VISHNU T R WORK DETAILS (ZOHO)

VENDOR (UPDATION)

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

- ➢ 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(UPDATION)
  - On top of the page, impot from excel option: For import data to the table from excel (UPDATION)

- 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(UPDATION)
  - All
  - Vendor Name
  - 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
  - All
  - Active
  - 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:
    - 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
        - Input field for entering First Name.
      - Last Name
        - Input field for entering Last Name.
      - Company Name
        - Input field for entering Company Name
      - Vendor Display Name (UPDATION)
        - 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
        - Input field for entering Vendor Email
      - Vendor Phone (2 input fields)
        - Land phone: Input field for entering land phone number
        - 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(UPDATION)
    - Skype name/number: Input field for entering Skype name/number.
    - Designation: Input field for entering designation.
    - Department: Input field for entering department.
    - 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(UPDATION).
- 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.(UPDATION)

- ➢ 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.(UPDATION)
  o Overview page displays all the details from create page like a template (right side)(UPDATION)
  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.(UPDATION)
  - ▪ 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.(UPDATION)
  - ▪ Statement Print option(UPDATION)
  - ▪ Statement Pdf option(UPDATION)
  - ▪ Statement Share option –WhatsApp and email(UPDATION)
  - ▪ Comment option- (add, view, edit, delete are available)
  - ▪ Edit option
  - ▪ Attach file option
  - ▪ Active/inactive button: for activate/inactivate the vendor.(UPDATION)
  - ▪ Delete option

PURCHASE ORDER (UPDATION)

When clicking on purchase order it will redirect to purchase order page, which lists all purchase order in a table containing details of(UPDATION)

- Date
- Purchase order number
- Vendor name
- Mail id
- Total Amount
- Balance
- Status(draft/save)
- Action
- ➢ When clicking the 'Convert' button in the action column, a dropdown menu will appear, allowing conversion to either 'Convert to Bill' or 'Convert to Recurring Bill,' with only one conversion possible. After conversion, the action column will change to either "Convert to Bill" with a number or "Convert to Recurring Bill" with a number, indicating the converted status.(UPDATION)
- 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(UPDATION)
- On top of the page, impot from excel option: For import data to the table from excel(UPDATION)
- On top of the table, sort option:

- When clicking on the sort by option a drop menu must appear with the below options and sorting must be done in these three ways(UPDATION)
    - All
    - Purchase order Number
    - Vendor Name
- On top of the table, filter by option:
    - When clicking on the filter by option a dropdown menu must appear with the below options and sorting must be done in these three ways(UPDATION)
        - All
        - Draft
        - Save

- On top of the table, Add Purchase Order button: When clicking on Add Purchase Order button it will redirect to Add Purchase Order Page:
- Add Purchase Order 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.(UPDATION)
        - 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.(UPDATION)
        - 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.(UPDATION)
        - Place of Supply: This field is automatically displayed based on the selected vendor's place of supply and is also selectable from a dropdown.(UPDATION)
    - The "Deliver to" section provides two options (radio buttons) to choose from o Organization: When select "Organization", it will display the following input fields,
        - Name: input field for entering the name
        - GST Number: input field for entering the GST Number
        - Email: input field for entering the Email
        - Address: input field for entering the Address
        - Street: input field for entering the Street
        - City: input field for entering the city

- State: input field for entering the State
- Customer: When select "Customer" it will display the following input fields,
    - Customer name: Clicking on the input field for 'customer name' will display a dropdown menu displaying active customer names.(UPDATION)
    - Add customer button: Clicking this button allows to add a new customer. The added customers are displayed in the 'customer name' dropdown for future selection.
    - Customer Search: A search option is available to search for customers from the dropdown.(UPDATION)
    - Email: Automatically get updated when customer name is selected.
    - Billing Address: Automatically get updated when customer name is selected.(UPDATION)
    - GST Type: Automatically get updated according to selected customer's GST type
    - GST Number: Automatically get updated according to selected customer's GST Number
    - Place of supply: Automatically updates when the customer name is selected, and the user can change the customer's place of supply.(UPDATION)
    - purchase Order Number: This is an input field for entering the purchase order number. For example, if the purchase order number starts with a number, the next entry for the purchase order number of that company must be the next number; otherwise, it will show an error.(UPDATION)
- Reference Number: This field automatically generates numbers (continuous numbers).(UPDATION)
- Order date: The date field is pre-filled with the current date as the default, and it a(UPDATION)
- Expiry date: The date automatically displayed based on the order date and payment terms.(UPDATION)
- Payment Terms :(A drop down list containing three options(updation)
    - Due on Receipt
    - Net 30
    - Net 60 o Add new payment term button (User can add a custom term)
- 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.(UPDATION)
    - 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(UPDATION)
- 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.(UPDATION)
- 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.(UPDATION)
- Quantity: Input field for entering 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.(UPDATION)
- 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)
- Clone option: Clone the above row.
- Delete row option: Delete the 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).(UPDATION)

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

➢ Customer Note: Input field for entering customer notes

➢ Terms and condition: Input field for entering Terms and conditions.

- ➢ 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')(UPDATION)
- ➢ Cancel: It will reset the form.

- When clicking on the table row in list out page, it will redirect to respective Purchase order overview page.

- Purchase order overview page contains(UPDATION)
  - ➢ Side table with Purchase orders details such as vendor name, amount, status, date, purchase order number.(left side) o On the top of the side table, there are search, sort, and add purchase order options.
        - o When clicking on a purchase order details in the side table, the right-side overview (like a template) will change according to the selected purchase order details in the side table.
  - ➢ Overview page containing,(UPDATION)
        - All the details from create page. (right side) |
        - Edit button: Edit purchase order
        - Delete button: Delete purchase order
        - File attach button: Attach file and download attached file.
        - Print (Template, slip)(UPDATION)
        - PDF (Template, slip)(UPDATION)
        - Share: share to email and WhatsApp(UPDATION)
        - Convert :(Draft purchase order convert to save) |
        - Slip: Slip with details same as template.(UPDATION)
        - Comment option- (add, view, edit, delete are available)
  - ➢ Template option: when clicking on template button it will display templates (three formats).(UPDATION)
  - ➢ Template page consists of following:
        - Purchase order number
        - Purchase order date
        - From (company name, address)
        - To (Customer name, address)

Item details :(Item name, hsn, price, quantity, tax, discount, total) like table

- Subtotal
- Tax value
- GST/IGST
- Tax amount
- Shipping charge
- Adjustment
- Total