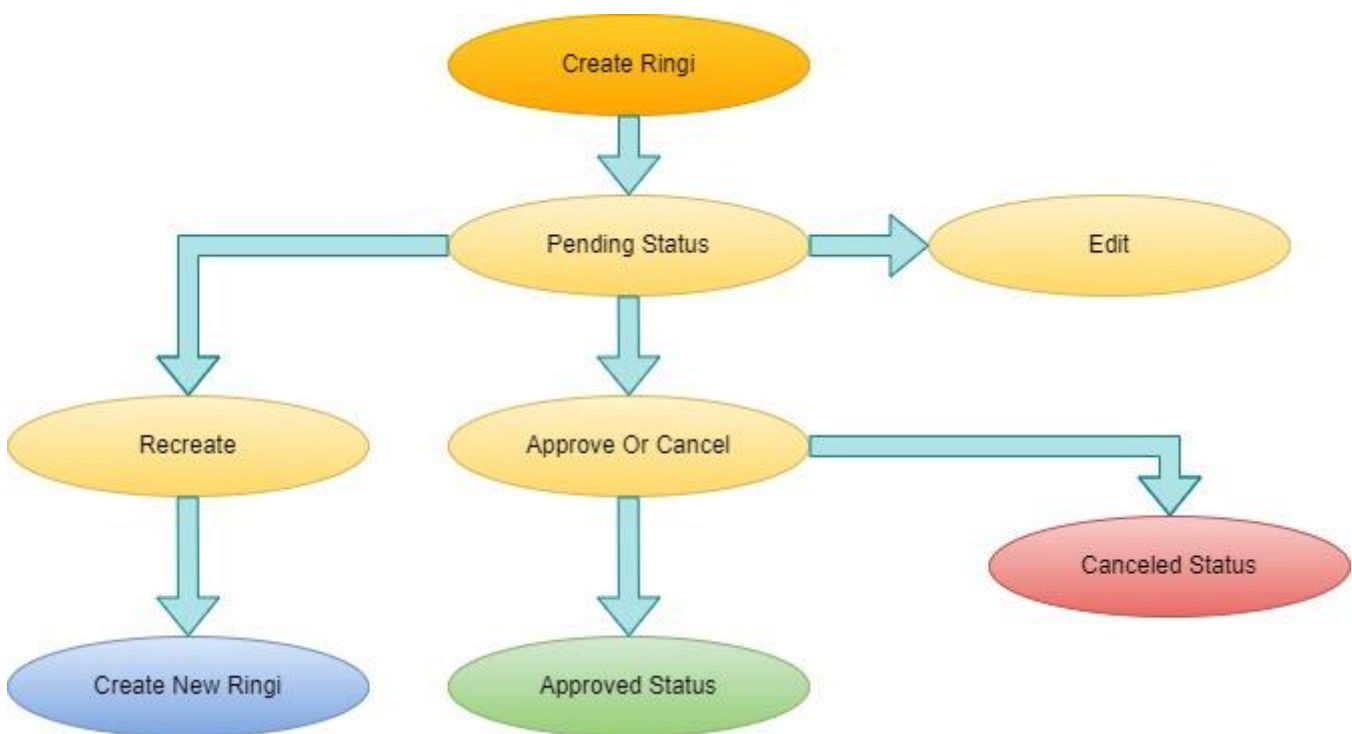
Ringi Table: The Ringi table provides a detailed view of individual Ringi documents.

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 Create10/23/2024

Create staff55555 - Lanka Sena

Office *

Use Staff

Structure

Ringi Title

August bills

Description (Case outline)

| Expense ID | Expense Title | Amount | Currency | Actions |
|------------|---------------|-----------|----------|---------|
| 142 | Test one | 2500.0000 | USD | - |
| 145 | ddd | 300.0000 | USD | - |
| + | | | | |

Total Amount2800

CurrencyUSD

Read Amount *Two thousand, eight hundred

Total Amount0

CurrencyTHHR

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.