VENDOR CREDIT/DEBIT NOTE -ZOHO FINAL- LINSHA

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

- Date
- Debit Note No
- Vendor Name
- Mail ID
- Amount
- 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

- Life cycle chart

- 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:
I. All
II. Vendor Name
III. debit note No

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:
I. All
II. Draft
III. Save

• On top of the table, Add Vendor Credit/Debit Note button: When clicking on Add Vendor Credit/Debit Note button it will redirect to add vendor credit/debit note Page:
□Add Recurring Bill Page consists of a form

➢Vendor details

- Vendor Name: Clicking on the input field for vendor name will display a dropdown menu displaying active vendor names.

- Add vendor button: Clicking this button allows to add a new vendor. The added vendors are displayed in the vendor name dropdown for future selection.

- Vendor Search: A search option is available to search for vendors from the dropdown.

- Vendor GST Treatment: This field is automatically displayed based on the selected vendor's GST treatment.

• Vendor GST IN: This field is automatically displayed based on the selected vendor's GST IN.

• Vendor Billing Address: This field is automatically displayed based on the selected vendor's billing address.

• Place of Supply: This field is automatically displayed based on the selected vendor's place of supply and is also selectable from a dropdown.

➢Debit Note Number: This is an input field for entering the debit note number. For example, if the debit note number starts with a number, the next entry for the debit note number of that company must be the next number; otherwise, it will show an error.

➢Reference Number: This field automatically generates numbers (continuous numbers).

➢Date: The date field is pre-filled with the current date as the default, and it also provides a calendar for selecting a different date.

➢Bill number: The number is automatically generated based on the selected vendor's bill number and recurring bill number, and it is displayed in a dropdown. If there is no bill or recurring bill number, it won't be displayed.

➢Payment type: When clicking on the 'Payment type' input field, a dropdown list should appear with options such as bank names, cash, cheque, and UPI.

• If 'bank name' is selected, the bank account number will automatically appear in an input field below.

• If 'cheque' is selected, an input field will be shown for entering the cheque number.

• If 'UPI' is selected, an input field will be shown for entering the UPI number

➢Item details table consists of:

□Serial number

□Items: A dropdown list of all active items for adding items to the table. And a search option available for searching the items in the dropdown. (automatically show all the items and its qty ,hsn, price, discount, tax rate)

• If the selected item from dropdown not based on the bill number or recurring bill number, it will show an error.

• Item add button: when clicking on the button, it will redirect to add item page for adding new item name to the dropdown.

• HSN: Automatically updated the field based on the HSN number entered in the item creation page.

• Quantity: Input field for entering quantity based on the bill number or recurring bill number. If the quantity not based on the bill number or recurring bill number, it will show an error o

Available quantity: Available quantity will be automatically displayed (item's stock in hand - Quantity).

- Rate: Automatically updated with the purchase price value entered in item creation page.
- Tax: Clicking on the 'Tax' input field should display a dropdown list of taxes based on the place of supply of vendor and company state. If the place of supply of vendor is equal to the company state, it will display the GST value entered from the item creation page otherwise, it will display the IGST value entered from the item creation page. If the selected tax from dropdown not based on the bill number or recurring bill number, it will show an error.
- Discount: An input field for entering any available discount, with a default value of 0 if no discount is applicable.
- Amount: Amount will be automatically displayed

(Quantity*Rate-Discount)

- Delete row option: Delete the particular row.
- Add new row option: Add new 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.

➢GST, CGST, SGST: If the 'Tax' is GST, it will display two fields, CGST and SGST, each containing half the value of the GST. If the 'Tax' is IGST, it will display the same IGST value.

➢Tax Amount: If the 'Tax' is GST, it will display tax amount as CGST+SGST else tax amount is IGST

➢Shipping charge: An input field for entering the shipping charge, which can be zero or any amount

➢Adjustment: An input field for entering the adjustment value, which can be zero or any amount.

➢Total: It will automatically generate a value. (Subtotal+ Tax amount+ Adjustment+ Shipping charge)

➢Paid/Advance: An input field for entering the paid amount, which can be zero or any amount (if it exceeds the total, an error will be displayed).

➢Balance: It will automatically generate a value. (Total-Paid)

➢Vendor credit note: Input field for entering Vendor credit note.

➢Attach file: Field for attach file.

➢Save: It will save the Form data and redirect to list out page

(when saved as save, the status will be 'Save').

➢Draft: It will draft the Form data and redirect to list out page (when saved as a draft, the status will be 'Draft')

➢Cancel: It will reset the form when clicking on the table row in list out page, it will redirect to respective debit note overview page.

- Debit note overview page contains:

➢Side table with bill details such as vendor name, amount, status, date, bill number on the left side.

- On the top of the side table, there are search, sort, and add bill options.
- When clicking on a debit note details in the side table, the right side overview (like a template) will change according to the selected bill details in the side table.

➢Overview page containing,

- All the details from create page. (right side)
- Edit button: Edit debit note
- Delete button: Delete debit note
- File attach button: Attach file and download attached file.
- Print (Template, slip)
- PDF (Template, slip)
- Share: share to email and WhatsApp
- Convert :(Draft debit note convert to save)
- Slip: Slip with item details.
- Comment option- (add, view, edit, delete are available)
- Entered/Altered Details: This section displays information about who entered or altered the debit note at last(highlight).
- Entered/Altered Details History: History of who entered or altered.

➢Template option: when clicking on template button it will display templates (three formats).

➢Template page consists of following:

- Debit note number
- Date
- Company details
- Bill to (Vendor details)
- Deliver To (Customer details)
- Order number
- Item details :(Item name, HSN, rate, quantity, tax, discount, total) like table
- Subtotal
- Tax value
- GST/IGST
- Tax amount
- Shipping charge
- Adjustment
- Total