TINTO M T WORK DETAILS (ZOHO)

EXPENSE (UPDATION)

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

- Date
- Expense Number
- Expense Account
- Expense Type
- Payment Method
- Amount
- Status

- 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)
- 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(updation)

1. All
2. Amount
3. Expense Account

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:

1. All
2. Draft
3. Save

- On top of the table, add expense button: When clicking on add expense button it will redirect to add expense page:
- Add Expense Page consists of a form
    - 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(updation)
    - Expense Account: Clicking on the input field for Expense account will display a dropdown menu displaying accounts and other account names created from chart of accounts.(updation)
        - Add expense account button: Clicking this button allows to add a new expense account. The added accounts are displayed in the expense account dropdown for future selection.(updation)
        - Expense account search: A search option is available to search for accounts from the dropdown
    - Goods/Service: Check box for selecting Good/Service SAC/HSN:
        - If 'Goods' is selected, it will display the HSN Number field for entering the HSN number.
        - if 'Service' is selected, it will display the SAC Number field for entering the SAC number.
    - Amount: Input field for entering the amount
    - Payment method: When clicking on the 'Payment method' 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
    - 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.
- Mail id
- 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)

➢ Expense number: This is an input field for entering the expense number. For example, if the expense number starts with a number, the next entry for the expense 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)

➢ Add Customer name: Clicking on the input field for 'customer name' will display a dropdown menu displaying active customer names.

- 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.(updation)
- Customer Search: A search option is available to search for customers from the dropdown.(updation)
- Email: Automatically get updated when customer name is selected.
- GST Type: Automatically get updated according to selected customer's GST type(updation)
- GST Number: Automatically get updated according to selected customer's GST Number
- Billing Address: Automatically get updated when customer name is selected.
- Place of Supply: This field is automatically displayed based on the selected customer's place of supply and is also selectable from a dropdown.(updation)

➢ GST Treatment: If customer's place of supply and vendor's place of supply are equal, it will display GST dropdown with values GST 0%, GST 3%, GST 5%, GST 12%, GST 18%, GST 28%. If not equal, it will display IGST dropdown with values IGST 0%, IGST 3%, IGST 5%, IGST 12%, IGST 18%, IGST 28%.

➢ note: Input field for entering 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 expense overview page.
    - Expense overview page contains:
- Side table with expense details such as amount, status, date, expense account on the left side.
    - On the top of the side table, there are search, sort, and add expense options. o When clicking on an expense detail in the side table, the right side overview (like a template) will change according to the selected expense details in the side table.(updation)
- Overview page containing,(updation)
    - All the details from create page. (right side)
    - Edit button: Edit Expense
    - Delete button: Delete Expense
    - File attach button: Attach file and download attached file.
    - Print (Template)(updation)
    - PDF (Template)(updation)
    - Share: share to email and WhatsApp(updation)
    - Convert :(Draft Expense convert to save)(updation)
    - Comment option- (add, view, edit, delete are available)(updation)
- Template option: when clicking on template button it will display templates (three formats).

(updation)

- Template page consists of following:

- Company details(updation)
    - Bill to (Vendor details)
    - Deliver To (Customer details)
    - Date
    - Particulars-Expense account
    - Tax
    - Amount

PROJECT (UPDATION)

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

- Date
- Due Date
- Customer Name
- Project Name
- Billing Method
- Action (Billable/Non Billable)

• 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 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 ways(updation)

- All
- Billable
- Non Billable

• 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
- Date
- Project Name

• On top of the table, add project button: When clicking on add project button, it will redirect to add project page:
Add project Page consists of a form

- Project Name: This is an input field for entering the project name.
- Project code: This is an input field for entering the project code.

- Add 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.

- Billing Method: A dropdown menu with two options - 'Based on Project Hours' and 'Fixed Cost for Project'. When 'Based on Project Hours' is selected, it will display a section showcasing the total project cost. If 'Fixed Cost for Project' is selected, it will show a section with the rate per hour.(updation)
- 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.
- End Date: The end date field is pre-filled with the current date as the default, and it also provides a calendar for selecting a different date.

- Employee details(updation)
    - Serial number
    - Employee: A dropdown list of all active employees. And a search option available for searching the employees in the dropdown.
    - Employee Mail: Automatically get updated when employee name is selected
    - Add button for add new employee

- Task details(updation)
    - Serial number
    - Task Name: This is an input field for entering the task name.
    - Description: Input field for entering description.
- Billable/Non Billable: Two checkboxes for selecting either option.(updation)
- Description: Input field for entering description.

- Save: It will save the Form data and redirect to list out page (when saved as save, the status will be 'Save').

- Cancel: It will reset the form.

- When clicking on the table row in list out page, it will redirect to respective project overview page.
- Project overview page contains:
  - ➢ Overview page containing,(updation)
    - All the details from create page. (right side)
    - Edit button: Edit Project
    - Delete button: Delete Project
    - File attach button: Attach file and download attached file.
    - Print (Template)
    - PDF (Template)
    - Share: share to email and Whatsapp(updation)
  - ➢ If the project is billable, a template option is available on the overview page otherwise, no template option is present.
  - ➢ Template option: when clicking on template button it will display templates (three formats).(updation)
  - ➢ Template page consists of following:
    - Date
    - Customer Name
    - Project Name
    - Company details

Particulars – Project name and Paid amount