

# Commitments forecaster WHMCS module

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# Description and definitions.

## Purpose of the project

The project was created out of the need to plan, classify, organize and report costs in the company, based on commitments and fixed contracts.

The system helps to know the real income by counting the income from invoices issued in WHMCS with invoices or cost documents uploaded and described manually to the module without leaving the WHMCS. The system is based on the concept of contracts and obligations and enables the presentation of financial flows over a longer period of time.

WHMCS adequately manages and reports revenues, but does not have a mechanism to track and report costs. That is why we decided to prepare our own module, because we did not find one that would meet the functions we need.

The project was created as an inside project, but with a professional approach.

The project is entirely financed by **PUQ sp.z o.o.** <https://puq.pl/>

***The project needs your support to function and develop further.***

*If you wish to help in the development of the project, be it financially, content-wise, translating, writing / proofreading documentation or in any other way, let us know [cf@puq.info](mailto:cf@puq.info)*

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Image not found or type unknown

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**The main purpose** of the module is to collect documents in PDF format, correctly describe documents (contracts, invoices) in the context of contractors and obligations towards partners. Based on the entered data and imported invoices from the WHMCS system (also many WHMCS systems at the same time), WHMCS generates in a readable form reports and forecasts on the company's finances.

**To save files**, the module uses a connection to the WebDAV server, which means that the files are not physically stored on the WHMCS server and will be available even after removing the module.

The system requires use and has been fully tested with NEXTCLOUD, a recognized

opensource software. You can use your own Nextcloud installation or use our free solution available at this link: <https://crm.puq.pl/store/za-darmo>

**The module uses the API** connection to WHMCS to synchronize invoices.

This means that the module can be installed not on the WHMCS production server, but e.g. on the developer's server, which in no case will affect the functionality of this module. It is also possible to combine several WHMCS systems to synchronize invoices.

The module creates the necessary tables in the WHMCS database and only uses them in its work.

It does not use any other WHMCS tables.

The module sends data to the project server only for the installation code, which is generated during installation for statistical purposes. In response, the servers provide data about the new version and important information displayed in the module's dashboard Panel.

The module supports multilingualism. The language settings can be changed in the WHMCS user configuration.

**Available languages:** English, Polish, Russian.

# Definitions

**Counterparty (contractor)** - an object in the system, means a natural or legal person who is a party to an agreement or invoice.

Data for classifications in the system.

- Company name
- VAT number

**Documents** - PDF files in unclassified form and their classification (invoice, contract, contract annex)

**Commitments** - an object in the system that characterizes a group of costs incurred in relation to the contractor on the basis of an agreement and / or invoices.

Data for classifications in the system:

- Commitment name
- Start date (The value is calculated from invoices or contracts)
- End date (The value is calculated from invoices or contracts)

- Indefinite time (The value is calculated from the contract or set manually)

## Commitment as the basis for the organization of documents

The commitment is to group invoices and/or to link them to an appropriate contract.

### Assumption 1

You can Map only one contract and invoices for the duration of the contract.

In this case, the parameters of the obligation (Start Date, End Date, Indefinite Time) are derived from the contract parameters.

### Assumption 2

In the absence of an agreement, mapping only invoices related to the contractor.

In this case, the commitment parameters are taken from the linked invoices where:

- The start date is the date of the oldest invoice,
- The end date is the date of the most recent invoice.

If you select **indefinite time**, End date is the date of the latest invoice + 12 months.

### Global assumption

Each invoice is to be mapped with a commitment.

**Attention!!!** Only one counterparty's invoices can be mapped to a commitment.

**Accounting systems** - A system that has a set of income invoices and can be exported.

**-apiWHMCS:** any WHMCS system with properly configured API.

# How to start using

How to start using

# Requirements

Installed and correctly configured **WHMCS**

Module tested on **WHMCS** 8.1 version

**NextCloud** server account with **WebDAV** access - this module works properly only with **NextCloud**, for now.

The system requires use and has been fully tested with NEXTCLOUD, a recognized opensource software. You can use your own Nextcloud installation or use our free solution available at this link: <https://crm.puq.pl/store/za-darmo>

For the correct operation of the module, PHP parameters are required:

```
PHP >= 7.2
file_uploads On
post_max_size 80M ;(Be guided by the size of the PDF files)
upload_max_filesize 80M ;(Be guided by the size of the PDF files)
max_file_uploads 40
```

How to start using

# Installation

At this stage, the module does not include a standalone installer.

The installation consists in uploading the module files to the appropriate addons directory in the WHMCS installation and then activating the plug-in.

Installation requires basic knowledge. If you are a WHMCS user and you do not have access to the server where WHMCS is installed, you will not be able to install the module.

Access to the server terminal with WHMCS installation or the ability to upload files via FTP is required.

Attention!!! We remind you - for the correct operation of the module you need a WebDAV server / account from NextCloud. Failure to do so makes it impossible to use the system.

PDF files are stored on the **NextCloud** server and cataloged by type and date of the document (date entered in the document, example: date of invoice receipt)

To **install** the module, copy the module folder to the WHMCS "**modules/addons**" folder.

```
git clone https://github.com/PUQ-sp-z-o-o/puq_commitments_forecaster.git
cp -r puq_commitments_forecaster WHMCS_DIR/modules/addons
```

or

```
wget https://cf.puq.info/whmcs-module/puq_cf_WHMCS-latest.tar.gz
tar -xzf puq_cf_WHMCS-latest.tar.gz
cp -r puq_commitments_forecaster WHMCS_DIR/modules/addons/
```



How to start using

# Activation

In the WHMCS administrator panel, browse to:

System Settings -> Addons Modules

Activate the module by clicking the **"Activate"** button in the **"Commitments forecaster"** module.

» Commitments forecaster	0.1-alfa	PUQ sp. z o.o.	Activate	Deactivate	Configure
System for management and planning of outside and inside commitments.					

Activating the module automatically creates tables in the WHMCS database with the prefix **"puq\_"**

How to start using

# Deactivation

## Attention!!!

Deactivating a module automatically deletes the tables in the database associated with that module.

In the WHMCS administrator panel, browse to:

System Settings -> Addons Modules

Deactivate the module by clicking the "**Deactivate**" button in the "**Commitments forecaster**" module.

» <b>Commitments forecaster</b> System for management and planning of outside and inside commitments.	0.1-alfa	PUQ sp. z o.o.	Activate	Deactivate	Configure
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How to start using

# Configuration of module parameters

In the WHMCS administrator panel, browse to:

System Settings -> Addons Modules -> Commitments forecaster

Click the "**Configure**" button

» <b>Commitments forecaster</b> System for management and planning of outside and inside commitments.	0.1-alfa	PUQ sp. z o.o.	Activate	Deactivate	Configure
--	----------	----------------	----------	------------	-----------

Enter your NextCloud server login details:

**WebDAV URL HTTPS://** - {SERVER}/remote.php/dav/files/{USER}/

**Note:** link without "**https: //**" and at the end **/"**

**WebDAV user**

**WebDAV password**

**Access Control** - select the user groups that must have access to the module.

WebDAV URL HTTPS://	<input type="text" value="redacted/remote.php/dav/files/puq_cf/"/>	NextCloud only
WebDAV user	<input type="text" value="puq_cf"/>	
WebDAV password	<input type="password" value="....."/>	
Access Control	Choose the admin role groups to permit access to this module: <input checked="" type="checkbox"/> Full Administrator <input type="checkbox"/> Sales Operator <input type="checkbox"/> Support Operator	

Save Changes

After entering all the data, click the "Save Changes" button

# Counterparties

# Add counterparty

To add a counterparty go to the menu item "**Counterparties**" and click on "**Add counterparty**".

The screenshot shows a web application interface for adding a counterparty. On the left is a sidebar menu with items: Dashboard, Reports, Documents, Commitments, Counterparties, List counterparties, Add counterparty (highlighted with a red box), Accounting systems, Tools, and About us. At the bottom of the sidebar is a button labeled « Minimise Sidebar. The main content area is titled 'Add counterparty' and contains a 'Save' button and a 'List counterparties' button. Below these are three columns of input fields. The first column contains 'Company Name' and 'VAT Number'. The second column contains 'First Name', 'Last Name', 'E-mail', and 'Phone Number'. The third column contains 'Address', 'City', 'Region', 'Postcode', and 'Country'.

After completing the form, click the "**Save**" button

**Attention!** After the contractor has been created, it will not be possible to change the "**Company name**" nor "**NIP**" number.

If for some reason the contractor has changed its name and tax identification number, it is **necessary** to create a new contractor in the system.

# Edit counterparty

To view a list of all contractors, go to the "**Counterparties**" menu and click "**List counterparties**".

Clicking on the counterparty will open a form with information about the counterparty, as well as the possibility of changing his data.

Counterparty

Save Add document List counterparties

Company Name

VAT Number

First Name

Last Name

E-mail

Phone Number

Address

City

Region

Postcode

Country

General information Invoices Agreements Commitments

2020-10-01 - 2021-11-04		Netto	Brutto
Count of commitment	1	Costs incurred	3300.00 zł. 4059.00 zł.
Active commitments	1	Avg per invoice	253.85 zł. 312.23 zł.
Count of counterparties	1	Avg per month	235.71 zł. 289.93 zł.
Count of invoices	13	To end	2828.57 zł. 3479.14 zł.

Actual statistics from invoices

Month	Value (PLN)
2020-10	150
2020-11	150
2020-12	150
2021-01	150
2021-02	300
2021-03	300
2021-04	300
2021-05	300
2021-06	300
2021-07	300
2021-08	300
2021-09	300
2021-10	300
2021-11	300

After completing the form, click the "**Save**" button

**Attention!** After the contractor has been created, it will not be possible to change the "**Company name**" nor "**NIP**" number.

If for some reason the contractor has changed its name and tax identification number, it is **necessary** to create a new contractor in the system.

# Information contained in the counterparty's profile.

The counterparty profile contains information such as:

- Number of invoices
- Number of active commitments
- Financial information
- Invoice statistics chart
- etc.

Counterparty

Save

Add document

List counterparties

Company Name

VAT Number

First Name

First Name

Last Name

Last Name

E-mail

E-mail

Phone Number

Phone Number

Address

City

Region

Region

Postcode

Country

General information

Invoices

Agreements

Commitments

2020-10-01 - 2021-11-04

Count of commitment	1
Active commitments	1
Count of counterparts	1
Count of invoices	13

	Netto	Brutto
Costs incurred	3300.00 zł.	4059.00 zł.
Avg per invoice	253.85 zł.	312.23 zł.
Avg per month	235.71 zł.	289.93 zł.
To end	2828.57 zł.	3479.14 zł.

Actual statistics from invoices

Month	Value (PLN)
2020-10	150
2020-11	150
2020-12	150
2021-01	150
2021-02	300
2021-03	300
2021-04	300
2021-05	300
2021-06	300
2021-07	300
2021-08	300
2021-09	300
2021-10	300
2021-11	300

## Invoice list

Counterparty

Save Add document List counterparties

Company Name

VAT Number

First Name

Last Name

E-mail

Phone Number

Address

City

Region

Postcode

Country

General information Invoices Agreements Commitments

Find by number...	Netto	Brutto	Commitment	
FV/2021/10/50			Usługi księgowe	
2021-10-02 #OBSŁUGA KSIĘGOWA #Księgowość	300.00 zł.	369.00 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2021/9/53			Usługi księgowe	
2021-09-02 #OBSŁUGA KSIĘGOWA #Księgowość	300.00 zł.	369.00 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2021/8/56			Usługi księgowe	
2021-08-02 #OBSŁUGA KSIĘGOWA #Księgowość	300.00 zł.	369.00 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2021/7/59			Usługi księgowe	
2021-07-02 #OBSŁUGA KSIĘGOWA #Księgowość	300.00 zł.	369.00 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2021/6/65			Usługi księgowe	
2021-06-02 #OBSŁUGA KSIĘGOWA #Księgowość	300.00 zł.	369.00 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2021/5/68			Usługi księgowe	
2021-05-02 #Konsultacje księgowe #Księgowość	300.00 zł.	369.00 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2021/4/71			Usługi księgowe	
2021-04-02 #OBSŁUGA KSIĘGOWA #Księgowość	300.00 zł.	369.00 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2021/3/73			Usługi księgowe	
2021-03-02 #OBSŁUGA KSIĘGOWA #Księgowość	300.00 zł.	369.00 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2021/2/75			Usługi księgowe	
2021-02-02 #OBSŁUGA KSIĘGOWA #Księgowość	300.00 zł.	369.00 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2021/1/76			Usługi księgowe	
2021-01-02 #OBSŁUGA KSIĘGOWA #Księgowość	150.00 zł.	184.50 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2020/12/81			Usługi księgowe	
2020-12-02 #OBSŁUGA KSIĘGOWA #Księgowość	150.00 zł.	184.50 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2020/11/84			Usługi księgowe	
2020-11-02 #OBSŁUGA KSIĘGOWA #Księgowość	150.00 zł.	184.50 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2020/10/106			Usługi księgowe	
2020-10-31 #OBSŁUGA KSIĘGOWA #Księgowość	150.00 zł.	184.50 zł.	Usługi księgowe całego segmentu firmy.	Edit

Agreemets list

Counterparty

Save Add document List counterparties

Company Name

VAT Number

First Name

Last Name

E-mail

Phone Number

Address

City

Region

Postcode

Country

General information Invoices Agreements Commitments

Find by number/Description...	Commitment name	Commitment date	Expiry date	
n/a	Usługi księgowe (Usługi księgowe całego segmentu firmy.)	2020-10-01	0000-00-00 OO	Edit
UMOWA O PROWADZENIE KSIAG RACHUNKOWYCH				

List of commitments



Counterparty

Save Add document List counterparties

Company Name

VAT Number

First Name

First Name

Last Name

Last Name

E-mail

E-mail

Phone Number

Phone Number

Address

City

Region

Region

Postcode

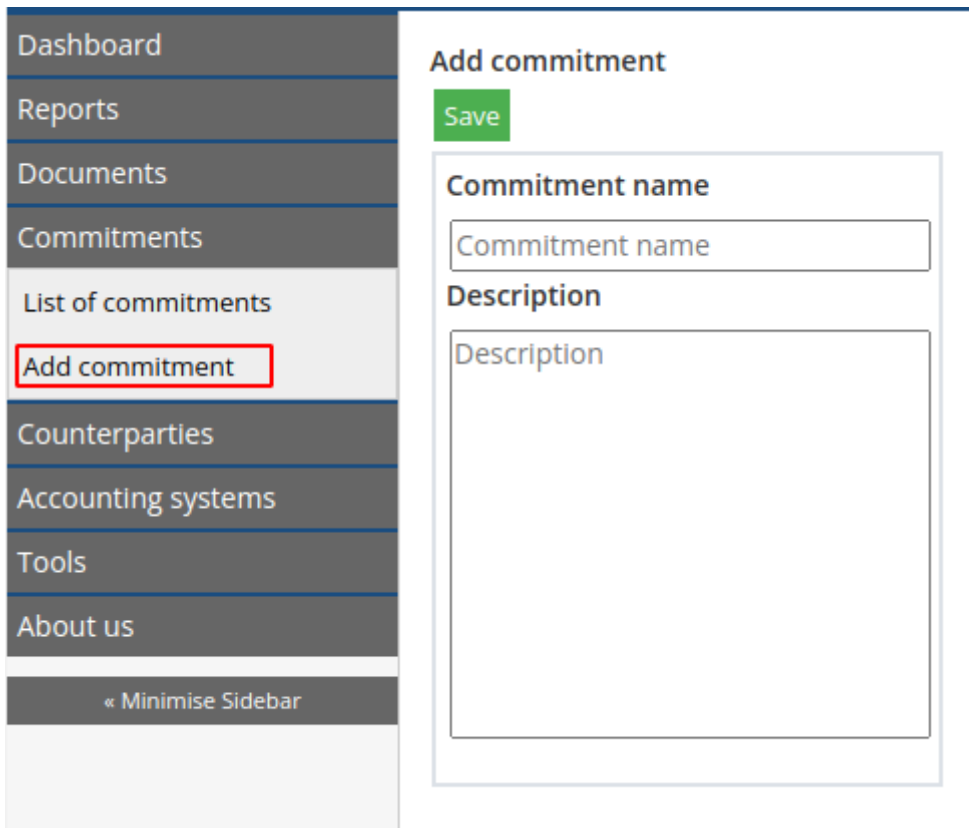
Country

General information	Invoices	Agreements	Commitments
Find by Name...		Agreement	Start dateEnd date
Usługi księgowe		n/a	2020-10-010000-00-00 ∞
Usługi księgowe całego segmentu firmy.		UMOWA O PROWADZENIE KSIĄG RACHUNKOWYCH	

# Commitments

# Adding a commitment

To add a liability, go to the "**Commitments**" menu item and click "**Add commitment**".



The screenshot shows a web application interface. On the left is a sidebar with a list of menu items: Dashboard, Reports, Documents, Commitments, List of commitments, Add commitment (highlighted with a red rectangle), Counterparties, Accounting systems, Tools, About us, and a button « Minimise Sidebar. The main content area is titled 'Add commitment' and contains a green 'Save' button. Below the button are two input fields: 'Commitment name' and 'Description'.

Dashboard	<b>Add commitment</b>  <div>Save</div> <div><b>Commitment name</b> <input type="text" value="Commitment name"/></div> <div><b>Description</b> <input type="text" value="Description"/></div>
-----------	---

After completing the form, click the "**Save**" button.

# Edit the commitment

To view a list of all obligations, go to the "**Commitments**" menu and click "**List of commitments**".

By clicking on the commitment, a form will open with information about the commitment, as well as the possibility of changing the data.

Commitment [redacted] VAT Number: [redacted]

[Save](#) [List of commitments](#) [Delete](#)

**Commitment name**

Usługi księgowe

**Description**

Usługi księgowe całego segmentu firmy.

**Start date**

01.10.2020

**End date**

dd.mm.rrrr

☒ Indefinite period

The fields are inactive due to a signed contract - the values are taken from the contract

**Agreement**

[Go to agreement](#)

n/a | UMOWA O PROWADZENIE I ▼

**General information** **Invoices**

2020-10-01 - 2021-11-04	
Count of commitment	1
Active commitments	1
Count of counterparts	1
Count of invoices	13

	Netto	Brutto
Costs incurred	3300.00 zł.	4059.00 zł.
Avg per invoice	253.85 zł.	312.23 zł.
Avg per month	235.71 zł.	289.93 zł.
To end	2828.57 zł.	3479.14 zł.

**Actual statistics from invoices**

Month	Value (PLN)
2020-10	150
2020-11	150
2020-12	150
2021-01	150
2021-02	300
2021-03	300
2021-04	300
2021-05	300
2021-06	300
2021-07	300
2021-08	300
2021-09	300
2021-10	300
2021-11	300

After completing the form, click the "**Save**" button

# Documents

# Adding a document

Documents can be added in several ways:

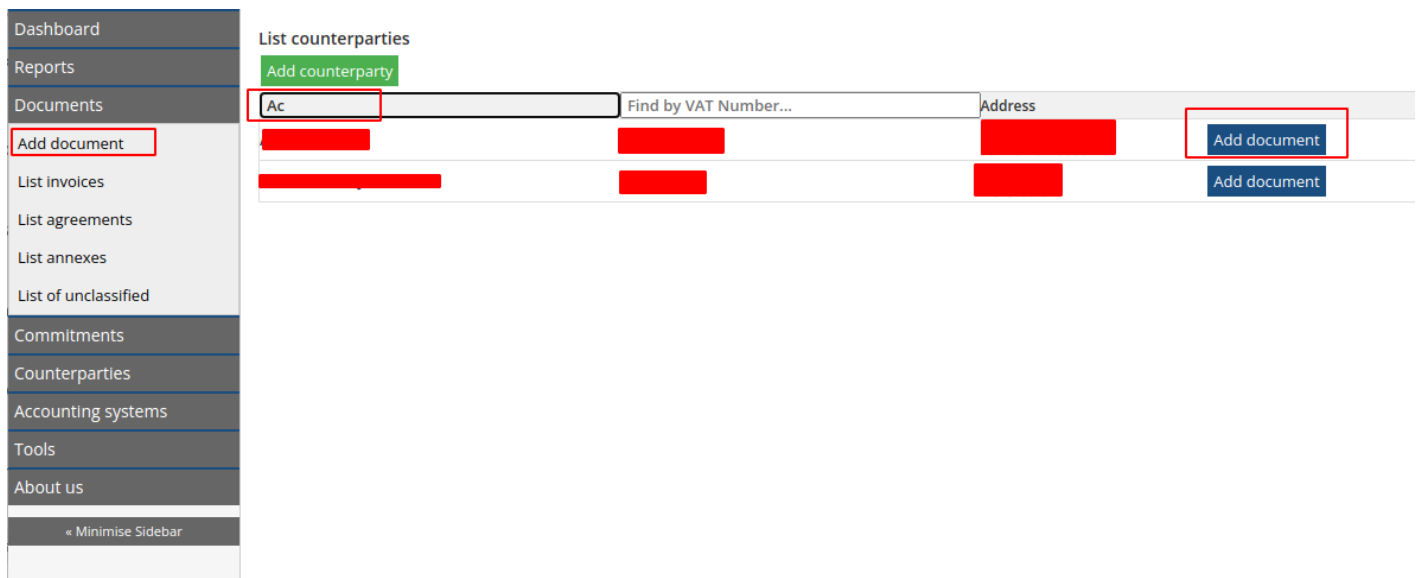
1. We can use the **bulk upload** option and upload a few or a dozen files at once as unclassified documents to describe them correctly later
2. add directly from the contractor's window.

Documents that are not classified and await classification in the "List of unclassified" tabs are not processed by the system in any way and are not included in summaries and reports. Deleting them in no way affects the values stored in the system.

The document must be attached to the contractor to be analyzed by the system and be visible in reports and other summaries.

Go to the **"Documents"** menu item and click **"Add Document"**.

Select the required counterparty from the list of counterparty and click the **"Add document"** button.



Then you need to select the file and classify it.

Finally, you have to click the **"Save"** button.

Save

List counterparties

ID

33

Company Name

Select document file

Wybierz plik test4.pdf

☒ Invoice

☐ Agreement

☐ Agreement annex

# Bulk PDF upload

The system enables the batch upload of PDF files to the system.

Mass file upload helps in everyday work with the system.

Please keep in mind 2 things:

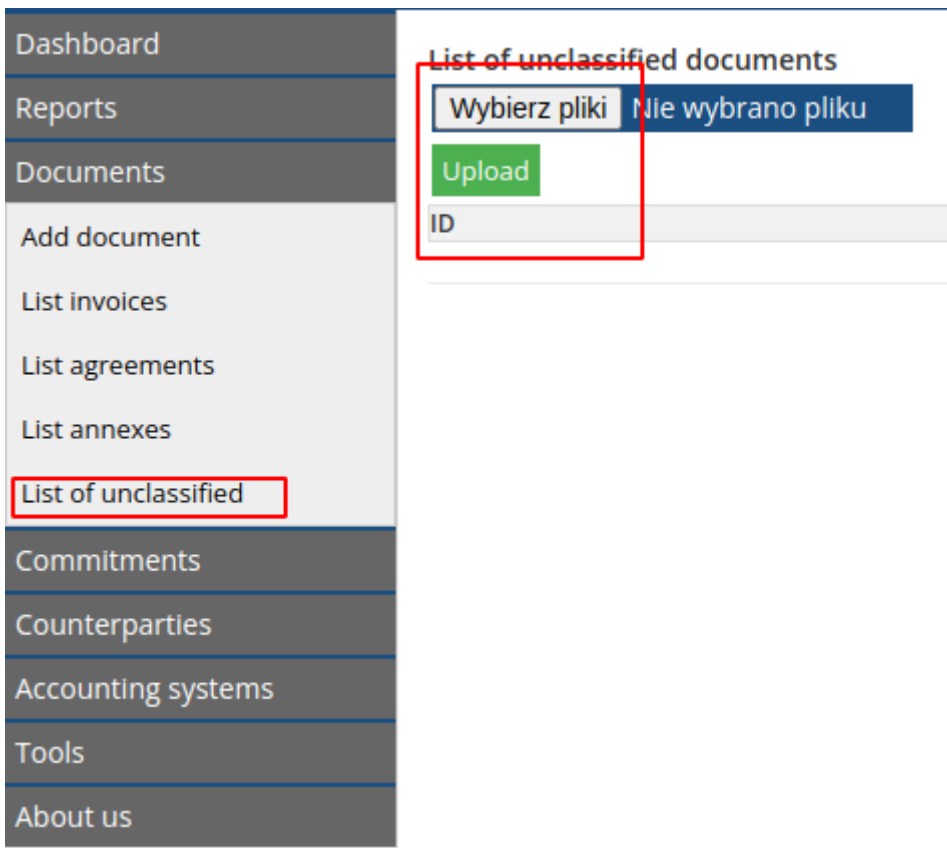
Documents that are not classified and await classification in the "List of unclassified" tabs are not processed by the system in any way and are not included in summaries and reports. Deleting them in no way affects the values stored in the system.

The document must be attached to the contractor to be analyzed by the system and be visible in reports and other summaries.

To use this functionality:

Go to the "**Documents**" menu item and click "**List of unclassified**".





Then press **"Select Files"**.

In the window that will open, select the required files and confirm your selection.

Then hit the **"Upload"** button

The files are automatically uploaded to the system.

List of unclassified documents

Wybierz pliki

Nie wybrano pliku

Upload

File test1.pdf OK!

File test2.pdf OK!

File test3.pdf OK!

File test4.pdf OK!

File test5.pdf OK!

File test6.pdf OK!

ID		md5		
170	raw/upload/3a366cca6c2959de35a86d4308ea520.pdf	3a366cca6c2959de35a86d4308ea520	Classify	Delete
169	raw/upload/2ca6a36368b78dc9bf5c37cbf6cd5398.pdf	2ca6a36368b78dc9bf5c37cbf6cd5398	Classify	Delete
168	raw/upload/de9449a797fa7b5b9195695da814fee4.pdf	de9449a797fa7b5b9195695da814fee4	Classify	Delete
167	raw/upload/bee7eed5daa61af5eeb478118bb3d002.pdf	bee7eed5daa61af5eeb478118bb3d002	Classify	Delete
166	raw/upload/40149bd92479306abb8d8eb2961292da.pdf	40149bd92479306abb8d8eb2961292da	Classify	Delete
165	raw/upload/9bf2d2f0004d76b35a92fcd36aeddd66.pdf	9bf2d2f0004d76b35a92fcd36aeddd66	Classify	Delete

**Attention!** If the file already exists in the system, the system will not allow it to be uploaded.

List of unclassified documents

Wybierz plikiNie wybrano pliku

Upload

File test1.pdf ERROR The file is already on the system.  
File test2.pdf ERROR The file is already on the system.  
File test3.pdf ERROR The file is already on the system.  
File test4.pdf ERROR The file is already on the system.  
File test5.pdf ERROR The file is already on the system.  
File test6.pdf ERROR The file is already on the system.

ID		md5		
170	raw/upload/3a366ccca6c2959de35a86d4308ea520.pdf	3a366ccca6c2959de35a86d4308ea520	Classify	Delete
169	raw/upload/2ca6a36368b78dc9bf5c37cbf6cd5398.pdf	2ca6a36368b78dc9bf5c37cbf6cd5398	Classify	Delete
168	raw/upload/de9449a797fa7b5b9195695da814fee4.pdf	de9449a797fa7b5b9195695da814fee4	Classify	Delete
167	raw/upload/bee7eed5daa61af5eeb478118bb3d002.pdf	bee7eed5daa61af5eeb478118bb3d002	Classify	Delete
166	raw/upload/40149bd92479306abb8d8eb2961292da.pdf	40149bd92479306abb8d8eb2961292da	Classify	Delete
165	raw/upload/9bf2d2f0004d76b35a92fcd36aedd66.pdf	9bf2d2f0004d76b35a92fcd36aedd66	Classify	Delete

# Classification of PDF files

Go to the "**Documents**" menu item and click "**List of unclassified**".

Go to the viewing mode by clicking the "**Classify**" button. You can use the **Next** and **Previous** buttons to move from file to file.

Unclassified document

[Save](#) [List of unclassified documents](#) << Previous Next >> [Delete](#)

Counterparty

☒ Invoice

☐ Agreement

☐ Agreement annex

addonmodul... 1 / 1 | - 75% + | [Icons]

[Redacted Content]

In order to classify a document, select the counterparty and the type of document. Then click the "**Save**" button.

## Document types

There are currently 3 types of documents:

1. [invoice](#)
2. [agreement](#)
3. [annex](#) (used to correct / overwrite contract parameters)

# Viewing/Editing the Agreement

Go to the "**Documents**" menu item and click "**Agreement list**".

Use the date buttons to select a sort date.

After selecting the desired agreement, click on the agreement number or the edit button.

Dashboard  
Reports  
Documents  
Add document  
List invoices  
List agreements  
List annexes  
List of unclassified  
Commitments  
Counterparties  
Accounting systems  
Tools  
About us

Agreements

>2020< 2021  
>10<

d	Find by Company Name...	Commitment name	Commitment date	Expiry date	
n/a		Usługi księgowe	2020-10-01	0000-00-00 ∞	Edit
UMOWA O PROWADZENIE KSIAG RACHUNKOWYCH Usługi księgowe całego segmentu firmy.					

A preview of the document will open and its data can be edited.

- Number (Document number, if any)
- Description
- Conclusion date (Date of signing the document)
- Commitment date (Date on which the subject of the contract comes into force)
- Expiry date (Date until which the subject of the contract is valid)
- Notice period (notice period in days)
- Indefinite period (Select this option if the contract is signed for an indefinite period or becomes indefinite after its expiry)

Agreement [redacted] VAT Number: [redacted]

**Save** List agreements Unmapping

List of commitments:  
Usługi księgowe (Usługi księgowe  
całego segmentu firmy.)

ID

2

Number

n/a

Description

UMOWA O PROWADZENIE KSIĄG  
RACHUNKOWYCH

Conclusion date

01.10.2020

Commitment date

01.10.2020

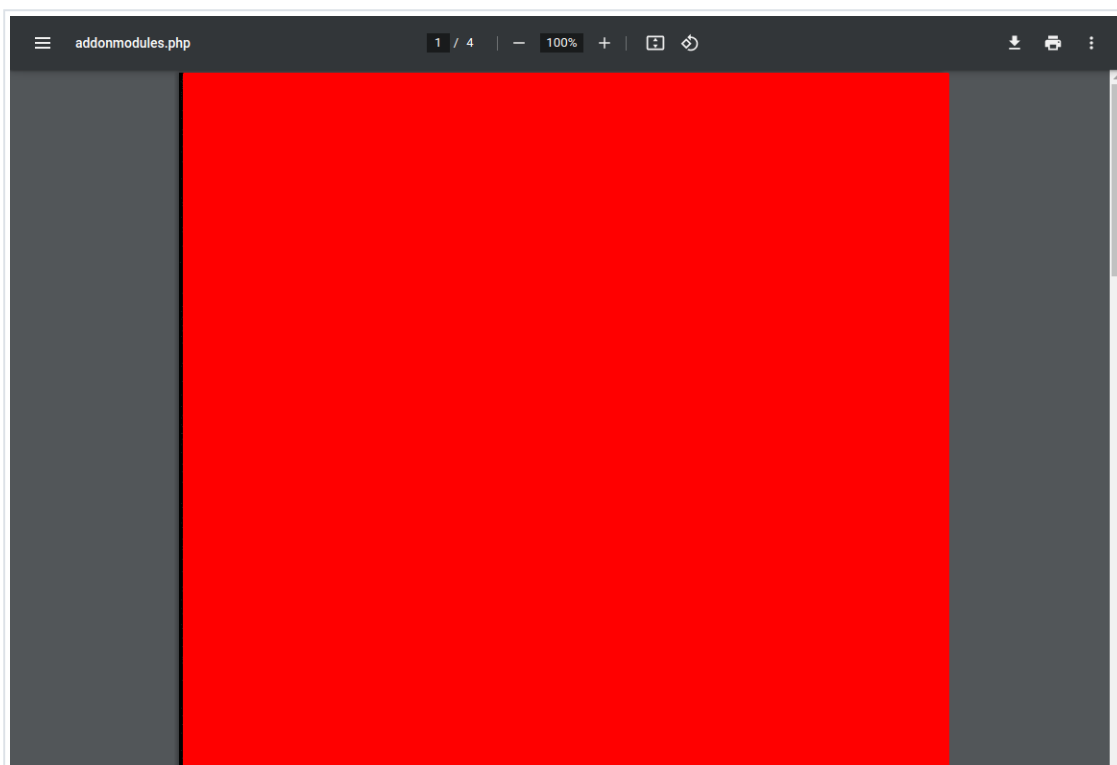
Expiry date

dd.mm.rrrr

Notice period (days)

☒ Indefinite period

List annexes:



To save the changes, you must click the "**Save**" button.

# Viewing/Editing an Invoice

Go to the "**Documents**" menu item and click "**List invoices**".

Use the date buttons to select a sort date.

After selecting the required invoice, click on the invoice number or the "**Edit**" button.

The screenshot shows a web application interface for managing invoices. On the left is a sidebar menu with options: Dashboard, Reports, Documents, Add document, List Invoices (highlighted with a red box), List agreements, List annexes, List of unclassified, Commitments, Counterparties, Accounting systems, Tools, and About us. The main content area is titled 'Invoices' and features a date filter bar with buttons for 2020, >2021<, and a series of numbered buttons (01-11) for selecting a specific date. Below this is a table of invoices. The first row is highlighted, showing an invoice number '50', a date 'FW/2021/10/50(2021-10-02)', and a company name 'OBSŁUGA KSIĘGOWA'. The table has columns for 'Netto', 'Brutto', 'Company Name', and 'Commitment'. The 'Commitment' column for the first row contains the text 'Usługi księgowe' and 'Usługi księgowe całego segmentu firmy'. An 'Edit' button is located at the end of the first row, highlighted with a red box.

Invoice Number	Date	Netto	Brutto	Company Name	Commitment
50	FW/2021/10/50(2021-10-02)	300.00 zł.	369.00 zł.	OBSŁUGA KSIĘGOWA	Usługi księgowe Usługi księgowe całego segmentu firmy.

A preview of the document will open and its data can be edited.

- Number (Document number)
- Netto, Brutto, VAT (Actual invoice data)
- Document Date (Invoice issue date, actual invoice data)
- Receipt Date (Date when the document was actually delivered)
- Tags (Words or phrases that will help in the future in finding an invoice. For example: laptop, computer technology, office, Warsaw)

Invoice [REDACTED] VAT Number: [REDACTED]

[Save](#) [List invoices](#) [Unmapping](#)

#### Commitment

[Go to commitment](#)

Usługi księgowe | Usługi księgow

☐ Create new commitment

#### ID

84

#### Number

FV/2021/10/50

#### Netto

300,00

#### VAT

69,00

#### Brutto

369,00

#### Document Date

02.10.2021

#### Receipt Date

02.10.2021

#### Tags

OBSŁUGA KSIĘGOWA

Księgowość

(anonymous)

1 / 1 | 100% + |

Sprzedawca

Nabywca

Lp.	Nazwa	PKWiU	Ilość	Jm	Cena netto	Wartość netto	Stawka VAT	Kwota VAT	Wartość brutto
1	OBSŁUGA KSIĘGOWA	xxx	1,00	szt	300,00	300,00	23%	69,00	369,00
						300,00	23%	69,00	369,00
						RAZEM	300,00	69,00	369,00

Razem do zapłaty: 369.00 PLN

Uwagi

Zapłacono: 0.00 PLN

Pozostało: 369.00 PLN

Odbiorca: .....

Wystawca: .....

To save the changes, you must click the **"Save"** button.

# Viewing/Editing an annex to the Agreement

The annex is used to change the terms of the contract without editing the contract itself and helps to maintain the proper hierarchy of documents in line with reality.

Go to the "**Documents**" menu item and click "**List annexes**".

After selecting the required annex, click on the number or the "**Edit**" button.



The screenshot shows a sidebar menu on the left with the following items: Dashboard, Reports, Documents, Add document, List invoices, List agreements, List annexes (highlighted with a red box), List of unclassified, Commitments, and Counterparties. The main content area displays a table titled 'Annexes' with the following columns: Find by number/Description..., Find by Company Name..., Agreement, Commitment date, and Expiry date. The table contains one row for 'Anex 1' with the description 'Umowa zawarta do 30 czerwca 2021.', a redacted company name, the agreement 'n/a' with description 'UMOWA NAJMU Lokal', a commitment date of '2021-04-12', and an expiry date of '2021-06-30'. An 'Edit' button is visible at the end of the row, highlighted with a red box.

Find by number/Description...	Find by Company Name...	Agreement	Commitment date	Expiry date	
Anex 1 Umowa zawarta do 30 czerwca 2021.	[REDACTED]	n/a UMOWA NAJMU Lokal [REDACTED]	2021-04-12	2021-06-30	Edit

A preview of the document will open and its data can be edited.

- Agreement (Select the agreement to which the annex belongs)
- Number (Document number, if any)
- Description
- Conclusion date (Date of signing the document)
- Commitment date (Date from which the subject of the annex comes into force)
- Change the contract - check the box if the annex changes the terms of the agreement, such as:
  - Agreement expiry date (Date until which the subject of the agreement is valid)
  - Agreement notice period (Agreement notice period in days)
  - Agreement for an indefinite period (Select this option if the contract is indefinite or becomes indefinite after its expiry)

If you select the "Change contract" option, the annex will practically overwrite the contract values.



Annex [REDACTED] VAT Number: [REDACTED]

Save List annexes Unmapping

#### Agreement

n/a | UMOWA NAJMU Lokal [REDACTED] ▼

[Go to agreement](#)

#### ID

16

#### Number

Anex 1

#### Description

Umowa zawarta do 30 czerwca 2021.

#### Conclusion date

12.04.2021 

#### Commitment date

12.04.2021 

☒ Change agreement

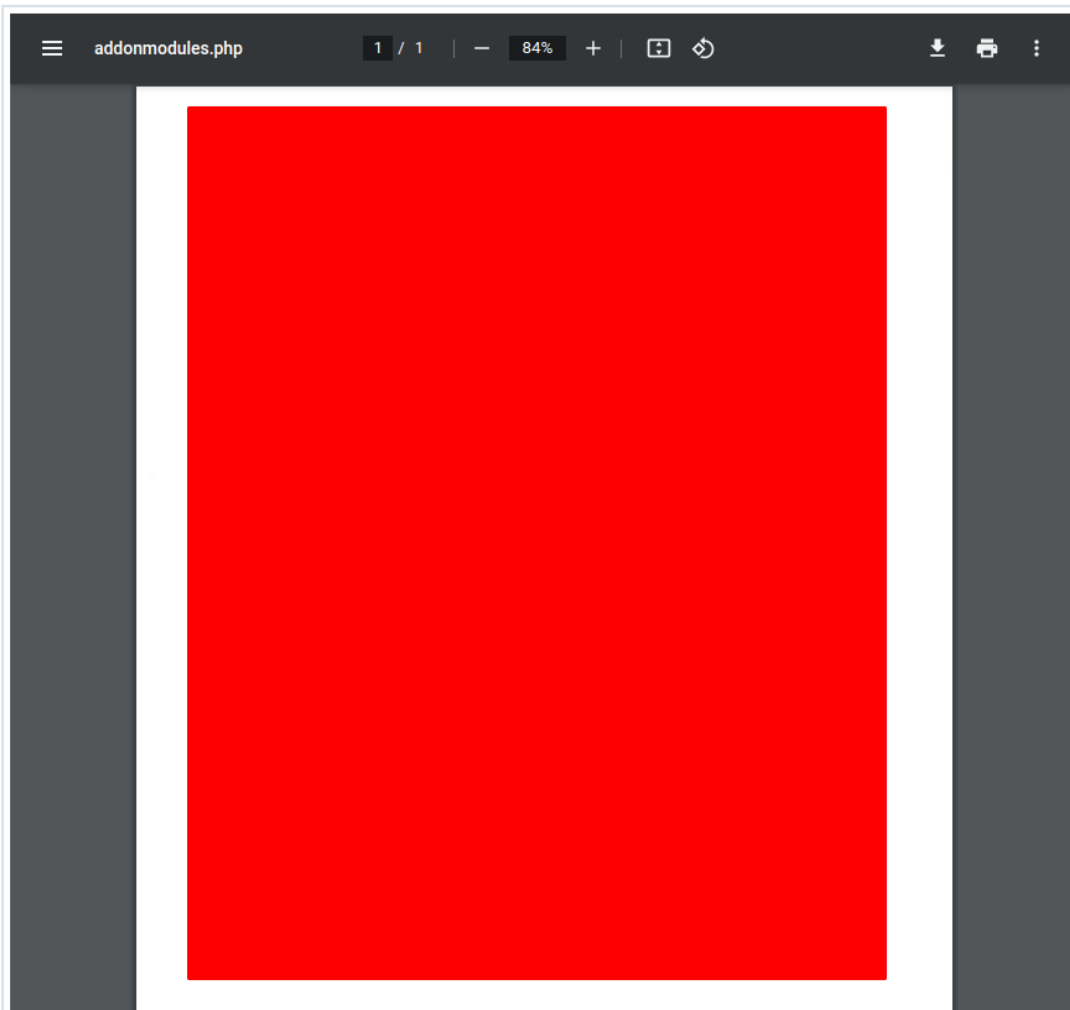
#### Agreement expiry date

30.06.2021 

#### Agreement notice period (days)

30

☐ Agreement indefinite period



To save the changes, you must click the **"Save"** button.

# Unmapping documents

If for some reason it is necessary to move the document to an unclassified state, for example, if the document has been incorrectly classified, we have this option in the system.

To **unmap** a document, make sure the document has no dependencies:

- Relationship Invoice -> Commitment
- Relationship Agreement -> Commitment
- Relationship Agreement -> Agreement annex.

Find the document you want to move to an unclassified state.  
Open its Viewing/Editing.

Click the "**Unmap**" button

Then confirm the action by clicking the "**OK**" button

Invoice  VAT Number:

Save

List Invoices

Unmapping

You definitely want to unmap the document?

Anuluj

OK

Commitment

Go to commitment

No commitments

☐ Create new commitment

ID

84

Number

FV/2021/10/50

Netto

300,00

VAT

69,00

Brutto

369,00

Document Date

02.10.2021

Receipt Date

02.10.2021

Tags

OBSŁUGA KSIĘGOWA

Księgowość

(anonymous)

1 / 1

100%

Lp.	Nazwa	PKWiU	Ilość	Jm	Cena netto	Wartość netto	Stawka VAT	Kwota VAT	Wartość brutto
1	OBSŁUGA KSIĘGOWA	xxx	1.00	szt	300,00	300,00	23%	69,00	369,00
						300,00	23%	69,00	369,00
RAZEM						300,00		69,00	369,00

Uwagi

Odbiorca: .....

Wystawca: .....

After a document is successfully unmapped, the document enters the unclassified state. It will be in the menu item **"Documents"** -> **"List of unclassified"**.

# Deleting PDF files

To delete a PDF file, you must  
Go to the **"Documents"** menu item and click **"List of unclassified"**.

On the file you want to delete, click the **"Delete"** button  
Then confirm the action by clicking the **"OK"** button

Are you sure you want to delete the document?

AnulujOK

List of unclassified documents

Wybierz plikiNie wybrano

Upload

ID	md5		
170	raw/upload/3a366ccca6c2959de35a86d4308ea520.pdf	3a366ccca6c2959de35a86d4308ea520	<div>ClassifyDelete</div>
169	raw/upload/2ca6a36368b78dc9bf5c37cbf6cd5398.pdf	2ca6a36368b78dc9bf5c37cbf6cd5398	<div>ClassifyDelete</div>
168	raw/upload/de9449a797fa7b5b9195695da814fee4.pdf	de9449a797fa7b5b9195695da814fee4	<div>ClassifyDelete</div>
167	raw/upload/bee7eed5daa61af5eeb478118bb3d002.pdf	bee7eed5daa61af5eeb478118bb3d002	<div>ClassifyDelete</div>
166	raw/upload/40149bd92479306abb8d8eb2961292da.pdf	40149bd92479306abb8d8eb2961292da	<div>ClassifyDelete</div>
165	raw/upload/9bf2d2f0004d76b35a92fcd36aeddd66.pdf	9bf2d2f0004d76b35a92fcd36aeddd66	<div>ClassifyDelete</div>

It is also possible to delete a file from the preview mode.

Go to the viewing mode by clicking the **"Classify"** button. You can use the **"Next"** and **"Previous"** buttons to move from file to file.  
On the file you want to delete, click the **"Delete"** button.

Unclassified document

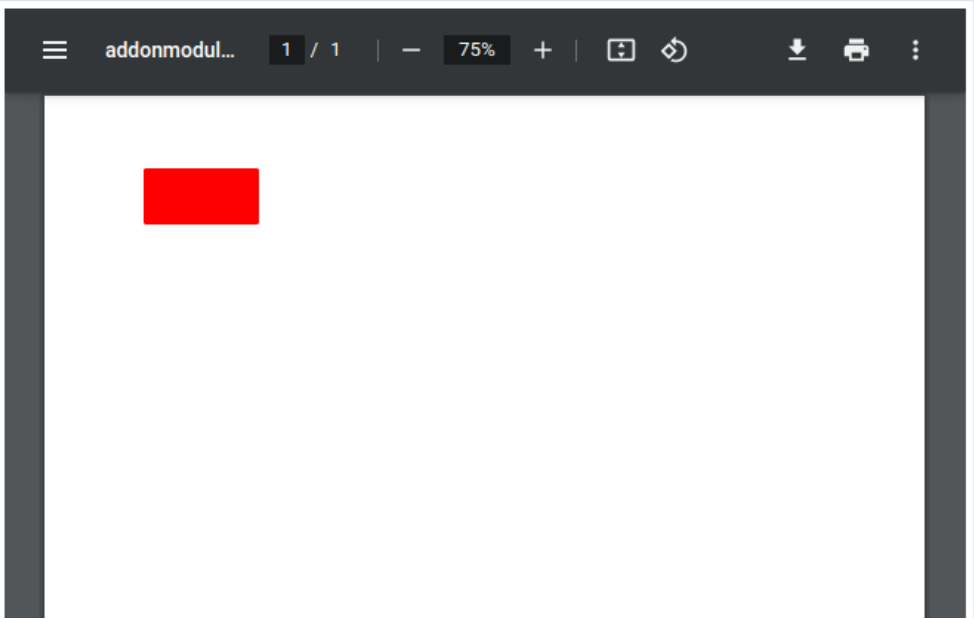
Save List of unclassified documents << Previous Next >> Delete

Counterparty

☒ Invoice

☐ Agreement

☐ Agreement annex



Then confirm the action by clicking the "OK" button

# Accounting systems

# Adding the WHMCS System

Installed Commitment Forecaster module, although it is installed in WHMCS, retrieves data through the API mechanism and not through direct references to the database.

Only the data on income invoices is downloaded from WHMCS. FV numbers, dates, and numeric values are taken. This data is only used to report the total value of revenues. Contractors' data is not collected and contractors between WHMCS and Commitment Forecaster are not compared in any way.

Go to the "**Accounting Systems**" menu item and click "**List of systems**".

Then click the "**Create apiWHMCS**" button

Dashboard

Reports

Documents

Commitments

Counterparties

Accounting systems

List of systems

Tools

About us

« Minimise Sidebar

List of income systems

Create apiWHMCS

ID	Name
11	
7	
6	

## Connection details

After creating the connection, you need to enter the connection details.

- Name
- Description
- URL (link to the API of the WHMCS system. <https://XXX.XXX.XX/includes/api.php>)
- Username (API user **Identifier**)
- Password (API user password **Secret**)
- Step (Number of invoices that will be synced for each sync step)
- Automatic synchronization (It is necessary to check the box for the automatic synchronization of invoices once a day, the synchronization follows all daily WHMCS cron tasks)
- Exchange rate (Specify the exchange rate if the currency is not the same as in the system. Set it to 1 if the currency is the same as in the system)



## Income system

[Save](#)[List of systems](#)[Delete](#)**ID****Name****Description****URL****Username****Password****APIkey1****APIkey2****APIkey3****Step**☒ **Automatic sync****Exchange rate****API connection successful**

Invoicess count 18

Number of import steps 18

[Full sync](#)**Count of invoices** 23**Netto** 95940.00 zł.**Brutto** 95940.00 zł.**Last synchronization** 2021-11-05 13:31:30[Sync](#)

You must click the **Save button** to save the changes.

# Sync/Full Sync

**Full synchronization** means that all invoices of the selected system will be completely synchronized.

Synchronization takes place step by step.

The number of steps depends on the number of invoices in the accounting system and the number of the STEP parameter.

**Sync** means that the missing invoices will be synchronized in the selected system.

## Income system

[Save](#)[List of systems](#)[Delete](#)**ID****Name****Description****URL****Username****Password****APIkey1****APIkey2****APIkey3****Step**☒ Automatic sync**Exchange rate****API connection successful**

Invoicess count 18

Number of import steps 9

[Full sync](#)

Step 1 - OK Sync: 2

Step 2 - OK Sync: 2

Step 3 - OK Sync: 2

Step 4 - OK Sync: 2

Step 5 - OK Sync: 2

Step 6 - OK Sync: 2

Step 7 - OK Sync: 2

Step 8 - OK Sync: 2

Step 9 - OK Sync: 2

Total sync: 18

Count of invoices 18

Netto 94281.00 zł.

Brutto 94281.00 zł.

Last synchronization 2021-11-05 13:39:30

[Sync](#)

# Creating an API user in WHMCS

In order to be able to exchange information between the Commitment Forecaster and WHMCS, access to the API must be created.

## Adding a new API access

1. Log in as an administrator to the WHMCS system.

System Settings -> Administrator Users

2. Add a new user

Administrator Role	Support Operator
First Name	
Last Name	
Email Address	
Username	
Password	(Enter only if you want to change the password)
Confirm Password	
Assigned Departments	<input type="checkbox"/> General Enquiries <input type="checkbox"/> Enable Ticket Notifications
Support Ticket Signature	
Private Notes	
Template	Blend
Language	English
Disable	<input type="checkbox"/> Tick this box to deactivate this account and prevent login (you cannot disable your own account or the only admin)

[Save Changes](#) [Cancel Changes](#)

3. Move to:

System Settings -> Manage API Credentials -> APIQ Roles

Create a new role and select only **BILLING -> GETInvoices**

Role Management

Role Name

Description

Brief description for the role (Optional)

Allowed API Actions

Addons

Affiliates

Authentication

Billing

Client

Domains

Module

Orders

Products

Project Management

Servers

Service

Billing

☐ ApplyCredit

☐ CreateInvoice

☐ DeletePayMethod

☐ GenInvoices

☐ GetInvoice

☐ GetPayMethods

☐ Gettransactions

☐ CapturePayment

☐ CreateQuote

☐ DeleteQuote

☐ GetCredits

☒ GetInvoices

☐ GetQuotes

☐ SendQuote

Check All

Uncheck All

Close

Save

4. Move to:

System Settings -> Manage API Credentials -> API Credentials

5. Create your API credentials

+ Generate New API Credential

Generate New API Credential

Admin User

Description

Description

API Role(s)

Select the API Role(s) this credential set is assigned to. You may select more than one using Ctrl + Click.

Close

Generate

Select the previously created user and API role

Press the "**Generate**" button

6. Write the data they need to connect to apiWHMCS Identifier Secret

## Access to WHMCS from IP number

Then you should allow access to the IP address of the server with the module installed in the WHMCS system

Move to:

System Settings -> General Settings -> Security

Add the IP address of the server with the module installed to the **API IP Access Restriction list**

### API IP Access Restriction

127.0.0.1 - 127.0.0.1

+ Add IP - Remove Selected

IP Addresses allowed to connect to the WHMCS API

# Tools



# Reindex commitment dates

A commitment in the system has parameters such as a **start date, end date, indefinite period**.

These parameters also change due to the related invoices.

The entire process is automated and takes place automatically during each daily WHMCS crontab job.

For the purpose of compulsory synchronization of commitment terms.

Go to the **"Tools"** menu item and click **"Reindex commitment dates"**.

The indexing process will begin immediately after you make your selection.  
As a result, a table with all commitments and new parameters will appear.  
Items with **"0"** means that the parameter has not been changed.

Dashboard	ID	Commitment	New start date	New end date	Indefinite period
Reports	55		0	0	0
Documents	46		0	0	0
Commitments	44		0	0	0
Counterparties	5		0	0	0
Accounting systems	45		0	0	0
Tools	43		0	0	0
Reindex commitment dates	22		0	0	0
Reindex agreements dates	23		0	0	0
Synchronization Income	18		0	0	0
Invoices	17		0	0	0
About us	6		0	0	0
	25		0	0	0
	26		0	0	0
	30		0	0	0
	16		0	0	0
	27		0	0	0
	11		0	0	0
	29		0	0	0
	36		0	0	0
	3		0	0	0
	54		0	0	0
	31		0	0	0
	12		0	0	0
	28		0	0	0
	10		0	0	0
	37		0	0	0
	38		0	0	0
	39		0	0	0
	21		0	0	0
	32		0	0	0
	9		0	0	0
	20		0	0	0
	24		0	0	0
	52		0	0	0
	8		0	0	0
	51		0	0	0
	7		0	0	0
	33		0	0	0
	2		0	0	0
	15		0	0	0
	1		0	0	0
	53		0	0	0

# Reindex agreements dates

In the system, the parameters of the contract, such as **Commitment Date**, **Expiry Date**, **Notice Period**, **Indefinite Period**, can be changed with another document, e.g. an annex to the contract.

The entire process is automated and takes place automatically during each daily WHMCS crontab job.

For the compulsory indexing of contract dates.

Go to the "**Tools**" menu item and click "Reindex agreements dates".

As a result, a table appears with all the annexes that changed the parameters of the contract and the new parameters.

Dashboard	ID Annex	Agreement	Expiry date	NoticePeriod	Indefinite period
Reports	16 Anex 1 Umowa zawarta do 30 czerwca 2021.	n/a UMOWA NAJMU Lokal	2021-06-30	30	0
Documents					
Commitments					
Counterparties					
Accounting systems					
Tools					
Reindex commitment dates					
Reindex agreements dates					
Synchronization income invoices					
About us					

# Synchronization income invoices

Income invoices are automatically synchronized during each daily WHMCS crontab job.

For the purpose of compulsory synchronization of income invoices.

Go to the **"Tools"** menu item and click **"Synchronization income invoices"**.

As a result, a table with all accounting systems and synchronization parameters will appear

Dashboard	ID	Name/Description	Type	Before synchronization	Added	After synchronization
Reports	7		apiWHMCS	287	1	288
Documents	6		apiWHMCS	18	0	18
Commitments						
Counterparties						
Accounting systems						
Tools						
Reindex commitment dates						
Reindex agreements dates						
Synchronization income invoices						
About us						

# About us

The project was created as an amateur, but with a professional approach.

The project is entirely financed by **PUQ sp.z o.o.** <https://puq.pl/>

If you would like to help, with the development of the project, financially or in any other way, please let us know [cf@puq.info](mailto:cf@puq.info)

Image not found or type unknown  
Authors:

## Ruslan Polovyi

Concept, PHP, CSS

language: english, poland, russian



## Piotr Esse

Concept

Colors



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Developed by: **PUQ sp. z o.o.**

Company site: <https://puq.pl/>

