

Milestone 4: Purchases

Activity 3: Direct Vendor Purchases Bills Creation:

The screenshot shows the Zoho Books 'New Bill' form. The browser address bar displays the URL: `https://books.zoho.in/app/60023649353#/bills/new`. The left sidebar contains a navigation menu with the following items: Purchases, Vendors, Expenses, Purchase Orders, Bills (highlighted), Payments Made, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, and Reports. The main form area is titled 'New Bill' and contains the following fields:

- Vendor Name***: Amazon Web Services (with a search icon and a currency dropdown set to INR). A link 'View Vendor Details' is present below the field.
- GST Treatment**: Registered Business - Regular (with an external link icon).
- GSTIN**: 33AAAAA0000A15A (with an external link icon).
- Source Of Supply***: [TN] - Tamil Nadu (dropdown menu).
- Destination Of Supply***: [TN] - Tamil Nadu (dropdown menu).
- Bill#***: 02. A message below the field states: 'This Reference# has been associated with this vendor already. View Transactions'.
- Order Number**: (empty text field).
- Bill Date***: 10/04/2023.

The Windows taskbar at the bottom shows the date as 04-10-2023 and the time as 16:51. The system tray includes icons for weather (33°C, Partly sunny), search, and various background applications.

Books

Search in Bills (/)

You are cur... Upgrade

Bright ideas consulting

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AM
Cloud Database	Cost of Goods Sold	1.00	50000	GST18 [18%] Eligible For ITC	Select Customer	50,000.00
<div>Service: SAC: Update</div>						
<div>Add another line</div>						

Sub Total

50,000.00

Discount

0 %

0.00

CGST9 [9%]

4,500.00

SGST9 [9%]

4,500.00

Total Tax Amount

9000.00 INR

TDS

TCS

Select a Tax

-0.00

Adjustment

0.00

Total (₹)

59,000.00

Notes

It will not be shown in PDF

Attach File(s) to Bill

Upload File

You can upload a maximum of 5 files, 5MB each

Additional Fields: Start adding custom fields for your payments made by going to Settings → Purchases → Bills.

Save as Draft

Save as Open

Cancel

Template: 'Standard Template' Change

33°C
Partly sunny

Search

ENG IN

16:52
04-10-2023