



SWEEPADMIN

COMPLETE USER GUIDE & SYSTEM REFERENCE

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Chapter 1 — Getting Started

1.1 System Overview

SweepAdmin is a cloud-based management platform for sweepstakes arcade businesses, providing company billing, game inventory tracking, profit/loss analytics, employee management, cash flow monitoring, invoicing, and comprehensive reporting — all in one browser application at sweepadmin.com.

Concept	What It Is	Scope
Company	A client or company name you manage	Per-company
Master Game	Game with global cost rate and inventory tracking	Global
Assigned Game	Game enabled for a specific company with its selling rate	Per-company
Username	Player/account ID tied to a game at a company	Per-company
Bill	A transaction record (points loaded or redeemed)	Per-company
Employee / Cashier	Staff member with login access and configurable permissions	Global
Cash Flow	All financial flows tracked by payment method	Global

1.2 Signing In

SweepAdmin uses **Google Account authentication**. Navigate to sweepadmin.com, click **Sign in with Google**, and select your Google account. No separate password is needed within SweepAdmin.

Employee accounts sign in using the same Google Sign-In button with the Gmail address their employer registered them under. Employees do not create their own SweepAdmin accounts — the owner adds them in Manage Cashiers.

1.3 Username Setup (First Sign-In)

On first login, SweepAdmin prompts you to choose a **@username** (3–20 characters, lowercase letters/numbers/underscore, at least one letter, max one underscore). This appears in payment memos and support. It can be updated anytime from the account section in hamburger menu.

1.4 Pending Activation & Subscription

If your account is not yet activated, the **Pending Activation** screen displays your @username, payment instructions, payment QR code, a Copy Username button for your payment memo, subscription pricing, how to pay guide and customer support contact details. The app unlocks automatically once payment is processed.

1.5 Navigation Overview

Application Header (always visible):

- **SweepAdmin logo / wordmark** (top left) — clicking returns to the company list from anywhere
- **Inventory button** — opens Master Inventory
- **Bulk Sheets button** (wide screens only) — opens the Bulk Bill spreadsheet overlay
- **Hamburger / avatar menu** (top right) — opens the account/menu panel

Account Panel (hamburger menu) contains:

- Account info (name, email, @username, subscription status)

- Quick Summary card (revenue and P/L for current month)
- Analytics (global analytics link)
- Cash Flow Management (owner only)
- Manage Cashiers (owner only)
- Bulk Sheets (when in narrow screens / mobile)
- Data Edit Log (owner only)
- My Employment (employee accounts)
- Generate Report
- Invoice Settings
- Export Data / Import Data
- Security, Advanced Settings, Sign Out

Chapter 2 — Companies

2.1 Company List View

The company list is your home screen. Active companies appear first (sorted by recent billing activity), followed by inactive ones. A skeleton loading animation plays while data loads.

Action	Effect
New Company	Opens Add Company form; enter name and click Add
Search box	Filters companies by name or company code in real time
Click company row	Opens that company's dashboard
Active badge (green)	Company is active; billing is enabled
Inactive badge (red)	Company deactivated; billing blocked but history preserved

2.2 Creating a Company

Click **New Company** → enter a name → click **Add**. A unique **Company Code** is auto-generated (used as invoice prefix). Company starts active with \$0 credit balance. Open the **Settings gear** to configure extra fees, payment bonuses, and custom invoice code (manager only).

2.3 Company Dashboard Tabs

Tab	Color	What It Contains
Billing	Green	Create new bills, view bill history for this company
Games Config	Cyan	Manage assigned games, selling rates, usernames, and account levels
Analytics / Balance	Purple	Charts and metrics for owners; simplified balance view for employees

2.4 Company Settings (Gear Icon)

Setting	Description
Company Name (edit)	Click Edit next to the name to rename the company
Company Code (edit)	Unique prefix for invoice reference numbers (e.g. ABC → ABC-202501-001)
Active / Inactive toggle	Enables or disables billing; data preserved when inactive
Extra Fee — Enabled	Turns on surcharge billing for this company
Extra Fee Charge %	Percentage added to the total bill (e.g. 5% on \$100 = \$5 fee)
Extra Fee Cost %	Your cost portion of the fee (affects P/L calculation)
Extra Fee Per Method	Override fee % for specific payment methods (expand to configure)
Payment Bonuses	Auto-credit added when client pays via a configured method
Clear Bill History	PERMANENT — deletes all bills for this company (requires Action PIN)
Delete Company	PERMANENT — removes company and all data (requires Action PIN)

Extra Fee Formulas

$$\text{Extra Fee Amount} = \text{Bill Dollar Total} \times \text{Extra Fee Charge \%}$$
$$\text{Extra Fee Profit} = \text{Fee Amount} - \text{Fee Amount} \times \text{Extra Fee Cost \%}$$

ⓘ Extra fee rates can be overridden per payment method. When the client pays with a method that has an override, that rate applies instead of the company default.

2.5 Deactivating vs Deleting a Company

	Deactivate (toggle)	Delete (button)
Data preserved	Yes — all bills remain	No — all data permanently deleted
Visible in company list	Yes — greyed out with red badge	No
Can be restored	Yes — toggle back to Active	No
Billing allowed	No	No
Analytics accessible	Yes	No

Chapter 3 — Billing

3.1 Billing Overview

The **Billing tab** is SweepAdmin's core feature. Every transaction — loading points into client accounts or redeeming points for cash — is recorded as a Bill. Bills drive all revenue calculations, P/L analytics, inventory updates, and invoice generation.

3.2 Conversion Modes: POINTS vs CASH

At the top of the billing panel is a **POINTS / CASH toggle**. This controls how each bill item is entered:

Mode	What You Enter	What SweepAdmin Calculates	When to Use
POINTS (blue)	Number of points	Dollar Amount = Points × (Sell Rate / 100)	You know the points to load
CASH (green)	Dollar amount	Points = Dollar Amount ÷ (Sell Rate / 100), truncated to integer	You know the cash collected

Positive values = loads (adding points to a client account). **Negative values = redeems** (removing points; client receives cash). The mode can be set globally for the bill and overridden per line item.

3.3 Color Coding for Loads, Redeems, and P/L

Color	What It Represents	Where Seen
Cyan (#22d3ee)	Points total (loads)	Live bill panel, bill history, analytics Total Loaded card
Green (#34d399)	Dollar amounts (positive) and profit	Live bill amounts, P/L values when positive
Red (#f87171 / #fca5a5)	Loss values and negative P/L	P/L on bill items when margin is negative
Amber (#fbbf24)	Partial payment status, ordered points, extra fees	Status badges, bill history, inventory
Blue (#60a5fa)	Credit-applied bills in history	Bill history status badge when credit used
White	P/L when positive (on colored analytics card)	Profit/Loss analytics card value

In bill history, a "Redeem" bill item shows negative points and the dollar amount reflects what was paid OUT to the client. The P/L for a redeem is negative (you paid cash), but if your cost rate is less than 100%, it is less negative than the full payout.

3.4 Adding Bill Items

Click **ADD GAME TO BILL** to add a line item. Each item has:

Field	Description	Notes
Game	Dropdown of games assigned to this company	Required; auto-fills the selling rate
Username	Dropdown filtered by selected game's usernames	Optional but important for inventory tracking
Account Level	Hierarchy level of the username	Auto-filled from username assignment; determines Ordered vs Direct

Value	Enter points (POINTS mode) or dollars (CASH mode)	Required; negative = redeem
Rate (%)	Selling rate for this game at this company	Auto-populated.
Mode toggle (per line)	Override global mode for this specific item	POINTS or CASH per item
Delete (X)	Remove this item from the current bill	Does not affect any saved bills

3.5 Extra Fee in Billing

When the company has **Extra Fee enabled**, the fee is automatically calculated based on the bill's dollar total and the selected payment method. The live bill panel shows:

- **Extra Fee (X%)** — the fee amount added on top
- **GRAND TOTAL** — bill total + extra fee

Fee Embedded Mode (Advanced Setting)

When Fee Embedded Mode is enabled in Advanced Settings, cash-mode entries treat the fee as ALREADY INCLUDED in the entered amount, not added on top. SweepAdmin deducts the fee portion and loads the remainder:

$$\text{Game Value} = \text{Input Amount} \times (1 - \text{Fee Rate} / 100)$$

3.6 Credit Balance in Billing

Scenario	What Happens in the Live Bill Panel
Credit available, payment = Received Full	Credit shown but NOT applied (cash paid covers the full bill)
Credit available, payment = Partial or Not Received	Credit toggle appears; you choose whether to apply it to reduce balance
Credit applied, covers bill fully	Bill treated as paid; company credit decreases by bill amount
Cash paid > bill total (overpayment)	Surplus becomes Extra Payment → added to company's credit balance
Payment bonus method selected on save	Bonus amount auto-added to company credit after bill is saved

3.7 Payment Status

Status	Badge Colour	Balance Due	Effect in Analytics
Received Full	Green	\$0.00	Full bill total counted as Cash Received
Partial	Amber	Bill Total – Partial Amount	Only partial amount counted as Cash Received
Not Received / Due	Red	Full bill total	\$0 counted as Cash Received

When status is Received Full or Partial, you can select a **Payment Method** (e.g. Cash, Bank Transfer, Crypto). This records the method in Cash Flow for per-method balance tracking. Partial payment can be recorded more than the bill value; surplus becomes extra payment.

3.8 Saving a Bill — What Happens Internally

When you click **Save** (green button), SweepAdmin performs:

- 1. **Bill record created** in database with all items, rates, dollar amounts, points as snapshot values
- 2. **Inventory updated** — points deducted from or added to the game's Remaining/Ordered balance in Master Inventory
- 3. **Company credit balance updated** if credit was applied or an overpayment occurred
- 4. **Cash Flow transaction recorded** with payment method, date, and amount
- 5. **Employees Audit log entry written** to Data Edit Log with action summary
- 6. **Reference number generated** if Invoice is enabled in Invoice Settings

✓*Bill rates (selling rate, cost rate) are stored as SNAPSHOTS at save time. Changing rates later does NOT retroactively change any saved bills. Historical P/L is always calculated at the rates that were in effect when the bill was saved.*

3.9 Bill Calculations and Formulas

Conversion Formulas

POINTS mode: Dollar Amount = Points × (Selling Rate % / 100)
CASH mode: Points = Dollar Amount ÷ (Selling Rate % / 100) [integer truncated]

Profit and Loss per Item

Item Sell Price = |Points| × (Selling Rate % / 100)
Item Cost Price = |Points| × (Cost Rate % / 100)
Item P/L = Sell Price – Cost Price [positive for loads; negative for redeems]

Settlement Calculation (Credit and Payment)

Credit Used = min(Credit Available, Bill Total) [if Apply Credit = ON]
Amount Due = max(0, Bill Total – Credit Used – Cash Received)
Extra Payment → Credit = max(0, Credit Used + Cash Received – Bill Total)

Complete Worked Example

Input	Value
Game Selling Rate	20%
Cost Rate (Master Inventory)	10%
Points Entered	5,000
Conversion Mode	POINTS
Extra Fee	5% (enabled)
Payment Status	Received Full
Company Credit Available	\$0
Calculation Step	Result
Dollar Amount	5,000 × 0.20 = \$1,000.00
Extra Fee Amount	\$1,000.00 × 0.05 = \$50.00
Grand Total	\$1,000.00 + \$50.00 = \$1,050.00
Amount Due	\$1,050.00 – \$0 – \$1,050.00 = \$0.00
Sell Price (for P/L)	5,000 × 20% = \$1,000.00
Cost Price (for P/L)	5,000 × 10% = \$500.00
Item P/L	\$1,000.00 – \$500.00 = \$500.00 profit
Extra Fee Profit	\$50.00 – (\$50.00 × 10%) = \$45.00
Total Bill P/L	\$500.00 + \$45.00 = \$545.00

3.10 Bill History

All saved bills appear below the billing form, newest first. Each row shows date, item count, P/L (if permitted), dollar total, points total, a status badge, and a three-dot action menu.

Action / Element	Description
Click row header	Expand/collapse item detail (game, username, pts, \$, P/L per item, extra fee, credit applied)
Status dropdown	Change Paid / Partial / Due directly; triggers immediate balance due recalculation
: → Edit	Reloads bill into billing form for editing; original deleted on re-save
: → Copy	Copy the items invoice in a text format
: → Delete	Permanently deletes bill; reverses all inventory changes (requires Action PIN if set)
Search box	Filter history by game name, username, or reference number
From / To date filters	Restrict displayed bills to a date range
Printer icon (header)	Generate a printable/PDF invoice for all currently filtered bills
Clear (red button)	Deletes ALL bills for this company — irreversible (requires Action PIN)

3.11 Recording Extra Payments

Extra Payments are standalone payments collected from a company outside of a regular bill — for example, when a client settles an outstanding balance separately or makes an advance payment.

How to Record an Extra Payment

In the company analytics (look for the **Payment Received Card** and then, **Record Payment** option), you can:

1. Enter the payment amount
2. Select the payment method
3. Choose the date
4. Click Save / Record Payment

How Extra Payments Apply to Outstanding Balances

When you record an extra payment, SweepAdmin **automatically checks for unpaid bills** with a balance due:

- If the company has **past due bills**, the extra payment amount is applied to them in order (oldest first), reducing each bill's balance due
- If the payment **exceeds the total outstanding balance**, the surplus is added to the company's **credit balance** for future bills
- If there are **no outstanding bills**, the entire payment becomes company credit

Applied to Bill: $\text{New Balance Due} = \text{Old Balance Due} - \text{Applied Amount}$
Surplus → Credit: $\text{New Credit} = \text{Old Credit} + (\text{Payment} - \text{Total Outstanding})$

✔Extra payments also record a Cash Flow transaction for the payment method used, so your per-method balance stays accurate.

3.12 Editing Saved Bills

Three-dot menu → **Edit** reloads the bill into the billing form. The original bill is deleted and replaced when you save. Important consequences:

- Inventory changes from the original bill are **reversed first**, then the new bill's changes are applied
- The original reference number is retained on the new bill
- Rates stored on items are re-used (unless you change them in the form)

3.13 Bill Date Override

By default, bills are timestamped at the current date and time. Click the **calendar icon** (mobile) or **date/time input** (desktop) to set a custom date and time. Useful for backdating corrections.

Chapter 4 — Games Configuration

4.1 Games Config Tab

The **cyan Games Config tab** on the company dashboard manages three things: which games are available for billing at this company (Assigned Games) and who can be billed under each game (Usernames).

4.2 Assigned Games and Selling Rates

Assigned Games are games from Master Inventory enabled for this specific company. Each has a **Selling Rate** — the percentage determining how points convert to dollars in billing. Example: rate = 20%, billing 1,000 pts = \$200.00.

Action	How To	Effect
Add Game	Click Add Game; select from master inventory dropdown	Game appears in billing dropdown for this company
Set Selling Rate	Enter % in rate field; click Save	Future bills use this rate; historical bills unchanged
Change Selling Rate	Update rate field; save again	New rate applies to all future bills only
Remove Game	Click delete (X) on game row	Removed from billing dropdown; historical bills preserved

The Cost Rate is NOT set here — it is set globally per game in Master Inventory. Different companies can have different selling rates for the same game.

4.3 Usernames and Account Levels

Usernames represent the specific accounts held by your clients within each game, at this specific company. A username is tied to one game at one company.

Field	Description
Username	The player or account identifier (e.g. "ADMIN123", "distributor1")
Game	Which game this username belongs to at this company
Account Level	The account level in the game's hierarchy (see Account Level section below)

The Account Level Hierarchy (Highest to Lowest)

Level	Rank	Typically Represents
Agent	1 (highest)	Game platform operator / top-level account
Supermaster	2	Super-distributor account
Master	3	Master distributor
Distributor	4	Standard distributor
Subdistributor	5	Sub-distributor
Store	6	Store-level account
Player	7 (lowest)	End player / user account

Chapter 5 — Master Inventory (Complete Guide)

5.1 What is Master Inventory?

Master Inventory is your **global game catalogue** — the central hub for all game configuration, inventory tracking, and billing history. Access it via the **Inventory button** in the header. Every game you manage across all companies must first be created here before it can be assigned to any company.

Master Inventory connects three things together: your **game configuration** (name, cost rate, account details), your **point stock** (how many points you actually own), and your **billing history** (how points move through your business).

5.2 Adding a New Game

Click **Add New Game** and provide three core pieces of information:

1. **Game Name** — the display name used across all billing, reports, and analytics
2. **Points** — the number of points you currently have in your game account (your starting inventory balance)
3. **Cost Percentage (Cost Rate)** — the rate at which you purchase points from the game platform or your upline.

Once saved, the game is added to Master Inventory with basic functionality. You can then assign it to specific companies and configure advanced inventory tracking.

5.3 Cost Rate — The Most Critical Setting

The **Cost Rate** is the single most important financial parameter per game. It represents **what percentage of the selling value you pay to the game platform** to purchase those points.

Customer pays: 1,000 pts × 20% sell rate = \$200.00 revenue
Your cost (90% cost rate): 1,000 pts × 90% × 20%/100 = \$180.00
Your profit: \$200.00 − \$180.00 = \$20.00 (10% margin)

A **lower cost rate = higher profit margin**. Cost rate is set globally — all companies with this game assigned use the same cost rate for P/L calculations, though they can have different selling rates. You can set a custom cost rate for specific bill item in the Bulk Sheets only pre session.

✓ Changing the cost rate does NOT retroactively change any saved bills. Each saved bill item stores its own cost rate snapshot at save time.

5.4 Advanced Inventory Tracking — Available Balance and Ordered Points

After adding a game, click on it to access advanced configuration. At the top you see two important values:

- **Available Balance** — the total points you currently have across all your accounts for this game. For example, if you have a Master account with 5,000 pts, a Distributor account with 3,000 pts, and a Subdistributor with 2,000 pts, your Available Balance = 10,000 pts.
- **Ordered Points** — points that have been reserved/ordered through higher-level accounts/upline manager (explained below)

5.5 Configuring Account Hierarchy for Automatic Inventory Tracking

To enable automatic inventory tracking (SweepAdmin adjusting your balance as you bill), you must configure three fields in the game's **Config tab**:

1. **Assigned Username** — the username of the highest-level account you directly control for this game
2. **Assigned Account Level** — the account level of that username
3. **Highest Account Level** — the highest level account you have for this game

These three settings tell SweepAdmin what "type" to assign to each billing transaction.

5.6 Direct Load vs Ordered Points — The Core Concept

This is the most important concept in Master Inventory. SweepAdmin uses the account hierarchy to classify each billing transaction as either a **Direct Load** or an **Ordered Point**:

Transaction Type	When It Applies	Effect on Inventory
Direct Load	Username level is BELOW your highest account level (you loaded directly from your stock)	Deducted from Remaining Points (Available Balance)
Ordered Point	Username level is AT OR ABOVE your highest account level (you gave an order to a superior account)	Added to Ordered Points (separate tracking bucket)

Example Scenario

Suppose your **Highest Account Level for Game X is Distributor**. This means the Distributor account is the highest account you directly control.

- Loading points to a **Subdistributor, Store, or Player** → this comes FROM your Distributor stock → **Direct Load** → deducted from Available Balance
- Loading points to a **Master account** → you can't directly load a Master from your Distributor; you're placing an "order" through a higher-level account → **Ordered Point** → added to Ordered Points counter

📌 When you **REDEEM** points from lower-level accounts, those points are added **BACK** to your Available Balance (reversed from inventory). When an ordered account redeems, Ordered Points decrease.

Special Rule: Agent-Level Accounts

Agent is the highest possible level. **An Agent account can load to itself** (Agent-to-Agent is classified as Direct, not Ordered), as well as to all accounts below it. This is the only level that can self-load.

5.7 The Three Tabs Inside Each Game

Config Tab

Field	Description
Game Name	Edit the display name for this game
Cost Rate (%)	Edit your purchase cost percentage
Assigned Username	The username of your highest-level account for this game
Assigned Account Level	The account level of the assigned username
Highest Account Level	The threshold for classifying Direct vs Ordered transactions

Stock Tab — Manual Inventory Adjustments

The **Stock tab** lets you manually adjust your inventory balance when needed:

Action	When to Use	Effect
Add	You received additional points from the platform	Increases Available Balance by entered amount
Set Total	You want to reset the balance to a specific known number	Replaces Available Balance with the entered amount
Deduct	You need to manually remove points (e.g. correction)	Decreases Available Balance by entered amount

History Tab — Three Sub-Sections

The **History tab** shows everything that has happened to this game's inventory. It has three sub-sections:

Sub-Section	What It Shows
Stock History	All manual stock adjustments (Add / Set / Deduct) with date and amount
Order History (Ordered History)	History of ordered points — transactions classified as Ordered based on account hierarchy
Billing History	All billing transactions that affected this game's stock: date, username, account level, points, and Transaction Type (Direct or Ordered)

Switching Transaction Type (Direct ↔ Ordered)

In the **Billing History** sub-section, each entry shows a **Type** badge (Direct or Ordered). If a transaction was classified incorrectly, you can click the Type badge to toggle it between Direct and Ordered. **SweepAdmin will automatically adjust the inventory accordingly** when you change the type — adding or removing from the appropriate balance.

 **Employees can only switch billing types if they have the "View Stock & Order History" permission enabled. Without it, the History tab is entirely hidden from them.**

5.8 Download Inventory CSV with Estimated Sales

Click the **Download CSV** button in Master Inventory to export your current inventory as a spreadsheet. The CSV export includes a powerful **Include Estimated Sales** option:

Include Estimated Sales Toggle

When enabled, the CSV download modal adds **Avg. Rate (%)** and **Est. Sales (\$)** columns to the export. These columns estimate the dollar value of your current inventory based on selling rates.

Feature	Description
Avg. Rate (%) column	Average selling rate across all companies that have this game assigned
Est. Sales (\$) column	Available Balance × (Avg. Rate / 100) — estimated revenue if all available points are sold
Ordered Est. Sales (\$)	Ordered Points × (Avg. Rate / 100) — estimated revenue if all ordered points are cleared
Auto rate	Calculated automatically from average rates across companies
Manual override	You can type a specific rate for any game to override the auto calculation
Revert to Auto	Click the grey circular arrow icon next to any rate to revert back to the auto-calculated average
Bulk Set %	Enter a rate in the Bulk % field and click Apply All or Apply Selected to set the same rate for multiple games at once
Rates saved to server	Your custom rate overrides are saved to the server — available on any device you sign in from

 *The Estimated Sales feature is a planning tool, not a real-time calculation. It gives you an approximate revenue forecast based on your current inventory levels and historical selling rates.*

5.9 Impact of Changes to Master Inventory

Change	Effect on Bills	Effect on Inventory
Edit Cost Rate	Historical bills unchanged (stored snapshot)	Future P/L calculations use new rate
Edit Total Points	No effect on bills	Changes Available Balance immediately
Edit Highest Account Level	Historical type classifications preserved	Future bills classified using new threshold
Delete Game	Historical bills preserved with game name as text	Game removed from all company billing dropdowns
Change billing type in History	Inventory immediately adjusted for the change	+/- from Remaining or Ordered based on direction

Chapter 6 — Analytics

6.1 Company Analytics Tab

The **purple Analytics tab** on the company dashboard shows financial metrics and trend charts for this specific company. All data is filtered to the selected date range (default: first of the current month to today). Employees see "Balance" instead of "Analytics" with a more limited view.

6.2 Analytics Cards — Every Card Explained

Card 1: TOTAL LOADED

Shows the **net points loaded** (gross loads minus redeems) in the selected period, with a subtitle showing "Gross: X pts · Redeemed: Y pts". Clicking this card opens a detail modal showing individual load transactions with dates, games, usernames, and amounts.

Value Shown	Formula	Color
Net Loaded Points	$\Sigma(\text{positive point items}) - \Sigma(\text{negative point items})$	Cyan (#22d3ee)
Subtitle: Gross / Redeemed	Raw sums before netting	Muted text

Card 2: TOTAL REDEEMED

Shows **total points redeemed** (cashed out) in the period. Clicking opens a detailed modal with individual redeem transactions. The subtitle shows the equivalent dollar value paid out.

Card 3: PAYMENTS RECEIVED

Shows the **actual cash collected** for this company in the period. This counts only what was actually received — not outstanding balances. Clicking this card opens the **Payments Received Detail Modal** showing:

- Each bill's received amount (partial or full)
- Credit amounts applied toward bills
- Extra payments recorded for this company
- Outstanding balance (what is still owed)

$$\text{Cash Received} = \Sigma(\text{Partial Amounts}) + \Sigma(\text{Credit Applied}) + \Sigma(\text{Extra Payments})$$

Card 4: OUTSTANDING BALANCE / CREDIT BALANCE

This card changes dynamically based on the company's financial position:

Company State	Card Title	Card Color	What It Shows
Has unpaid bills	OUTSTANDING BALANCE	Red-to-pink gradient	Total money still owed to you
Has credit (overpaid)	CREDIT BALANCE	Green gradient	Company's positive balance available to apply
Fully settled	OUTSTANDING BALANCE (\$0)	Pink gradient	\$0 — everything paid up

Clicking this card opens a detail modal showing all bills contributing to the outstanding balance or credit balance, with individual amounts.

Card 5: PROFIT / LOSS (Owner Only)

Shows the **net P/L** for this company in the date range. Color: white text when positive profit, red-tinted text when at a loss. The subtitle shows "Cost: \$X.XX".

$$\text{Total P/L} = \Sigma(\text{Item P/L for all bill items}) + \Sigma(\text{Extra Fee Profits})$$
$$\text{Item P/L} = (|\text{Points}| \times \text{Stored Sell Rate} / 100) - (|\text{Points}| \times \text{Stored Cost Rate} / 100)$$

Clicking opens a detail modal showing P/L breakdown by game, date, and item, including individual profit contributions.

Card 6: GENERATE REPORT / EXPORT CSV (Owner Only)

Clicking this card opens the Generate Report dialog, allowing you to download CSV reports for this company in the analytics date range. See Chapter 7 for full report type details.

6.3 Charts (Owner Only)

Chart	X-Axis	Y-Axis	Aggregation Options
Revenue & Profit Trend (line chart)	Date periods	Dollar values	Daily (D), Weekly (W), Monthly (M)
Revenue by Game (bar chart)	Game names	Revenue (\$)	Filterable by date
Profit by Game (pie/bar chart)	Game names	P/L (\$)	Filterable by date
Top Users table	Username	Revenue, Points, P/L	Filterable by name

Click any data point on the Revenue & Profit Trend chart to see a detail breakdown of transactions for that specific period.

6.4 Date Range Filter

The **From** and **To** date inputs at the top of the analytics section filter all cards and charts. Click **Apply** after changing dates. The default is the current calendar month (first of month to today).

6.5 Global Analytics (Owner Only)

Accessible via the hamburger menu → Analytics card. Shows the same metrics aggregated across ALL companies. Includes per-company breakdowns and global totals. The aggregation (Daily/Weekly/Monthly) applies to the global charts.

6.6 Employee Analytics View (Balance Tab)

Employees who log in see a **Balance tab** instead of Analytics. This shows:
Full analytics are only visible to employees with the **Global Analytics** permission enabled.

Chapter 7 — Reports & Invoices

7.1 Generate Report — All Report Types

Access via the **Generate Report** card in analytics, the **hamburger menu** → **Generate Report**, or the **EXPORT CSV** analytics card. A date range picker appears first, then you choose from five report types:

Report Type 1: Transaction Report (Purple button)

The standard transaction-level export. One row per bill item.

- **Columns:** Company, Status (Active/Inactive), Game, Rate (%), Username, Level, Date, Points, Amount (\$), Type (Load/Redeem), Payment Status, Amount Received, Balance Due, Extra Payments, Total Received
- **Summary section included:** Company-level totals at the bottom (Total Points Loaded, Total Redeemed, Total Amount, Cash Received, Extra Payments, Total Received, Balance Due, Credit Balance)
- **File name:** full_report_YYYY-MM-DD_to_YYYY-MM-DD.csv
- **Available for:** All companies (global) or single company scope

Report Type 2: Profit / Loss Report (Amber button)

Focuses on cost, revenue, and margin per transaction. One row per bill item.

- **Columns:** Company, Game, Cost Rate (%), Selling Rate (%), Points, Cost Price (\$), Sell Price (\$), Profit/Loss (\$), Date
- **P/L color coding in file:** positive values = profit, negative = loss
- **Grand total row** included at the bottom with overall P/L
- **File name:** [company]_pl_report_YYYY-MM-DD_to_YYYY-MM-DD.csv

Report Type 3: Game-Wise Report (Cyan button)

Organizes transactions by game, useful for per-game analysis.

- **Structure:** Each game gets its own section header, then one row per transaction, then a game-level summary
- **Columns per row:** Company, Username, Type (Load/Redeem), Points, Amount (\$), Date, Payment Status
- **Game summary row:** Loaded pts, Redeemed pts, Total Amount, Transaction count
- **Grand total section:** All games combined with cross-game totals
- **File name:** [company]_gamewise_report_YYYY-MM-DD_to_YYYY-MM-DD.csv

Report Type 4: Company-Wise Report (Teal button — All Companies scope only)

Only available when generating from the global (all companies) scope. Provides a per-company summary for comparison. You select which companies to include in a modal before downloading.

- **One section per company:** transaction list followed by company totals
- **Useful for:** comparing performance across all your managed locations

Report Type 5: Total Report / All-in-One (Green button)

The most comprehensive export — combines Transaction Report, Operating Expenses (if you have employees), and Profit/Loss Report all in one CSV file.

- **Section 1:** Transaction Report (Company, Game, Rate, Username, Level, Date, Points, Amount, Type, Payment Status, Cash Received, Balance Due, Extra Fee)
- **Section 2 (if employees):** Operating Expenses — Cashier, Role, Salary Type, Rate, Hours, Earned, Paid, To Pay — plus totals
- **Section 3:** Profit/Loss Report (Company, Game, Cost Rate, Selling Rate, Points, Cost Price, Sell Price, P/L, Date) plus grand total
- **File name:** [company]_total_report_YYYY-MM-DD_to_YYYY-MM-DD.csv

7.2 Invoices

SweepAdmin can generate formatted printable invoices. Access from three places:

- **Printer icon in Bill History header** — generates invoice for all bills currently visible in the filter
- **Printer icon next to live bill total** — generates invoice for the current unsaved bill (preview).
- **Printer button on the edit modal of the bill item in bill history**

An invoice includes: your business name and contact info, company name, date range, each bill with itemized lines (game, username, pts, amount, extra fee), credit applied, grand total per bill, payment status, outstanding balances, and your custom invoice note.

7.3 Invoice Settings

Setting	Description
Business Name	Printed at the top of every invoice
Contact Info	Email, phone, or address shown on invoice footer
Invoice Enabled	Enables reference number generation; required for invoice printing
Invoice Code (global)	Default prefix for all reference numbers (e.g. "A" → A01-202501-001)
Invoice Note	Custom text printed at the bottom of every invoice

7.4 Reference Numbers

Format: **COMPANYCODE-YYYYMM-NNN** (e.g. ABC-202501-001). The NNN sequence resets to 001 on the first bill of each month per company. Companies can have individual invoice codes that override the global one.

7.5 Export and Backup

Option	Format	Contents
Export to Device	JSON file	All companies, bills, master games, settings — complete local backup
Google Drive Backup	JSON to Drive	Same as device export; requires Google account authorization
Import Data	JSON file	Restores a previous backup; merges or replaces existing data

Chapter 8 — Cash Flow Management

8.1 Overview

Cash Flow Management (hamburger → Cash Flow Management) tracks all financial flows: bill inflows by payment method, salary costs, operating expenses, and shareholder distributions. Access is **owner only** — employees cannot view this section.

8.2 Payment Methods

Configure via Cash Flow → **Payment Settings**. Each method has a name and type (Cash, Bank Transfer, Crypto, etc.). Deactivated methods hide from billing, but historical records are preserved.

8.3 Key Cash Flow Metrics

Metric	Definition
Total Revenue	Sum of all bill totals + extra fees in the date range
Cash Received	Actual payments collected (partial + full payments + extra payments)
Credit Inflow	Sum of all company credit balances — prepaid funds not yet applied to bills
By Payment Method	Revenue and received amounts broken down per payment method
Net Position per Method	Running cash balance for each payment method

8.4 Operating Expenses

Log expenses (rent, utilities, etc.) directly in Cash Flow. Each has a description, amount, date, and optional category. Expenses are deducted from gross profit in net profit calculations.

8.5 Shareholders and Dividends

$$\text{Shareholder Dividend} = \text{Gross Profit} \times (\text{Ownership rate} / 100)$$

ⓘ Dividends are calculated from gross profit BEFORE deducting expenses. Verify this matches your actual dividend agreement.

8.6 Financial Formulas

$$\begin{aligned} \text{Gross Profit} &= \text{Total Revenue} - \text{Total Cost of Sales} \\ \text{Net Profit} &= \text{Gross Profit} - \text{Operating Expenses} - \text{Salary Costs} \\ \text{Profit After Dividends} &= \text{Net Profit} - \Sigma(\text{Shareholder Dividends}) \end{aligned}$$

Chapter 9 — Employees / Cashiers: Complete Guide

9.1 Owner Account vs Employee / Cashier Account — Key Differences

SweepAdmin has two account types. Understanding the difference is essential for managing your team:

Feature	Owner / Manager Account	Employee / Cashier Account
Access level	Full — all features	Limited — billing and permitted features only
Create/manage companies	Yes	Yes
Company settings	Yes	Read-only (Code only)
Master Inventory (full)	Yes	Partial (based on permissions)
Billing (create/edit/delete)	Yes — all bills	Yes — create; Edit/Delete as allowed
Bill History P/L visible	Yes — always	Only with View Profit/Loss permission
Analytics tab	Full analytics tab	Balance tab (simplified); Full if Global Analytics permission granted
Cash Flow Management	Yes — full access	No access
Manage Cashiers	Yes — add, edit, delete, set permissions	No
Generate Report	Yes	Only with Generate Report permission granted
Data Edit Log	Yes	No
Invoice Settings	Yes	Yes
Export / Import Data	Yes	No
Advanced Settings	Yes	Yes
Security (Action PIN)	Yes	No
My Shift card	No (owner dashboard shows all shifts)	Yes — clock in/out
My Employment page	No	Yes — salary, shift history, earnings
Hamburger menu contents	All items	Limited set (see below)

9.2 The Employee Hamburger Menu — Every Item

Menu Item	Icon Color	Description	Visible When
Account / Avatar section	—	Name, email, Quick Summary card	Always (if permitted)
Analytics card	Purple	Opens Global Analytics (if permission granted)	Global Analytics permission ON
My Shift card	Cyan	Shows current shift status, timer, earnings; SHIFT IN / SHIFT OUT buttons	Always for employees
My Employment	Cyan	Opens My Employment page (shift history, salary, payments)	Always for employees
Bulk Sheets	Green (#4fd29c)	Opens Bulk Bill spreadsheet overlay	Always (at narrow screen widths)
Generate Report	Green (#34d399)	Opens report type picker and date selector	Generate Report permission ON
Invoice Settings	Purple	Access invoice/business settings	Always
Sign Out	—	Logs out the current account	Always

9.3 The Owner Hamburger Menu — Every Item

Menu Item	Icon Color	Description
Account / Avatar section	—	Name, email, @username, edit username, subscription status bar
Quick Summary card	Purple/Cyan	Revenue and Profit/Loss for current period; updates in real time
Analytics card	Purple/Blue Gradient	Opens Global Analytics Overview (all companies)
Cash Flow Management	Blue/Cyan gradient	Opens Cash Flow Management (income, expenses, salary, dividends, payment methods)
Manage Cashiers	Purple (#a78bfa)	Opens the employee management page
Bulk Sheets	Green (#4fd29c)	Opens Bulk Bill spreadsheet overlay (In header at wide screens)
Data Edit Log	Yellow (#f6d25d)	Opens the audit trail of all data changes by the employee
Generate Report	Green (#34d399)	Opens CSV report generator with date picker
Invoice Settings	Purple	Configure business name, contact, invoice prefix, upload brand image
Export Data	Cyan	Export all data to JSON or Google Drive
Import Data	Orange	Import data from a previously exported JSON file
Security	Purple	Configure or reset the Action PIN
Advanced Settings	Gray	Fee Embedded Mode, reference number settings, other advanced options
Sign Out	—	Logs out the current account

9.4 Adding a New Cashier (Add Cashier Modal)

Field	Required	Description
Full Name	Yes	Display name in reports, shift dashboard, and employee list
Google Email	Yes	Gmail address for sign-in; must be a valid Google account
Role / Position	Optional	Free-text label (e.g. "Cashier", "Night Manager") — display only
Contact Phone	Optional	Phone number for internal reference
Salary Type	Yes	How the employee is paid (see Salary Types)
Salary Rate	Yes	Dollar amount based on salary type

9.5 Salary Types

Type	Rate Meaning	How Earnings Are Calculated
Hourly	\$ per hour worked	Total hours clocked × hourly rate
Daily	\$ per day with at least one shift	Days with any shift × daily rate
Weekly	\$ per week with at least one shift	Weeks with any shift × weekly rate
Biweekly	\$ per 2-week period	Biweekly periods with any shift × rate
Monthly	\$ per month with at least one shift	Months with any shift × monthly rate

9.6 Employee Permissions — Every Permission Explained

Each employee has **all permissions OFF by default**. The owner grants permissions individually via the **Permissions button** on each employee. Some permissions are interconnected.

Permission Key	Toggle Label	What It Unlocks	Interconnections
globalAnalytics	Global Analytics	View global analytics, charts, and all-company revenue insights; enables the Analytics card in the hamburger menu	If viewProfitLoss is off, P/L data inside analytics is hidden
generateReport	Generate Report	Export transaction, P/L, game-wise, and total reports as CSV files; also shows Generate Report in hamburger	May reveal P/L data inside reports if enabled
viewProfitLoss	View Profit / Loss	P/L values visible in bill history rows, company analytics cards, and bill item detail modals	Connected to Quick Summary — if this is off, P/L is hidden there too
quickSummary	Quick Summary	Shows the Revenue & Profit/Loss summary card in the hamburger account panel	If viewProfitLoss is off, the P/L figure is hidden even with this on
viewCostRate	View Cost Rate	Shows the cost rate (%) badge on games in the Master Game List	Without this, employee sees inventory balances only
viewStockHistory	View Stock & Order History	Shows Stock History, Order History, and Billing History tabs inside game detail; also allows switching billing type (Direct/Ordered)	Without this, the History tab in Master Inventory is entirely hidden

9.7 The Manage Cashiers Page — Every Button

Access via hamburger → **Manage Cashiers**. The owner sees all employees listed with their role, salary type, shift status, and action buttons.

Button / Action	Where	What It Does
Add Cashier	Top of page (green button)	Opens Add Cashier modal to create a new employee account
Employee card (click)	Employee list row	Opens the employee detail modal with full shift history, salary summary, and payment records
Permissions (Lock icon)	Employee card action	Opens the Permissions modal to toggle individual permissions for this employee
Edit (pencil icon)	Employee card action	Opens edit form to update name, role, salary type/rate, and contact info
Delete (trash icon)	Employee card action	Removes employee access immediately; historical records preserved
Pay Salary (in detail modal)	Employee detail modal	Records a salary payment for a specific period; amount and payment method required
View Shift History (in detail modal)	Employee detail modal	Shows all clock-in/clock-out records with durations and earnings per shift
Audit Log (in detail modal)	Employee detail modal	Shows Data Edit Log entries for this employee's actions

9.8 Shifts — Clock In and Clock Out

Employees clock in and out using the **My Shift card** in the hamburger menu. The owner's Employee page shows all currently active shifts with live timers.

Button	Effect
SHIFT IN (green)	Starts a new shift; records current timestamp as shift start; timer begins counting up
SHIFT OUT (red)	Ends the current shift; records end timestamp; calculates total duration; updates earnings estimate

9.9 Employee My Employment Page

Employees access their own payroll summary via hamburger → **My Employment**. This page shows:

- Current and past shift records with durations
- Salary type and rate configured by the owner
- Total hours worked in the current period
- Estimated earnings for the current period
- History of salary payments received
- Outstanding (unpaid) earnings

Chapter 10 — Bulk Bill & Bulk Sheets

10.1 What is Bulk Bill?

Bulk Bill (called Bulk Sheets in the interface) is a **spreadsheet-style overlay** for high-volume billing sessions. Instead of creating one bill at a time per company, you can enter dozens of transactions across multiple companies in one sitting. It is designed for operators who process many transactions in a single session.

Access: The Bulk Sheets button in the header (on wide screens) or in the hamburger menu (on narrow screens / mobile). On mobile, requires landscape orientation.

10.2 The Spreadsheet Interface

Column	Field Name	Auto-Populated?	Description
A	Date	Yes (today)	MM/DD/YYYY format. Ctrl+; inserts today's date.
B	Company	No	Type to search companies; autocomplete dropdown appears
C	Game	No	Type to search assigned games for the selected company; sell rate auto-fills on selection
D	Username	No	Dropdown filtered to usernames for the selected company+game combination
E	Level	Yes (from username)	Account level auto-populated from the username assignment
F	Points	No	Point amount for this transaction; negative for redeems
G	Amount (\$)	Yes (calculated)	Auto-calculated from Points × sell rate; editing Amount auto-calculates Points if Auto-Convert is on
H	Pay Method	No	Type to search configured payment methods
I	Status	No	Paid / Partial / Due dropdown
J	Partial \$	No	Used when Status = Partial; the amount actually received

10.3 Keyboard Shortcuts

Key Combination	Action
Tab / Enter	Confirm current cell; advance to the next cell in sequence
Arrow keys	Navigate between cells without confirming
Shift + Arrow	Extend the current selection range
Ctrl + C	Copy selected cells
Ctrl + X	Cut selected cells
Ctrl + V	Paste from clipboard
Ctrl + D	Fill down — copy the top selected cell to all rows below in selection
Ctrl + R	Fill right — copy the leftmost selected cell to all columns right in selection
Ctrl + ;	Insert today's date into the current cell

Ctrl + Z	Undo last change
Delete / Backspace	Clear content of selected cells
Ctrl + +	Insert a new row below the current row
Ctrl + -	Delete the selected row(s)
F2	Enter edit mode for the current cell
Escape	Cancel the current cell edit without saving

10.4 Sheet Settings (Gear Icon)

Click the gear icon in the Bulk Sheets header (only available on the Bulk Bill tab, not on Assign Rates or Assign Usernames tabs):

Setting	Default	Persistence	Effect When Enabled
Custom Cost Rate (%)	Off	Session only (resets on close)	Adds a Cost (%) column; you can override the cost rate per row, affecting P/L stored on that bill item. Hidden for employees without viewCostRate permission.
Custom Sell Rate (%)	Off	Session only (resets on close)	Adds a Sell (%) column; you can override the selling rate per row for this submission
Auto-Convert Pts ↔ Amount	Off	Persistent (saved to localStorage)	When Points are entered, Amount auto-calculates instantly. When Amount is entered, Points auto-calculates. Uses the game's sell rate.

10.5 Submitting a Bulk Bill

- 1. Fill in rows with transaction data
- 2. Click **Submit Bills** button
- 3. Each non-empty, valid row (with company, game, and points/amount) becomes a **separate bill** in that company's billing history
- 4. Payment status, method, and partial amount are stored per bill
- 5. Master Inventory is updated for each referenced game
- 6. Reference numbers generated if invoicing is enabled
- 7. Data Edit Log records all submissions
- 8. Sheet clears and closes automatically on successful submission

⚠ Rows with missing company, game, or points/amount are silently skipped. They will not generate an error — they are simply not submitted.

10.6 Assign Rates Sheet Tab

The **Assign Rates** tab (bottom of Bulk Sheets) provides a spreadsheet for bulk-updating selling rates across multiple company+game combinations simultaneously. Instead of going to each company's Games Config individually, you can update many rates at once.

10.7 Assign Usernames Sheet Tab

The **Assign Usernames** tab allows bulk assignment of usernames to companies and games. Useful when onboarding a new company that already has many existing accounts across multiple games.

Chapter 11 — Settings

11.1 Invoice Settings

Setting	Description
Business Name	Your name/company name printed at the top of all invoices
Contact Info	Email, phone, or website shown on invoice footer
Branding Logo	Click or drag & drop to upload PNG or JPEG · Max 5MB · Saved to your Google Drive
Branding Logo	Use Google Account Photo. Show your Google profile picture as logo (overrides uploaded logo) when toggle enabled
Footer Note	Custom text at the bottom of every invoice (e.g. payment terms)

11.2 Advanced Settings

Setting	Description
Credit in Payment Received	When ON, Adds credit balance to the Payments Received total in analytics. Credit balance + cash received = combined total shown.
Balance Ignores Date Filter	When ON, Outstanding/credit balance always shows true current value. Balance card reflects real-time state, not the date range.
Extra Fee Embedded in Dollar Input	When on, dollar input includes the extra fee. When off, fee is added on top of what you enter in the bill item. Dollar input is treated as total including extra fee.
Update Past Bill References on Code Change	When enabled, changing a company code rewrites the reference number prefix on all past bills for that company in the database.

11.3 Security — Action PIN

Once set, the PIN is required before any destructive action

11.4 Data Sync

Scenario	Behavior
Two devices open simultaneously	Changes propagate in real time via live listeners
One device offline	Local writes queue; sync resumes on reconnection
Last Synced indicator	Displayed in utility bar below the header with timestamp of last successful sync
Manual refresh	Reload the browser page to force a complete data re-fetch
Conflict resolution	Last write wins — most recent database write is the authoritative value

Chapter 12 — Data Edit Log

Accessible via hamburger → **Data Edit Log** (owner only). Maintains an immutable audit trail of all significant data changes in your SweepAdmin account by an employee account for 3 (three) days.

Every time a bill is created, edited, or deleted, a log entry is written. Master Inventory changes are also logged. Each entry contains:

- Timestamp of the change
- Action type: Created / Edited / Deleted
- The table or entity affected (e.g. "bills", "master_games")
- A summary of what changed (e.g. "Bill saved — \$200 for Company X")
- The user who made the change (owner or employee name/email)

The log is **read-only** — entries cannot be deleted by users. Older entries are automatically pruned after a retention period. Useful for: investigating discrepancies, auditing employee activity, and recovering information after accidental deletions.

Chapter 13 — Data Relationships & Impact of Changes

13.1 How SweepAdmin Data Is Connected

Event	Immediate Effect	What Else Is Affected
Bill saved	Points added/deducted in master inventory	Remaining or Ordered Points update instantly
Bill saved	Cash Flow transaction created	Per-method balance in Cash Flow updates
Bill deleted	Inventory changes reversed	Points restored; CF record removed
Bill edited	Original deleted + new created	Inventory adjusted; original CF updated
Selling rate changed	Stored on company game config	Future bills use new rate; historical bills unchanged
Cost rate changed	Stored on master game	Future P/L uses new rate; historical bills unchanged
Credit balance updated	Company credit changes	Next billing session shows new available credit
Salary paid	Payroll record created	Cash Flow salary section updates
Expense added in CF	Expense stored	Net profit recalculates
Username level changed	Company config updated	Future billing type; historical bills use stored level
Billing type toggled in History	Inventory immediately adjusted	Remaining vs Ordered balances change

13.2 Historical vs Live Data — Critical Distinction

Data Type	Snapshot (Frozen)	Live (Current)
Selling rate on a bill item	Stored at save time	Current rate in Games Config (may differ)
Cost rate on a bill item	Stored at save time	Current rate in Master Inventory (may differ)
Dollar amount on a bill	Stored; never auto-recalculates	Live bill calculates in real time from rates
Company credit balance	Running total; changes per bill	Shown live in billing panel
Master inventory points	Updated on every bill save/delete	Current balance shown in Inventory
Account level of username	Stored on bill item at save time	Current level in Games Config (may differ)

✔*ALWAYS distinguish whether you are looking at a historical snapshot or a live recalculation. If rates changed after billing, live P/L and historical P/L will differ — both are correct for their respective time.*

13.3 Impact of Specific Changes

You Change...	Historical Bills	Future Bills	Analytics
Selling rate (company)	Unchanged — stored rate used	New rate applies	Historical uses stored; future uses new
Cost rate (master)	Unchanged — stored rate used	New rate applies	Same as selling rate
Extra fee % (company)	Unchanged — already calculated	New % applies	Historical unaffected
Payment status on bill	Balance due recalculated immediately	N/A	Cash Received updates immediately
Delete a bill	Removed from history; inventory reversed	N/A	Analytics recalculate without it
Edit a bill	Original deleted; new created	N/A	Analytics reflect new values
Delete game from inventory	Bills preserved with game name as text	Dropdown unavailable	Historical still references game name
Deactivate company	All history preserved intact	Billing disabled	Analytics still accessible

Chapter 14 — Complete Workflows

Workflow 1 — Add a Game to Master Inventory

1. Header → **Inventory** → **Add New Game**
2. Enter game name, current points, and cost percentage → **Save**
3. Click the game to configure: set Assigned Username, Assigned Level, Highest Account Level
4. For each company that will use this game: Games Config → Add Game → set selling rate

Workflow 2 — Set Up a New Company

1. Companies screen → **New Company** → enter name → **Add**
2. Company opens → click **Settings gear** → set extra fee, invoice code if needed
3. Click **Games Config** tab → **Assign Rates** → select game → enter selling rate → **Add**
4. For each client account: **Add Username** → select game, enter username, select account level
5. Switch to **Billing** tab — company is now fully set up for billing

Workflow 3 — Create and Save a Bill

1. Companies list → select company → **Billing** tab
2. Choose POINTS or CASH mode
3. Click **ADD GAME TO BILL** → select game → select username → enter value
4. Add additional bill items as needed
5. Select payment status (Received Full / Partial / Not Received)
6. If Partial: enter partial amount; select payment method
7. Review live totals → click **Save**

Workflow 4 — Record an Extra Payment (for Past Due Balance)

1. Open the company with outstanding balance
2. Find the **Payment Received Card** in analytics and **Record Payment** option in the billing area
3. Enter the payment amount, select method, select date
4. Click **Save** — SweepAdmin automatically applies the payment to unpaid bills (oldest first)
5. Any surplus beyond total outstanding balance becomes company credit

Workflow 5 — Generate an Invoice

1. Company → **Billing History** Section → use date filters in Bill History to select period
2. Click **printer icon** in Bill History header
3. Invoice opens in a new tab; use Ctrl+P / Cmd+P to print or save as PDF

Workflow 6 — Use Bulk Sheets for High-Volume Billing

1. Click **Bulk Sheets** in header (or hamburger)
2. Tab through first row: Date → Company → Game → Username → Points → Method → Status
3. Auto-complete assists; Amount auto-calculates from Points × rate
4. Use Ctrl+D or Ctrl + Enter to fill down repeated values (e.g. same date across all rows)
5. Click **Submit Bills** — each row becomes a separate bill in its company

Workflow 7 — Manage Employee Access

1. Hamburger → **Manage Cashiers** → **Add Cashier**
2. Enter name, Gmail, role, salary type and rate → **Save**
3. Click employee → **Permissions** → toggle the specific permissions needed
4. Employee signs in with their Gmail and sees the app with their permissions applied

Chapter 15 — Troubleshooting

Issue	Likely Cause	How to Resolve
No P/L shown in bill history	Employee without viewProfitLoss permission	Owner: Manage Cashiers → employee → Permissions → enable View P/L
Game missing from billing dropdown	Game not assigned to this company	Games Config tab → Add Game → select game → set selling rate
Username not in dropdown	Username not assigned to the game at this company	Games Config → Add Username → select game, enter username, level
Wrong dollar amount in CASH mode	Selling rate is 0% or unset	Games Config → set selling rate for the game
Balance Due shows wrong value	Partial amount or status not saved correctly	Edit bill → verify status and partial amount → re-save
Last Synced shows stale time	Network issue or sync pending	Wait 30 sec; reload the page if still not updating
Blocked by PIN prompt on delete	Action PIN is set in Invoice Settings	Enter your 4-digit PIN; reset via Invoice Settings if forgotten
Reference numbers not generating	Invoice not enabled in settings	Invoice Settings → toggle Invoice Enabled ON
Company missing from list	Deactivated or not yet synced	Scroll down to inactive section; or refresh the page
Inventory not updating correctly	Billing type misclassified	Master Inventory → game → History tab → correct the type for the entry
Employee cannot see Analytics	globalAnalytics permission not granted	Manage Cashiers → employee → Permissions → enable Global Analytics
Bulk Sheets won't open on mobile	Portrait orientation detected	Rotate device to landscape and try again
Extra payment not applying to bills	No outstanding balance at time of payment	Extra payment went to credit balance instead; check company credit
Bill edit created duplicate	Save was clicked twice	Check bill history; delete the duplicate; Data Edit Log shows both saves

Chapter 16 — Glossary

Account Level — The hierarchical rank of a username: Agent > Supermaster > Master > Distributor > Subdistributor > Store > Player. Determines whether billing is classified as Direct or Ordered.

Agent — Highest account level. Can load to itself (Agent-to-Agent = Direct) and to all lower levels.

Assigned Game — A game from Master Inventory enabled for a specific company with its own selling rate.

Auto-Convert — Bulk Sheets setting that auto-calculates Amount from Points (or vice versa) as you type.

Available Balance — Total points you have across all accounts for a game, minus Ordered Points.

Balance Due — Outstanding amount on a bill: Bill Total – Cash Received – Credit Applied.

Bill — A transaction record for one or more game loads or redeems at a company.

Bill Item — One line in a bill: a game, username, point amount, and dollar value.

Bulk Sheets — Spreadsheet-style overlay for entering many bills across multiple companies simultaneously.

Cash Flow — Module tracking all financial flows: revenue, salary costs, expenses, and dividends.

Company Code — Auto-generated short identifier used as the prefix in invoice reference numbers (e.g. "ABC").

Cost Rate — Your purchase cost as a percentage of points — set globally per game in Master Inventory. Lower cost rate = higher profit margin.

Credit Balance — Positive balance held by a company from overpayments, payment bonuses, or extra payments.

Credit Applied — Credit balance used to offset a bill's total, reducing Amount Due to zero without cash payment.

Direct Load — A billing transaction classified as loading from your own inventory. Deducted from Remaining Points.

Dividend — Shareholder distribution calculated as Gross Profit × Ownership %.

Expense — An operating cost (rent, utilities, etc.) logged in Cash Flow Management.

Extra Fee — An additional surcharge percentage added to a company's bill total.

Extra Payment — A standalone payment collected from a company, applied to outstanding balances then any surplus to credit.

Game — A sweepstakes platform title tracked in Master Inventory.

Gross Profit — Total Revenue minus Total Cost of Sales (before expenses and salaries).

Invoice — A printable document summarising bills for a company in a selected date range.

Load — A billing transaction where points are added to a client account (positive points = load).

Net Profit — Gross Profit minus operating expenses and salary costs.

Ordered Points — Points reserved in client accounts at or above your highest level. Tracked separately from Remaining Points.

Ordered Load — A billing transaction classified as an order through a higher-level account. Adds to Ordered Points tracking.

Outstanding Balance — Sum of all unpaid bill balance-dues for a company.

Partial Payment — Payment status where less than the full bill amount was received.

Payment Method — How payment was received (Cash, Bank Transfer, Crypto, etc.). Tracked per bill in Cash Flow.

Permissions — Employee-level access controls granted by the account owner; all off by default.

Player — Lowest account level in the hierarchy.

Points — The unit of value in a sweepstakes game; converted to dollars via the selling rate.

Profit/Loss (P/L) — Net financial result per transaction: Sell Price minus Cost Price. Positive = profit, negative = loss.

Redeem — A billing transaction where points are removed from a client account (negative points = redeem). Client receives cash.

Reference Number — Unique bill identifier: COMPANYCODE-YYYYMM-NNN. Resets monthly per company.

Remaining Points — Available points in Master Inventory for direct loads to lower-level accounts.

Revenue — Net dollar amount billed: loads minus redeems (before expenses).

Selling Rate — The percentage converting points to dollars for billing; set per game per company.

Shareholder — A business stakeholder with an ownership percentage; receives dividends from gross profit.

Shift — An employee's work period from clock-in (Shift In) to clock-out (Shift Out).

Snapshot — A value stored on a bill item at save time that does not change when configuration changes later.

Subscription — SweepAdmin account access tier; must be active to use the application.

Total Points — All points ever purchased from the game platform for a game (not including deductions).

Username — A client account identifier assigned to a game at a company; determines billing type and invoice detail.

Chapter 17 — Quick Reference

Key Formulas

Formula Name	Calculation
Points → Dollars	Dollars = Points × (Sell Rate / 100)
Dollars → Points	Points = Dollars ÷ (Sell Rate / 100) [integer truncation]
Item Profit/Loss	P/L = (Pts × SellRate/100) – (Pts × CostRate/100)
Extra Fee Amount	Fee = Bill Dollars × (Fee % / 100)
Extra Fee Profit	Fee Profit = Fee Amount × (1 – Fee Cost Rate / 100)
Amount Due	max(0, Bill Total – Credit Used – Cash Received)
Extra Payment → Credit	max(0, Credit Used + Cash Received – Bill Total)
Gross Profit	Revenue – Cost of Sales
Net Profit	Gross Profit – Expenses – Salaries
Shareholder Dividend	Gross Profit × (Ownership % / 100)
Embedded Fee Game Value	Input × (1 – Fee Rate / 100)
Estimated Sales	Available Points × (Avg. Sell Rate / 100)

Payment Status Reference

Status	Badge Color	Balance Due	Cash Received in Analytics
Received Full	Green	\$0.00	Full bill total
Partial	Amber	Total – Partial Amount	Only partial amount
Not Received / Due	Red	Full bill total	\$0

Inventory Transaction Classification

Username Level vs Highest Level	Transaction Type	Inventory Effect
Below highest level (you loaded directly)	Direct Load	Deducted from Remaining Points
At or above highest level (you ordered through superior account)	Ordered Point	Added to Ordered Points
Agent-to-Agent (same level, highest = Agent)	Direct Load (exception)	Deducted from Remaining Points

All Report Types at a Glance

Report Type	Button Color	Key Columns	Best Used For
Transaction Report	Purple	Company, Game, Rate, Username, Level, Date, Points, Amount, Type, Status, Received, Balance Due	Standard billing audit, accounts receivable
Profit/Loss Report	Amber	Company, Game, Cost Rate, Sell Rate, Points, Cost Price, Sell Price, P/L, Date	Margin analysis, profitability review
Game-Wise Report	Cyan	Organized by game: Company, Username, Type, Points, Amount, Date, Status + per-game summaries	Comparing performance by game title

Company-Wise Report	Teal (all companies only)	Company-by-company sections with full transaction detail + totals	Portfolio comparison across companies
Total Report	Green	Transaction + Expenses + P/L all in one file	Complete period summary for accounting

Bulk Sheets Keyboard Shortcuts

Shortcut	Action
Tab / Enter	Confirm cell; advance to next
Shift + Arrow	Extend selection
Ctrl + Enter	Paste selection
Ctrl+C / X / V	Copy / Cut / Paste
Ctrl+D / R	Fill down / Fill right
Ctrl+Z	Undo
Ctrl+;	Insert today's date
Ctrl++ / Ctrl+-	Insert / Delete row
F2 / Escape	Edit cell / Cancel edit

Common Tasks at a Glance

Task	Path
Add a company	Companies screen → New Company
Bill a company	Companies → select → Billing → ADD GAME TO BILL
See P/L on a bill	Bill History → click row header to expand
Record extra payment	Company billing area → Extra Payment option
Change selling rate	Company → Games Config → update rate next to game
Change cost rate	Inventory → select game → Config tab → edit cost rate
Generate invoice	Billing → Bill History → printer icon
Add cashier	Hamburger → Manage Cashiers → Add Cashier
Set cashier permissions	Manage Cashiers → employee card → Permissions button
Track cash by method	Hamburger → Cash Flow Management
Download inventory CSV	Inventory → Download CSV button (with optional Est. Sales)
Export all data	Hamburger → Export Data → Export to Device
View audit log	Hamburger → Data Edit Log
Bulk billing	Header → Bulk Sheets button
Invoice branding	Hamburger → Invoice Settings
Toggle inventory type	Inventory → game → History → Billing History → click Type badge