## *FINSYS(R)-Aswin work details*

## *VENDOR*

When clicking on vendor add button, it will redirect to vendor list out page, which lists all vendors in a table containing details of:

➢Vendor Name

➢Phone Number

➢Mail ID

➢GST Treatment

➢GST Number

➢Opening Balance

➢Status

➢Balance (based on the transactions)

On top of the table, search option: search option based on both alphabets and numbers.

On top of the page, export to excel option: For export the table to excel

On top of the page, impot from excel option: For import data to the table from excel

On top of the table, sort by option: When clicking on the sort by option, a dropdown menu must appear with the below options and sorting must be done in these three ways:

o All

o Vendor Name

o Balance Amount

On top of the table, filter by option: When clicking on the filter option, a dropdown menu must appear with the below options and filter must be done in these three ways

o All

o Active

o Inactive

On top of the table, Add Vendor button: When clicking on Add Vendor button it will redirect to 'Add Vendor' Page. ADD VENDOR page consists of a form containing:

➢Primary contact section, Containing:

o Title

▪When clicking on the input field for 'Title', a dropdown list must appear with the list containing:

a. Mr

b. Mrs

c. Ms

d. Dr

▪First Name

o Input field for entering First Name.

▪Last Name

o Input field for entering Last Name.

▪Company Name

o Input field for entering Company Name

▪Vendor Display Name

o When clicking on the input field for 'Vendor Display Name', a dropdown list must appear with options containing display names in three formats using title, first name, and last name

▪Vendor Email
o Input field for entering Vendor Email
▪Vendor Phone (2 input fields)
o Land phone: Input field for entering land phone number
o Mobile: Input field for entering mobile phone number
➢More Details: When clicking 'More Details', it will display an additional section with the following optional fields:
o Skype name/number: Input field for entering Skype name/number.
o Designation: Input field for entering designation.
o Department: Input field for entering department.
o Website: Input field for entering website.
➢Other details: When clicking 'Other details', it will display an additional section with the following optional fields:
▪GST Treatment: A dropdown list must appear with options for GST treatments.
o If the GST Type is registered, a new input field must appear to add GSTIN.
o GSTIN: Input field for entering the GST number. If the number is invalid, an error message will be displayed.
▪PAN NO: Input field for entering the PAN number. If the number is invalid, an error message will be displayed.
▪Source of Supply: A dropdown list must appear with options for the source of supply.
▪Currency: A dropdown list must appear with options for Currency. (Default set to Indian currency)
▪Opening Balance Type: dropdown for selecting debit/credit.
▪Opening Balance: Input field for entering the opening balance. If the opening balance type is debit, the opening balance will be positive; if it is credit, it will be negative
▪Payment Terms: A dropdown list must appear with options for payment terms, including:
o Net 30
o NET 60
o Due on receipt
▪Add Payment Term option: for adding custom payment terms.
▪Credit Limit: Input field for entering credit limit. An input field for entering the credit limit. If the credit limit decreases, a notification will be sent to company.
➢Address: when clicking address, it will display address portion with two sections containing following optional fields:
▪Billing address
□Attention: Input field for entering attention
□Country: Input field for Selecting country
□Address: Input field for entering address
□City: Input field for entering city
□State: Input field for entering state

Zip Code: Input field for entering zip code

Phone: Input field for entering phone (if it is wrong it will show invalid message)

Fax: Input field for entering fax (if it is wrong it will show invalid message)

✓Same as billing address check box: If the billing address and shipping address are the same, clicking on the checkbox will display the shipping address the same as the billing address.

▪Shipping address

Attention: Input field for entering attention

Country: Input field for Selecting country

Address: Input field for entering address

City: Input field for entering city

State: Input field for entering state

Zip Code: Input field for entering zip code

Phone: Input field for entering phone (if it is wrong it will show invalid message)

Fax: Input field for entering fax (if it is wrong it will show invalid message)

➢Contact person: When clicking 'Contact person', it will display a section with a contact person table containing the following fields:

o Salutation: Dropdown with salutations

o First Name: Input field

o Last Name: Input field

o Email Address: Input field

o Work Phone: Input field

o Mobile: Input field

o Skype Name/No: Input field

o Designation: Input field

o Department: Input field

▪Add contact person button: for adding new contact person to the table.

➢Remarks: when clicking remarks, it will display remarks section containing:

o Remarks: text area for entering remarks (not mandatory)

➢Save and cancel button

o When clicking save button it will redirect to the list out page, displaying the saved details

o When clicking on cancel button will reset the form

▪When clicking on the table row in the list out page, it will redirect to respective vendor overview page.

▪Vendor overview page contains:

o Side table with vendor names and their balances on the left side.

o On the top of the side table, there are search, sort, and add vendor options. o When clicking on a vendor in the side table, the right side overview (like a template) and its statement and transaction table change according to the selected vendor in the side table.

o Overview page displays all the details from create page like a template (right side) o Transaction button: when clicking transaction button, it will show the transaction details containing:

▪Name

▪Phone number

▪Email

▪Credit limit

▪Balance

▪GSTIN (The above mentioned are highlighted contents)

▪Transactions table: the table for list out all transactions of vendor it containing:

o Serial Number

o Type

o Number

o Date

o Total

o Balance

▪The 'Type', 'Date', 'Total ', 'Balance', and 'Number' columns all have the filter option and search option.

▪The vendor's balance dynamically updates based on each transaction.

o On the top of the overview page containing,

▪Statement option: When clicking on this option, the transaction table statement will be displayed in the overview section

▪Statement-From date and To date filtration option.

▪Statement Print option

▪Statement Pdf option

▪Statement Share option –WhatsApp and email

▪Comment option- (add, view, edit, delete are available)

▪Edit option

▪Attach file option

▪Active/inactive button: for activate/inactivate the vendor.

▪Delete option

▪Entered/Altered Details: This section displays information about who entered or altered the vendor at last(highlight).

▪Entered/Altered Details History: History of who entered or altered.