

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

Image not found or type unknown

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

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.

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

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

» Commitments forecaster 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: 1. 'Company Name' with a text box labeled 'Company Name' and a 'VAT Number' with a text box labeled 'VAT Number'. 2. 'First Name' with a text box labeled 'First Name', 'Last Name' with a text box labeled 'Last Name', 'E-mail' with a text box labeled 'E-mail', and 'Phone Number' with a text box labeled 'Phone Number'. 3. 'Address' with a text box labeled 'Address', 'City' with a text box labeled 'City', 'Region' with a text box labeled 'Region', 'Postcode' with a text box labeled 'Postcode', and 'Country' with a text box labeled '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
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

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

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 counterparts	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	Count
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 #OBSLUGA KSIĘGOWA #Księgowość	300.00 zł.	369.00 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2021/9/53			Usługi księgowe	
2021-09-02 #OBSLUGA KSIĘGOWA #Księgowość	300.00 zł.	369.00 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2021/8/56			Usługi księgowe	
2021-08-02 #OBSLUGA KSIĘGOWA #Księgowość	300.00 zł.	369.00 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2021/7/59			Usługi księgowe	
2021-07-02 #OBSLUGA KSIĘGOWA #Księgowość	300.00 zł.	369.00 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2021/6/65			Usługi księgowe	
2021-06-02 #OBSLUGA 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 #OBSLUGA KSIĘGOWA #Księgowość	300.00 zł.	369.00 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2021/3/73			Usługi księgowe	
2021-03-02 #OBSLUGA KSIĘGOWA #Księgowość	300.00 zł.	369.00 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2021/2/75			Usługi księgowe	
2021-02-02 #OBSLUGA KSIĘGOWA #Księgowość	300.00 zł.	369.00 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2021/1/76			Usługi księgowe	
2021-01-02 #OBSLUGA KSIĘGOWA #Księgowość	150.00 zł.	184.50 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2020/12/81			Usługi księgowe	
2020-12-02 #OBSLUGA KSIĘGOWA #Księgowość	150.00 zł.	184.50 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2020/11/84			Usługi księgowe	
2020-11-02 #OBSLUGA KSIĘGOWA #Księgowość	150.00 zł.	184.50 zł.	Usługi księgowe całego segmentu firmy.	Edit
FV/2020/10/106			Usługi księgowe	
2020-10-31 #OBSLUGA KSIĘGOWA #Księgowość	150.00 zł.	184.50 zł.	Usługi księgowe całego segmentu firmy.	Edit

Agreements 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 ∞	Edit
UMOWA O PROWADZENIE KSIĄG RACHUNKOWYCH				

List of commitments

Counterparty

Save Add document List counterparties

Company Name
[Redacted]

VAT Number
[Redacted]

First Name
First Name

Last Name
Last Name

E-mail
E-mail

Phone Number
Phone Number

Address
[Redacted]

City
[Redacted]

Region
Region

Postcode
[Redacted]

Country
[Redacted]

General information Invoices Agreements Commitments

Find by Name...	Agreement	Start date	End date
Usługi księgowie <i>Usługi księgowie całego segmentu firmy.</i>	n/a <i>UMOWA O PROWADZENIE KSIĄG RACHUNKOWYCH</i>	2020-10-01	0000-00-00 ∞

Commitments

Adding a commitment

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

The screenshot displays a web application interface. On the left is a vertical sidebar with a dark grey background and white text. The sidebar items are: Dashboard, Reports, Documents, Commitments, List of commitments, Add commitment (highlighted with a red rectangular border), Counterparties, Accounting systems, Tools, About us, and a button with a left-pointing arrow and the text « Minimise Sidebar. The main content area has a white background. At the top left of this area is the text 'Add commitment'. Below it is a green rectangular button with the word 'Save' in white. Further down is a form with a light grey border. The form contains two sections: 'Commitment name' with a text input field containing the placeholder text 'Commitment name', and 'Description' with a larger text area containing the placeholder text 'Description'.

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 | UMWOWA O PROWADZENIE I

General information **Invoices**

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 counterparts	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

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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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.

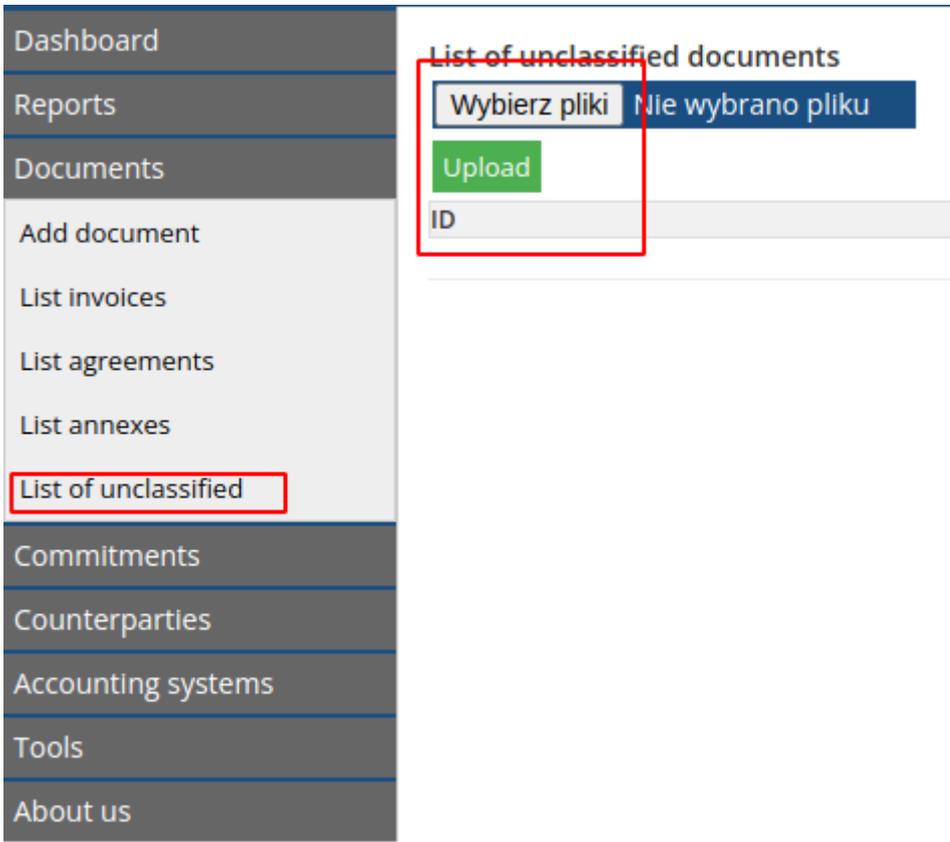
Please keep in mind 2 things:

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/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/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 pliki Nie wybrano pliku

Upload

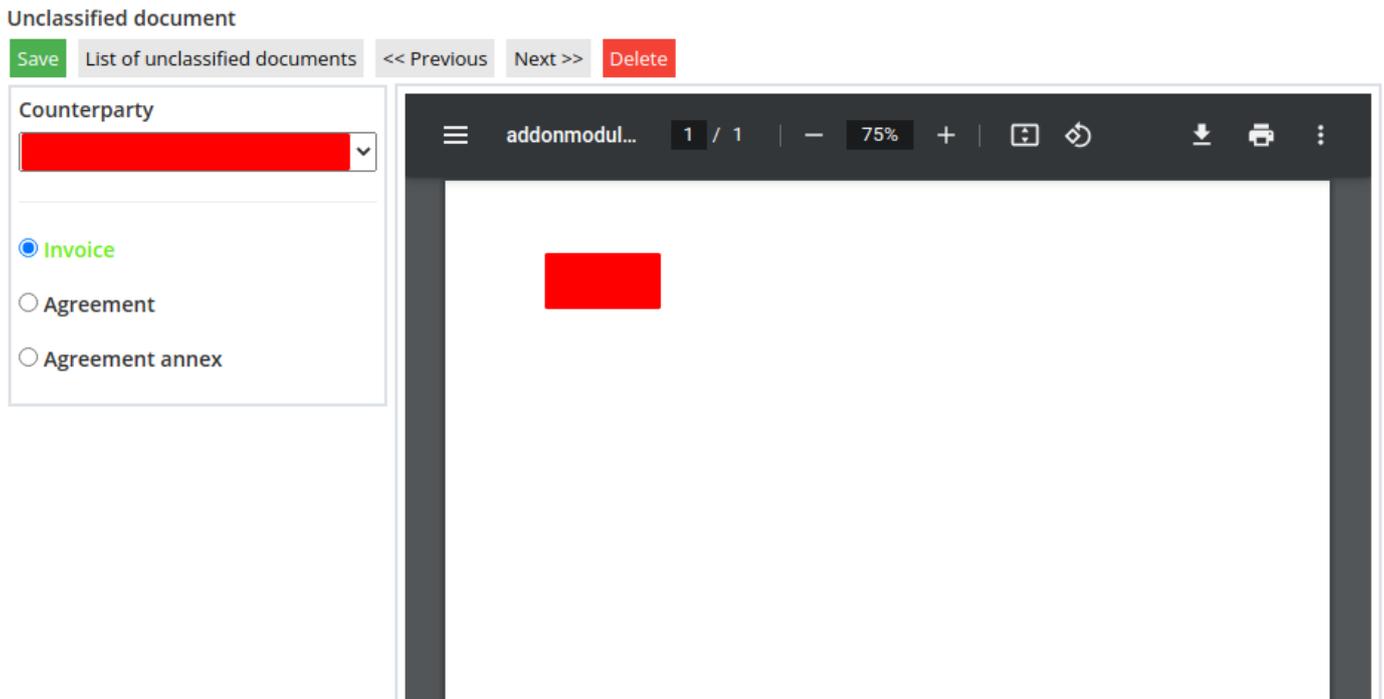
File test1.pdf ERROR The file is already on the system.
File test2.pdf ERROR The file is already on the system.
File test3.pdf ERROR The file is already on the system.
File test4.pdf ERROR The file is already on the system.
File test5.pdf ERROR The file is already on the system.
File test6.pdf ERROR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

ID		md5		
170	raw/upload/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

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.



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.

The screenshot shows a web application interface for managing agreements. On the left is a navigation menu with items: Dashboard, Reports, Documents, Add document, List invoices, List agreements (highlighted), List annexes, List of unclassified, Commitments, Counterparties, Accounting systems, Tools, and About us. The main area is titled 'Agreements' and contains a table with the following data:

d	Find by Company Name...	Commitment name	Commitment date	Expiry date	
n/a	[Redacted]	Usługi księgowo	2020-10-01	0000-00-00 ∞	Edit
<i>UMOWA O PROWADZENIE KSIĄG RACHUNKOWYCH</i> <i>Usługi księgowo całego segmentu firmy.</i>					

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)

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

ID
2

Number
n/a

Description
UMOWA O PROWADZENIE KSIAG RACHUNKOWYCH

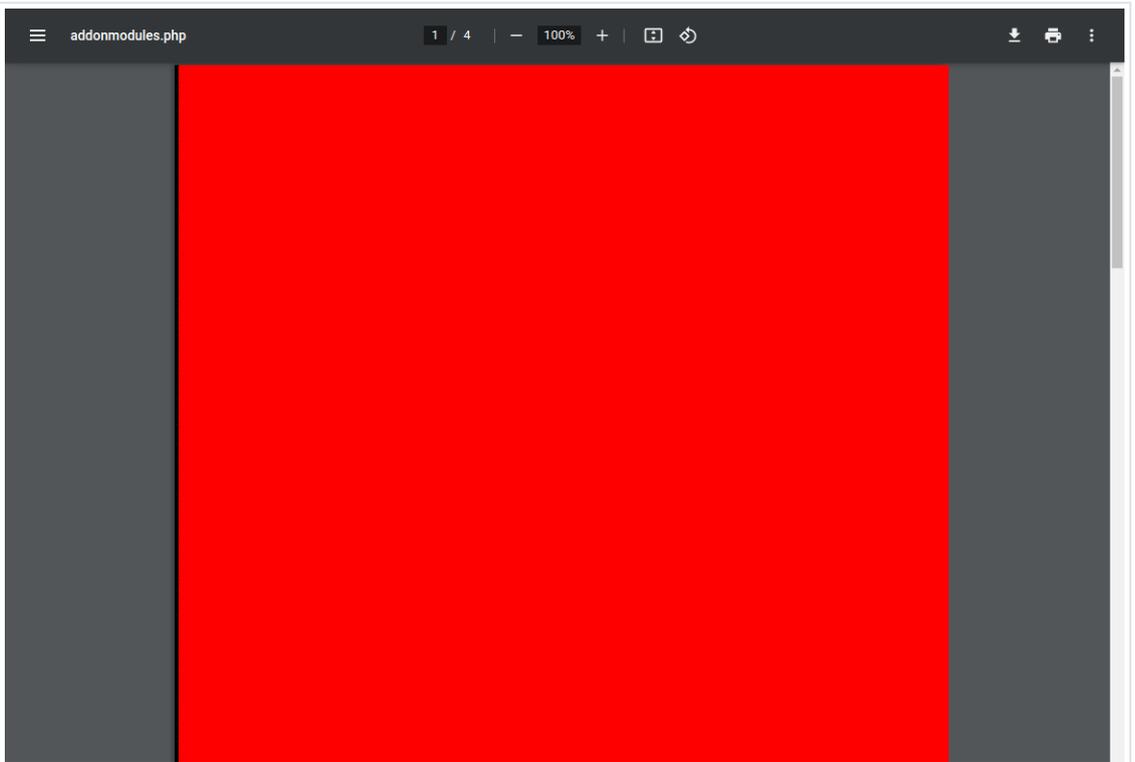
Conclusion date
01.10.2020

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 items: 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 area is titled 'Invoices' and features a date filter dropdown set to '2020' (with '>2021<' also visible), a row of month buttons (01-11), and a table of invoices. The first invoice row is highlighted and has an 'Edit' button (highlighted with a red box) at the end. The invoice details are: Number: 50, Netto: 300.00 zł, Brutto: 369.00 zł, Company Name: [REDACTED], and Commitment: Usługi księgowość (Usługi księgowość całego segmentu firmy). Tags include #OBŚLUGA KSIĘGOWA and #Księgowość.

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)

Commitment

Go to commitment

Usługi księgowo | Usługi księgowo

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 x

Księgowość x

(anonymous) 1 / 1 100%

[redacted]

Sprzedawca [redacted]

Nabywca [redacted]

Lp.	Nazwa	PKWU	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
						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.

Dashboard	Annexes					
Reports	Find by number/Description...	Find by Company Name...	Agreement	Commitment date	Expiry date	
Documents	Anex 1		n/a	2021-04-12	2021-06-30	Edit
Add document	Umowa zawarta do 30 czerwca 2021.					
List invoices	UMOWA NAJMU Lokal					
List agreements						
List annexes						
List of unclassified						
Commitments						
Counterparties						

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.

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

Agreement
n/a | UMOWA NAJMU Lokal [redacted] ▼
[Go to agreement](#)

ID

Number

Description

Conclusion date
 📅

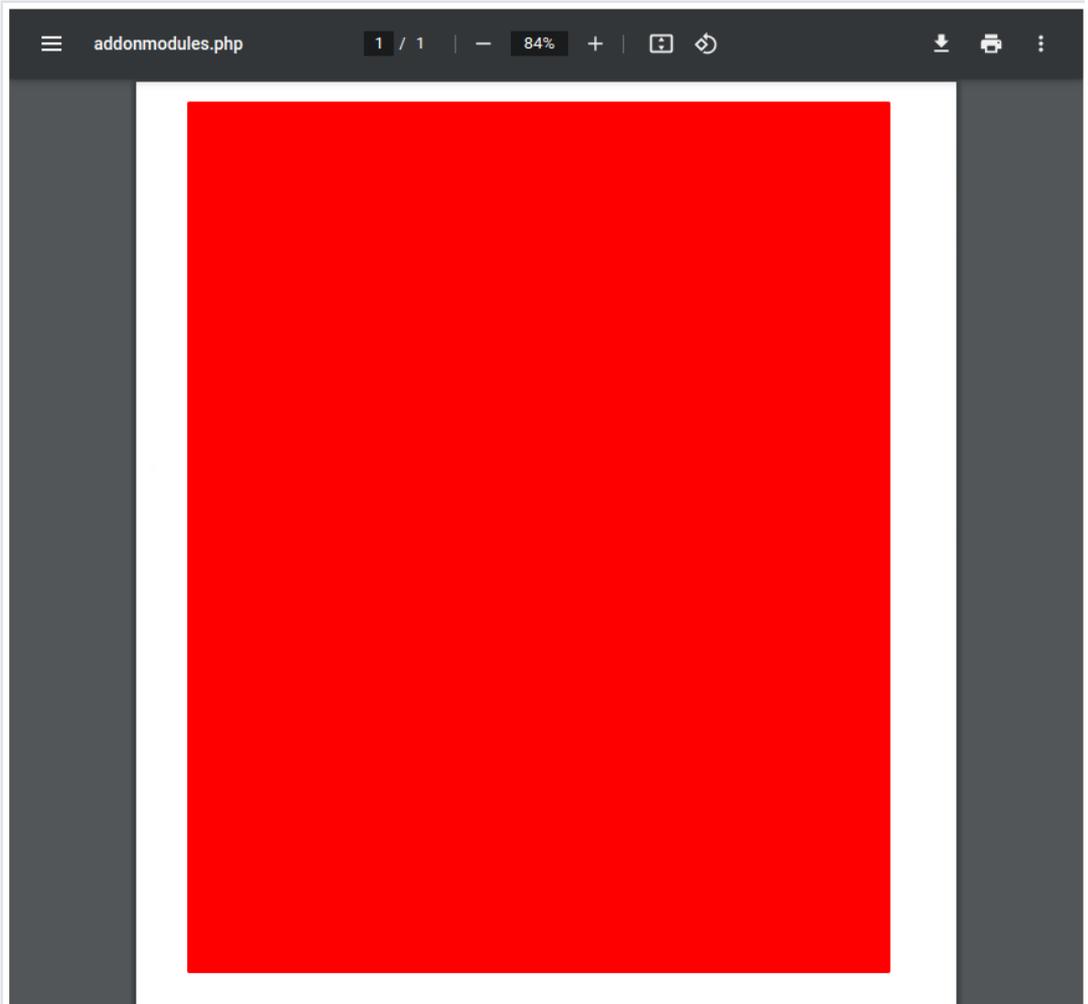
Commitment date
 📅

Change agreement

Agreement expiry date
 📅

Agreement notice period (days)

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 [redacted] VAT Number: [redacted] You definitely want to unmap the document?

Save List Invoices **Unmapping** 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

OBSLUGA KSIĘGOWA x

Księgowość x

(anonymous) 1 / 1 | 100%

Lp.	Nazwa	PKWIU	Ilość	Jm	Cena netto	Wartość netto	Stawka VAT	Kwota VAT	Wartość brutto
1	OBSLUGA 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

The screenshot shows a confirmation dialog box with the text "Are you sure you want to delete the document?". Below the dialog, there is a table titled "List of unclassified documents". The table has columns for ID, file path, md5 hash, and two action buttons: "Classify" (green) and "Delete" (red). The "Delete" buttons are highlighted in red, indicating they are the focus of the deletion process.

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/9bf2d2f0004d76b35a92fcd36aeddd66.pdf	9bf2d2f0004d76b35a92fcd36aeddd66	Classify	Delete

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

addonmodul... 1 / 1 | - 75% + | [Fullscreen] [Refresh] [Download] [Print] [More]

[REDACTED]

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

The screenshot shows the WHMCS interface. On the left is a sidebar menu with the following items: Dashboard, Reports, Documents, Commitments, Counterparties, Accounting systems, List of systems (highlighted with a red box), Tools, and About us. At the bottom of the sidebar is a button labeled « Minimise Sidebar. The main content area is titled 'List of income systems' and features a green button labeled 'Create apiWHMCS' (highlighted with a red box). Below the button is a table with the following structure:

ID	Name
11	[REDACTED] 08
7	[REDACTED] 08
6	[REDACTED]

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
<input type="button" value="Full sync"/>	

Count of invoices	23
Netto	95940.00 zł.
Brutto	95940.00 zł.
Last synchronization	2021-11-05 13:31:30
<input type="button" value="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	[REDACTED]
Last Name	[REDACTED]
Email Address	[REDACTED]
Username	[REDACTED]
Password	[REDACTED] <small>(Enter only if you want to change the password)</small>
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

Allowed API Actions

- Addons
- Affiliates
- Authentication
- Billing**
- Client
- Domains
- Module
- Orders
- Products
- Project Management
- Servers
- Service

Billing

<input type="checkbox"/> ApplyCredit	<input type="checkbox"/> CapturePayment
<input type="checkbox"/> CreateInvoice	<input type="checkbox"/> CreateQuote
<input type="checkbox"/> DeletePayMethod	<input type="checkbox"/> DeleteQuote
<input type="checkbox"/> GenInvoices	<input type="checkbox"/> GetCredits
<input type="checkbox"/> GetInvoice	<input checked="" type="checkbox"/> GetInvoices
<input type="checkbox"/> GetPayMethods	<input type="checkbox"/> GetQuotes
<input type="checkbox"/> Gettransactions	<input type="checkbox"/> SendQuote

[Check All](#) [Uncheck All](#)

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

[Redacted]

Description

Description

API Role(s)

[Redacted]
[Redacted]

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

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.

ID	Commitment	New start date	New end date	Indefinite period
55		0	0	0
46		0	0	0
44		0	0	0
5		0	0	0
45		0	0	0
43		0	0	0
22		0	0	0
23		0	0	0
18		0	0	0
17		0	0	0
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 [REDACTED]	2021-06-30	30	0
Documents					
Commitments					
Counterparties					
Accounting systems					
Tools					
Reindex commitment dates					
Reindex agreements dates					
Synchronization income invoices					
About us					

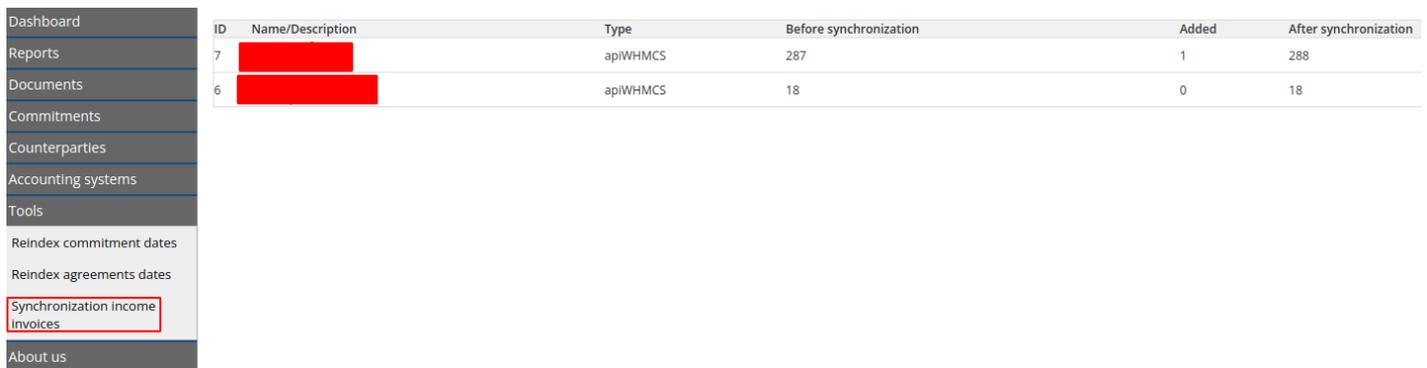
Synchronization income invoices

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



The screenshot shows a sidebar menu on the left with the following items: Dashboard, Reports, Documents, Commitments, Counterparties, Accounting systems, Tools, Reindex commitment dates, Reindex agreements dates, Synchronization income invoices (highlighted with a red box), and About us. To the right of the sidebar is a table with the following data:

ID	Name/Description	Type	Before synchronization	Added	After synchronization
7	[REDACTED]	apiWHMCS	287	1	288
6	[REDACTED]	apiWHMCS	18	0	18

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

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Colors



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

