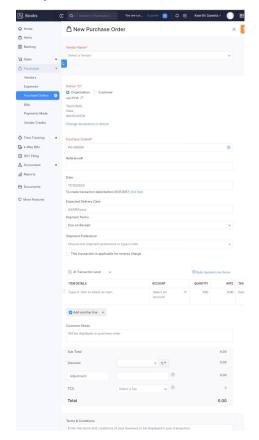
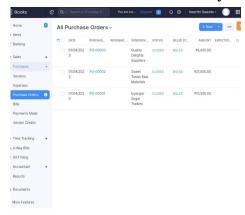
# Milestone 4: Purchases:

### **Activity 1:Purchase Order Creation:**

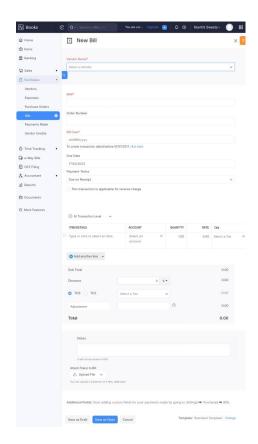


## **Activity 2: Purchase Order to Purchase Bills Convertion:**

After creating the purchase orders,mark the PO as "Convert to Bill" to convert the same bill entry:

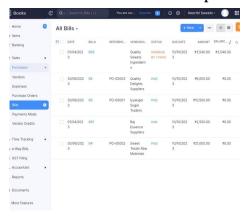


**Activity 3: Direct Vendor Purchases Bills Creation:** 



# **Activity 4: Payment Marking to Purchase Bills:**

Fill the required fields and save the bill and add the cash payment date to the bill to mark it as paid:



### **Activity 5: Reconciliation of Open Bills:**

For Open Bills Payments need to be marked as and when amounts paid through the bank account:

