RETAINER INVOICES – ZOHO FINAL – ANU Work Details

Sidebar contain '**Retainer Invoices**' tab, if we click on **'Retainer Invoices**' it redirects to the list out page, which contain list of retainer invoice transactions and their details. If we click on to the **'+'** then it opens to a create retainer invoice page, where we can create a new retainer invoice.

RETAINER INVOICES LIST OUT:

'**All Retainer Invoices'** page displays all retainer invoices transactions. In this page,

- I**mport** new retainer invoice details from other sources and **Export** retainer invoices details to Excel
- A **search box** to filter the retainer invoice details while typing any retainer invoice related details, like date, retainer invoice number, customer name, or balance.
- **Sort** - Sort out the retainer invoice details in ascending order based on customer name and retainer invoice number.

- o **All**
- o **Name –** Customer Name
- o **RET No –** Retainer Invoice Number

➢**Filter** – Filter out the retainer invoices based on the status.

- o **All**
- o **Draft**
- o **Sent**

➢**NEW** – New button to open create page to add new retainer invoice.

➢Below that have a table to list out the details of all retainer invoices. The table contain,

- o **DATE**– Retainer Invoice date
- o **RETIANER INVOICE NUMBER**
- o **CUSTOMER NAME**
- o **CUSTOMER MAIL ID**
- o **AMOUNT** – Estimate total amount
- o **STATUS –** Either **Draft** or **Sent.**
- o **BALANCE** - Amount after paid

CREATE RETAINER INVOICE:
We can create retainer invoices in three different pages in Zoho. From the sidebar by clicking **'+'** , from the 'All Retainer Invoices ' page' by clicking **'NEW'** or from the overview page has a button **'NEW'** to create new retainer invoice.
In '**New Retainer Invoice'** page

➢**Customer Name*** – Show the list of all customer from customer's table based on the company and customer status is 'Active'. We can type and search customer name in the dropdown to filter out the customer.

➢By clicking **'+'** we can create new customer and list out in the customer dropdown dynamically.

➢If we select a customer from the dropdown, display following fields with information automatically.

▪**Customer Email ID –** Selected customer's mail id

▪**Billing Address**

▪**GST Treatment** - Selected customer's GST type

▪**GST Number -** Show if customer table contain GST number.

▪**Place of Supply** – In the dropdown Customer's shipping state as selected. And we can change place of supply if we want.

➢**Retainer Invoice Number** – We can type retainer invoice number based on the company needs. Number followed by with or without pattern is possible. Show next possible retainer invoice number with pattern automatically while loading the create page and we can change it. If we change show an alert message of changed pattern or number. But we can save with changed value also.

➢**Reference Number** – Serial number show automatically. If one record gets deleted show the next reference number of deleted record.

➢**Retainer Invoice Date –** Display today's date, and we can change it if we want.

➢**Payment Method** – To select the type of payment method. List contains,

▪**Cash**

▪**Cheque**
▪**UPI**
▪**List of Banks given**
➢If we select 'Cheque' show an input field to enter cheque number. If we select 'UPI' show the field to enter UPI Id. If we select any of the 'Banks' show the field and display the account number automatically given in the bank details.

➢Table to choose items for the retainer invoice. We can add multiple rows. Clicking **'+'** button row gets created dynamically and we can add item. Table contains,
▪**Index – Row number show automatically**
▪**Item -** Show the list of all items from item table based on the company and item status is 'Active'. We can type and search item in the dropdown to filter out the item.

▪By clicking **'+'** we can create new item and list out in the item dropdown dynamically.

▪**HSN** – While selecting an item show its HSN here

▪**Quantity** – We can type an enter quantity

▪**Available Qty** – Show stock in hand of the selected item. And stock in hand reduce based on the quantity in quantity field .

▪**Rate** – Item sales rate displays here

▪**Description** – Note for the selected item transaction

▪**Amount** – item's total rate
✓**Amount = (Quantity*Rate)**
▪**Remove** button. To copy the selected row and add another row with same value row or to delete selected row.
➢**Sub Total** It will automatically generate a value, which will be Amount in the item table. If there are multiple items, the subtotal will be the total amount of the values in the 'Amount' field in the table.

➢**Adjustment** An input field for entering the round-off value. We can add or reduce total.

➢**Total** It will automatically generate a value.
✓Subtotal+ Adjustment
➢**Paid** – Amount paid. If paid is greater than Total show error message.

➢**Balance** – Balance after paid amount. And we cannot save the order.

✓**Balance = Grand Total – Paid**

➢**Customer Note** – Any description about retainer invoice. (Optional)

➢**Terms & Conditions** – We can enter terms and conditions here. (Optional)

➢**File -** We can upload document for the retainer invoice. (Optional)

➢**Draft -** Button to save estimate to the database as 'Draft'. After save redirect to the list out retainer invoice page.

➢**Sent –** Button to save estimate to the database as 'Sent'. After save redirect to the list out retainer invoice page.

➢**Cancel** – Cancel and reload the create retainer invoice page.

RETAINER INVOICES OVERVIEW PAGE:
If click on the any of the transaction in retainer invoices list out page it redirects to the overview page.

Show all content given in add retainer invoice page should be displayed in overview page. In this page there is two sections. Left section shows all estimates listing and right section shows details of each selected estimate from left listing.
Left Section '**All Invoices'** includes,

- A **search box** to filter the retainer invoices details while typing any estimate related details, like date, retainer invoice number, customer name, or balance.
- **Sort** - Sort out the retainer invoice details in ascending order based on customer name and retainer invoice number.
  - **All**
  - **Name –** Customer Name
  - **RET No –** Retainer Invoice Number
- **Filter** – Filter out the retainer invoices based on the status.
  - **All**
  - **Draft**
  - **Sent**
- **NEW** – New button to open create page to add new retainer invoice.
- Below this contain retainer invoice details,
  - **Retainer Invoice**
  - **Retainer Invoice ID**
  - **Balance amount**
  - **Status** of retainer invoice '**Sent**' or '**Draft**'

Right Section includes,

- Show selected **Retainer Invoice** on top.
- **Overview** button to show all details of the selected retainer invoice given in the retainer invoice database table.
- **Templates - 3 Templates** designs with following details,
  - **Retainer Invoice**
  - **Retainer Invoice status**
  - **Company details**
  - **Customer Details**
  - **Item details**
  - **Retainer Invoice Number**
  - **Retainer Invoice Date**
  - **Subtotal**
  - **Adjustment –** If present
  - **Total Amount**

- **Slip** with following details,
  - **Retainer Invoice**
  - **Retainer Invoice status**
  - **Company details**
  - **Customer Name only**
  - **Item details**
  - **Retainer Invoice Number**
  - **Retainer Invoice Date**

▪**Subtotal**
▪**Adjustment –** If present
▪**Total Amount**

➢**Edit** – By clicking Edit it redirects to the edit retainer invoice page, where we can edit retainer invoice details we added to the database.
➢**Share –** Share the template through **WhatsApp** and **Email**
➢**Print –** Print templates and slip.
➢**PDF –** Can take templates and slip PDF
➢**Comment** – We can add and view comment for retainer invoice
➢**Attach** – Dropdown with '**Attach File'** option, where we can attach document here. If we attached any document show option '**Download File'** to download the document in attached.
➢**Delete** – We can delete retainer invoice.
➢If the retainer invoice status is 'Draft' show '**Convert**' and if click on it change status to 'Sent' and hide the button. If the status is 'Sent' do not need to show the button.

If we add or edit retainer invoice, the created or altered date and name of created or altered person should be displayed in the transaction history.