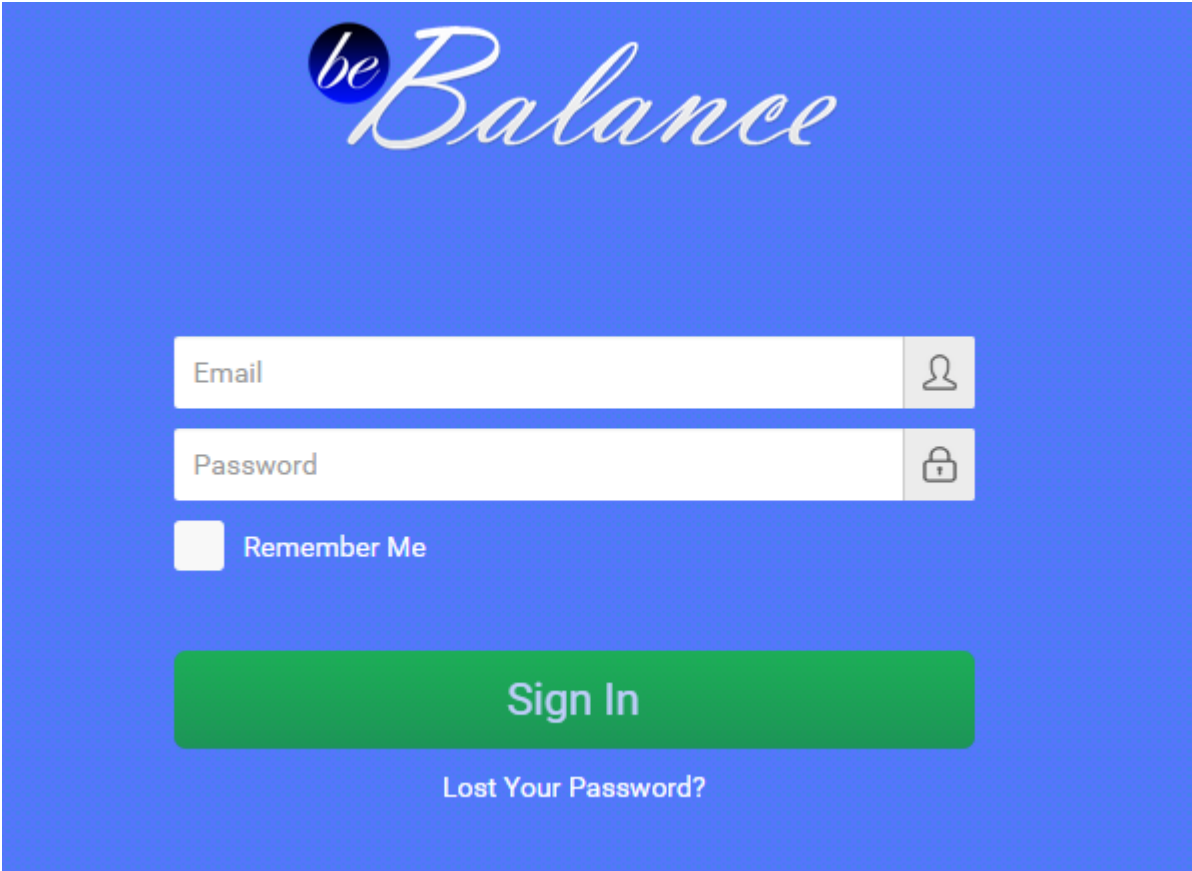


Balance Snapshots:

Login Page



Home | Activity Board


The Activity Board dashboard displays a grid of task cards. Each card includes a project name, task title, estimated hours, due date, and priority level (High, Medium, Low). The tasks are organized into four columns based on their status.

Category	Task ID	Task Name	Est. Hrs	Due Date	Priority
To Do Task	#42	First 10 Reports	8	06/30/2015	High
	#43	Gather Requirements	8	06/23/2015	High
	#7	Gather Requirements	16	06/19/2015	Low
Ready and Waiting!	#22	First 10 Reports	0.5	06/17/2015	High
	#41	Develop Reports	8	06/22/2015	High
Working Hard	#15	First 10 Reports	8	06/22/2015	High
	#19	Develop Reports	16	06/19/2015	High
All Done, Congrats!	#17	First 10 Reports	0.25	06/17/2015	Low
	#23	Quality Assurance	0.5	06/17/2015	Low

Home | Timesheet







The Timesheet dashboard provides a weekly grid for logging hours. It includes a 'Select View' dropdown set to 'Weekly' and navigation buttons for 'Prev', 'Current', and 'Next'. The grid shows hours logged for various accounts and projects over a week, with a 'Submit' button at the bottom right.

Account	Project	Sun 06/20	Mon 06/21	Tue 06/22	Wed 06/23	Thu 06/24	Fri 06/25	Weekly Total	Remaining Units/Hr
	First 10 Reports	00:00	10:05	00:00	00:00	--	--	10:05	574:24
	First 10 Reports	--	--	--	00:00	--	--	00:00	12:00
	MISC	00:00	00:00	00:00	00:00	--	--	00:00	
	PTO	00:00	00:00	00:00	00:00	--	--	00:00	
	SICK	00:00	00:00	00:00	00:00	--	--	00:00	
TOTAL HOURS		00:00	10:05	00:00	00:00	--	--		

Home Reports Manage Process Support Julianne

Activity Timesheet Expenses

+ Add Expense

<input type="checkbox"/>	Date	Account	Project	Category	Receipt \$	Expense Amount \$	Bill to Account	Approval Status	Admin Comments	Preview Receipt
<input checked="" type="checkbox"/>	10/20	████	MSTR	Travel	25.86	25.00	Yes	Pending	Lorem Ipsum Dolor Sit	
<input checked="" type="checkbox"/>	10/20	████	EDW	Lunch	17.53	17.53	Yes	Pending	Lorem Ipsum Dolor Sit	
<input checked="" type="checkbox"/>	10/20	BE	Balance	Mockflow	19.00	19.00	Yes	Pending	Lorem Ipsum Dolor Sit	
<input checked="" type="checkbox"/>	11/11	BE	Balance	Lunch	19.00	19.00	Yes	Pending	Lorem Ipsum Dolor Sit	
<input checked="" type="checkbox"/>	10/20	████	MSTR	Travel	25.86	25.00	Yes	Approved	Lorem Ipsum Dolor Sit	
<input checked="" type="checkbox"/>	10/20	████	EDW	Lunch	17.53	17.53	Yes	Approved	Lorem Ipsum Dolor Sit	

Total Expenses \$ = 123.06 Submit

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+ Add Expense

Add Expense

General Info

Account	Project	Date
Select	Select	YYYY-MM-DD
Category	Other Category	Receipt \$
Travel		
Expense Amount \$	Bill to Account	
	Yes	

Upload

Upload Receipt (Formats: JPG, PNG, GIF, BMP)

receipt.jpg

Total Expenses \$ = 12

Submit

+ Add Expense

Date	Account
10/20	
10/20	
10/20	BE
11/11	BE
10/20	
10/20	

Total Expenses \$ = 12

Receipt

Sample Only **EFG CORPORATION** "Annex C.1.1"
U305/3F Mindanao Avenue, Quezon City VAT Reg. TIN: 145-405-488-0000

OFFICIAL RECEIPT

Received From: _____ Date: _____
TIN: _____ OSCA/PWD ID No.: _____
Address: _____ SC/PWD Signature: _____
Business Style: _____

QUANTITY	UNIT	ARTICLES	UNIT PRICE	AMOUNT

Mode of Payment: Variable Sales Total Sales (VAT Inclusive)
Cash: VAT Exempt Sales Less VAT
Check: Zero Rated Sales Amount Net of VAT
Check No.: VAT Amount Less SC/PWD Discount

TOTAL AMOUNT DUE

Issued by: _____
(Print Name and Signature)

10 BRKS (3x) 1001-1500 Printer's Accreditation No. P8806120
BIR Authority to Print No. SAU600805222 Date issued: 05-01-12 No. **1001**
Date issued: 07-30-13 **SARIS** 01-07-20-2018
JOC PRINTING SERVICES, INC. Date issued: 05-01-12
Bldg. 123, Quezon City
TIN: 123-456-789-0000

THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP.

Submit

Manage | Accounts, Projects, Users

The dashboard features a top navigation bar with 'Balance' logo and links for Home, Manage, Process, Report, and Support. The user 'Halyna' is logged in. The main content area is divided into three sections:

- ACCOUNTS (1):** Includes a search dropdown and an 'ADD NEW ACCOUNT' button.
- PROJECTS (3):** Includes a search dropdown and an 'ADD NEW PROJECT' button.
- ACTIVE USERS (6):** A list of users with filters for 'ACTIVE USERS' and 'INACTIVE USERS'. The list includes:
 - PS RAYAL SINHA (Active)
 - STEVE LEE, Product Manager (Active)
 - HT HALYNA TIMKO, Product Analyst (Active)
 - SL SAMANTHA LEANG, Graphic Products (Active)
 - BI Developer (Active)
 - SJ Office Manager (Active)

Additional sections on the right include:

- ADMINISTRATORS (2 PEOPLE):** HT Halyna Timko, Steve Lee.
- MANAGERS (1 PEOPLE):** SL Samantha Leang.
- USERS (3 PEOPLE):** Steve Lee, BI Developer, SJ Office Manager.

Buttons for 'Cancel' and 'Save Changes' are located at the top right of the user management section.

Process | Timesheet

The 'Timesheet' page includes navigation for Timesheet, Expense, and Invoicing. It shows the user 'Halyna' and the date range 'From Date: 2015-06-24 To Date: 2015-06-30'. The view is set to 'Weekly'.

Account	Project	Sun 06/20	Mon 06/21	Tue 06/22	Wed 06/23	Thu 06/24	Fri 06/25	Sat 06/26	Weekly Total	Remaining Units/Hr	Admin Comments
<input checked="" type="checkbox"/>	First 10 Reports	00:00	10:05	00:00	00:00	--	--	--	10:05	574:24	Rejected
<input type="checkbox"/>	First 10 Reports	--	--	--	00:00	--	--	--	00:00	12:00	
<input type="checkbox"/>	MISC	00:00	00:00	00:00	00:00	--	--	--	00:00		
<input type="checkbox"/>	PTO	00:00	00:00	00:00	00:00	--	--	--	00:00		
<input type="checkbox"/>	SICK	00:00	00:00	00:00	00:00	--	--	--	00:00		
TOTAL HOURS		00:00	10:05	00:00	00:00	--	--	--			

Buttons for 'Send Reminder Email', 'Reject', and 'Approve' are located at the bottom right of the timesheet grid.

Process | Expense

Home | Reports | Manage | Process | Support

Julianne ⌵

⌚
Timesheet

📊
Expenses

📄
Invoicing

Users: Payal ⌵

Account: Select ⌵



! Payal has not submitted the expenses! ✕

Send Reminder Email

	Date	Account	Project	Category	Receipt \$	Expense Amount \$	Bill to Account	Approval Status	Admin Comments	Preview Receipt
<input checked="" type="checkbox"/>	10/20	████	MSTR	Travel	25.86	25.00	Yes	Pending	Lorem Ipsum Dolor Sit	
<input checked="" type="checkbox"/>	10/20	████	EDW	Lunch	17.53	17.53	Yes	Pending	Lorem Ipsum Dolor Sit	
<input checked="" type="checkbox"/>	10/20	BE	Balance	Mockflow	19.00	19.00	Yes	Pending	Lorem Ipsum Dolor Sit	
<input checked="" type="checkbox"/>	11/11	BE	Balance	Lunch	19.00	19.00	Yes	Pending	Lorem Ipsum Dolor Sit	
<input checked="" type="checkbox"/>	10/20	████	MSTR	Travel	25.86	25.00	Yes	Approved	Lorem Ipsum Dolor Sit	
<input checked="" type="checkbox"/>	10/20	████	EDW	Lunch	17.53	17.53	Yes	Approved	Lorem Ipsum Dolor Sit	
<div style="display: flex; justify-content: space-between; align-items: center;"> Total Expenses \$ = 123.06 <div style="display: flex; gap: 10px;"> <div style="background-color: #dc3545; color: white; padding: 5px 15px; border-radius: 3px; font-weight: bold;">Reject</div> <div style="background-color: #28a745; color: white; padding: 5px 15px; border-radius: 3px; font-weight: bold;">Approve</div> </div> </div>										

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Process | Invoicing

Home | Reports | Manage | Process | Support Julianne 

Timesheet | Expenses | **Invoicing**

Billed To: Date: Due Date:

Mark as Sent Mark as Paid Create New Invoice

<input type="checkbox"/>	Date	Account	Invoice No#	Due Date	Billed / Sent	Payment Status	Preview
<input type="checkbox"/>	2014/10/20	████████	12546	2015/01/15	No	Unpaid	
<input type="checkbox"/>	2014/10/20	████████	12545	2015/01/15	No	Unpaid	
<input checked="" type="checkbox"/>	2014/10/20	████████	12544	2015/01/15	Yes	Paid	
<input type="checkbox"/>	2014/11/11	████████	12543	2015/01/15	Yes	Unpaid	
<input checked="" type="checkbox"/>	2014/10/20	████████	12542	2015/01/15	Yes	Paid	
<input type="checkbox"/>	2014/10/20	████████	12541	2015/01/15	No	Unpaid	

Showing 6 invoices out of 20

1 2 3 4 >>

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INVOICING

Filter

Account: Project: Shoemaking Start Date: YYYY/MM/DD End Date: YYYY/MM/DD Filter

Nike | Shoemaking | Users

Select All Search User

Halyna Timko
Graphics Designer

Timesheet Expenses

Payal Sinha
PHP Developer

Timesheet Expenses

Steve
iOS Developer

Timesheet Expenses

Vijaybaskar
Python Developer

Timesheet Expenses

John Joe
Graphics Designer

Timesheet Expenses

William
PHP Developer

Timesheet Expenses

Mithun
iOS Developer

Timesheet Expenses

Kedhar
Python Developer

Timesheet Expenses

Showing 8 of 10 users

Invoice

Bill To: Billing Date: YYYY-MM-DD Due Date: YYYY-MM-DD Terms: Select P.O No#

Item	Category	Quantity	Rate \$	Amount \$
Halyna Timko	Time	- 100 +	50.00	5000.00
Payal Sinha	Time	- 50 +	50.00	25000.00
Steve Lee	Time	- 200 +	50.00	10000.00
Halyna Timko	Expense	- 1 +	1500.00	1500.00
Steve Lee	Expense	- 1 +	100.00	1000.00
+ Add Item			TOTAL	19100.00

REPORTS TO INCLUDE:

TIMESHEET EXPENSE STATUS

PDF Email

Timesheet

Expense

Invoicing

Billed To: Date: Due Date:

Mark as Sent | Mark as Paid

Create New Invoice | Email | Download

<input type="checkbox"/>	Date	Account	Invoice No#	Due Date	Billed / Sent	Payment Status	Preview	Print
<input type="checkbox"/>	10/20	[REDACTED]	12546	2015/01/15	No	Unpaid		
<input type="checkbox"/>	10/20	[REDACTED]	12547	2015/01/15	No	Unpaid		
<input type="checkbox"/>	10/20	BE	12548	2015/01/15	Yes	Paid		
<input type="checkbox"/>	11/11	BE	12549	2015/01/15	No	Unpaid		
<input type="checkbox"/>	10/20	[REDACTED]	12550	2015/01/15	Yes	Paid		
<input type="checkbox"/>	10/20	[REDACTED]	12551	2015/01/15	No	Unpaid		

Showing 6 invoices out of 20

1 2 3 4 5

Report



INVOICE

Billed To:

██████████
John Smith
One Bowerman Drive, Beaverton
smith@██████████.com
Ph 1-503-671-6453

Billed Date

2015/01/15

Invoice No#

12452

P.O No# 14567	Terms Net 90	Due Date 2015/03/15
-------------------------	------------------------	-------------------------------

ITEM	DESCRIPTION	QUANTITY	RATE	AMOUNT
Item 1	Lorem Ipsum Dolor Sit Amet	1	25.00	25.00
Item 2	Lorem Ipsum Dolor Sit Amet	4	25.00	100.00
Item 3	Lorem Ipsum Dolor Sit Amet	1	25.00	25.00
Item 4	Lorem Ipsum Dolor Sit Amet	3	25.00	75.00
			TOTAL	225.00
			BALANCE DUE	225.00

Billed To:

██████████
 John Smith
 One Bowerman Drive, Beaverton
 smith@██████████.com
 Ph 1-503-671-6453

Start Date
 2015/01/15

End Date
 2015/02/03

Account ██████████	Project Shoemaking	Total Expenses 4500.00
------------------------------	------------------------------	----------------------------------

Resource

PAYAL SINHA - 2840.00

DATE	AIRFARE	LODGING	MILEAGE	MEALS	OTHER
2015/01/15	500.00	50.00	10.00	10.00	10.00
2015/01/16	00.00	50.00	10.00	10.00	10.00
2015/01/17	00.00	50.00	10.00	10.00	10.00
2015/01/18	00.00	50.00	10.00	10.00	10.00
2015/01/19	00.00	50.00	10.00	10.00	10.00
2015/01/20	00.00	50.00	10.00	10.00	10.00
2015/01/21	00.00	50.00	10.00	10.00	10.00
2015/01/22	00.00	50.00	10.00	10.00	10.00
2015/01/23	00.00	50.00	10.00	10.00	10.00
2015/01/24	00.00	50.00	10.00	10.00	00.00
2015/01/25	00.00	50.00	10.00	10.00	00.00
2015/01/26	00.00	50.00	10.00	10.00	00.00
2015/01/27	00.00	50.00	10.00	10.00	00.00
2015/01/28	00.00	50.00	10.00	10.00	00.00
2015/01/29	00.00	50.00	10.00	10.00	00.00
2015/01/30	00.00	50.00	10.00	10.00	00.00
2015/01/31	00.00	50.00	10.00	10.00	00.00
2015/02/01	00.00	50.00	10.00	10.00	00.00
2015/02/02	00.00	50.00	10.00	10.00	00.00
2015/02/03	00.00	50.00	10.00	10.00	00.00
TOTAL	1000.00	1250.00	250.00	250.00	90.00

Billed To:

██████████
 John Smith
 One Bowerman Drive, Beaverton
 smith@██████████.com
 Ph 1-503-671-6453

Start Date
 2015/05/01

End Date
 2015/05/14

Account ██████████	Project Shoemaking
------------------------------	------------------------------

DELIVERABLE	CARD	ASSIGNED	PRIORITY	STATUS/LANE	HOURS ESTIMATED	HOURS WORKED	PROGRESS
Packaging	Order Boxes	Payal	High	All Done	10:00	08:00	100%
Packaging	Print Labels	Steve	Medium	All Done	05:00	05:00	80%
Packaging	Hire Labor	Halyna	High	Working Hard	20:00	10:00	50%
Packaging	Set Schedule	Ravi	High	Working Hard	05:00	10:00	50%
Packaging	Order Products	Mithun	Medium	Ready & Waiting	08:00	00:00	0%
Packaging	Create Orders	Kedhar	Low	To Do	20:00	00:00	0%
Packaging	Put Orders in Box	Vijay	Low	To Do	04:00	00:00	0%
Design	Create Logo	Kedhar	High	All Done	20:00	20:00	100%
Design	Create Labels	Kedhar	High	All Done	10:00	10:00	100%
Design	Send Labels	Vijay	Medium	All Done	02:00	02:00	100%
Design	Choose Labels	Ravi	Medium	All Done	02:00	02:00	100%
Contracts	Finalize SOW	Halyna	High	All Done	15:00	15:00	100%
Contracts	Get Signatures	Payal	High	All Done	04:00	04:00	100%
TOTAL HOURS					164:00	89:00	

Billed To:

██████████
 John Smith
 One Bowerman Drive, Beaverton
 smith@██████████.com
 Ph 1-503-671-6453

Start Date
 2015/01/15

End Date
 2015/02/15

Account ██████████	Project Shoemaking	Total Hours 800:00
------------------------------	------------------------------	------------------------------

Resource 1 to 5

Payal Sinha | Steve Lee | Halyna Timko | Peter Haynes | Vijay ██████████

DATE	PAYAL SINHA	STEVE LEE	HALYNA TIMKO	PETER HAYNES	VIJAY ██████████
2015/01/15	04:00	04:00	04:00	02:00	02:00
2015/01/16	04:00	04:00	04:00	02:00	02:00
2015/01/17	04:00	04:00	04:00	02:00	02:00
2015/01/18	04:00	04:00	04:00	02:00	02:00
2015/01/19	04:00	04:00	04:00	02:00	02:00
2015/01/20	04:00	04:00	04:00	02:00	02:00
2015/01/21	04:00	04:00	04:00	02:00	02:00
2015/01/22	04:00	04:00	04:00	02:00	02:00
2015/01/23	04:00	04:00	04:00	02:00	02:00
2015/01/24	04:00	04:00	04:00	02:00	02:00
2015/01/25	04:00	04:00	04:00	02:00	02:00
2015/01/26	04:00	04:00	04:00	02:00	02:00
2015/01/27	04:00	04:00	04:00	02:00	02:00
2015/01/28	04:00	04:00	04:00	02:00	02:00
2015/01/29	04:00	04:00	04:00	02:00	02:00
2015/01/30	04:00	04:00	04:00	02:00	02:00
2015/01/31	04:00	04:00	04:00	02:00	02:00
2015/02/01	04:00	04:00	04:00	02:00	02:00



2015/02/03	04:00	04:00	04:00	02:00	02:00
2015/02/04	04:00	04:00	04:00	02:00	02:00
2015/02/05	04:00	04:00	04:00	02:00	02:00
2015/02/06	04:00	04:00	04:00	02:00	02:00
2015/02/07	04:00	04:00	04:00	02:00	02:00
2015/02/08	04:00	04:00	04:00	02:00	02:00
2015/02/09	04:00	04:00	04:00	02:00	02:00
2015/02/10	04:00	04:00	04:00	02:00	02:00
2015/02/11	04:00	04:00	04:00	02:00	02:00
2015/02/12	04:00	04:00	04:00	02:00	02:00
2015/02/13	04:00	04:00	04:00	02:00	02:00
2015/02/14	04:00	04:00	04:00	02:00	02:00
2015/02/15	04:00	04:00	04:00	02:00	02:00
TOTAL	100:00	100:00	100:00	50:00	50:00

Resource 6 to 10

John Smith | James William | John Doe | Jack Peter | Mithun

DATE	JOHN SMITH	JAMES WILLIAM	JOHN DOE	JACK PETER	MITHUN
2015/01/15	04:00	04:00	04:00	02:00	02:00
2015/01/16	04:00	04:00	04:00	02:00	02:00
2015/01/17	04:00	04:00	04:00	02:00	02:00
2015/01/18	04:00	04:00	04:00	02:00	02:00
2015/01/19	04:00	04:00	04:00	02:00	02:00
2015/01/20	04:00	04:00	04:00	02:00	02:00
2015/01/21	04:00	04:00	04:00	02:00	02:00
2015/01/22	04:00	04:00	04:00	02:00	02:00
2015/01/23	04:00	04:00	04:00	02:00	02:00
2015/01/24	04:00	04:00	04:00	02:00	02:00
2015/01/25	04:00	04:00	04:00	02:00	02:00
2015/01/26	04:00	04:00	04:00	02:00	02:00




Support

Home | Reports | Manage | Process | Support Julianne 

Support / Feedback Form

Name: *	<input type="text"/>	Email: *	<input type="text"/>
Phone Number:	<input type="text"/>	Categories: *	<input type="text" value="Please select a subject"/>
Priority: *	<input type="text" value="High - Yikes, I'm at a halt"/>	Attachments:	<input type="text" value="logo.jpg"/> <input type="button" value="Browse"/>
Comments / Issues: *	<input type="text"/>		
Steps to Reproduce:	<input type="text"/>		
<input type="button" value="Send"/>			

Contact Us

-  **17880 Sky Park Circle, Suite 250
Irvine, CA 92614**
MON-FRI 8AM TO 6PM
-  **info@bebalance.com**
We reply within 24 Hours
-  **(800) 380-6926**
All Day and Night Support

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