

Milestone 4: Purchases:

Activity 1:Purchase Order Creation:

The screenshot shows the 'New Purchase Order' form in the Books application. The left sidebar contains navigation options: Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Purchase Orders (selected), Bills, Payments Made, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The main form area includes fields for Vendor Name (a dropdown), Delivery To (Organization or Customer), Purchase Order# (a dropdown), Reference#, Date, Expected Delivery Date, Payment Terms, Shipment Preference, and a checkbox for 'This transaction is applicable for reverse charge'. Below these is a table for item details with columns for Item Details, Account, Quantity, Rate, and Tax. The table has one row with a dropdown for 'Select an account', a quantity of 1.00, a rate of 0.00, and a tax of 0.00. There is also a section for Customer Notes and a summary section with Sub Total, Discount, Adjustment, TCS, and Total.

New Purchase Order

Vendor Name*
Select a Vendor

Delivery To*
☒ Organization ☐ Customer
van1512 (P)

Tamil Nadu
India
605003/2078
[Change destination to deliver](#)

Purchase Order#*
PO-00004

Reference#

Date
17/02/2023
[To create transaction dated before 01/07/2017, click here](#)

Expected Delivery Date
dd/MM/yyyy

Payment Terms
Due on Receipt

Shipment Preference
Choose the shipment preference or type to add
☐ This transaction is applicable for reverse charge

☒ At Transaction Level ☒ Bulk Update Line Items

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX
Type or click to select an item.	Select an account	1.00	0.00	0.00

[Add another line](#)

Customer Notes
Will be displayed on purchase order

Sub Total 0.00
Discount 0.00
Adjustment 0.00
TCS 0.00
Total 0.00

Terms & Conditions
Enter the terms and conditions of your business to be displayed in your transaction.

Activity 2: Purchase Order to Purchase Bills Conversion:

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

The screenshot shows the 'All Purchase Orders' table in the Books application. The table has columns for Date, Purchase Order Number, Reference Number, Vendor Name, Status, Billed Status, Amount, and Expected Date. There are three rows of data, all with a status of 'CLOSED' and 'BILLED'.

DATE	PURCHASE ORDER	REFERENCE	VENDOR NAME	STATUS	BILLED ST.	AMOUNT	EXPECTED
01/04/2023	PO-00003	3	Quality Delights Suppliers	CLOSED	BILLED	₹6,000.00	
01/04/2023	PO-00002	3	Sweet Treats Raw Materials	CLOSED	BILLED	₹21,000.00	
01/04/2023	PO-00001	3	Iyengar Sugar Traders	CLOSED	BILLED	₹10,500.00	

Activity 3: Direct Vendor Purchases Bills Creation:

New Bill

Vendor Name*
Select a Vendor

Bill Number*

Order Number

Bill Date*
dd/mm/yyyy

To create transaction dated before 01/07/2012, [click here](#)

Due Date
01/07/2012

Payment Terms
Due on Receipt

☐ This transaction is applicable for reverse charge

At Transaction Level

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX
Type or click to select an item	Select an account	1.00	0.00	Select a Tax

[Add another line](#)

Sub Total 0.00

Discount 0.00

TDS TCS Select a Tax -0.00

Adjustment 0.00

Total 0.00

Notes

Attach File(s) to Bill
Upload File

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

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:

All Bills

DATE	BILL#	REFERENCE	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE
01/04/2022	002		Quality Sweets Ingredient	OVERDUE	10/10/2022	₹3,540.00	₹3,540.00
30/06/2022	05	PO-0003	Quality Delights Suppliers	PAID	10/10/2022	₹6,000.00	₹0.00
30/06/2022	03	PO-0001	Iyenger Sugar Traders	PAID	10/10/2022	₹10,500.00	₹0.00
01/04/2022	001		Raj Essence Suppliers	PAID	10/10/2022	₹2,500.00	₹0.00
30/06/2022	04	PO-0002	Sweet Treats Raw Materials	PAID	10/10/2022	₹21,000.00	₹0.00

Activity 5: Reconciliation of Open Bills:

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

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

e-Way Bilty

GST Filing

Accountant

Reports

Documents

More Features

03

Attachments

Comments & History

Edit

PDF

Payments Made 1

Purchase Orders 1

Show PDF View

Keerthi Sweets

Tamir Road

India

GSTIN: 33T13AG77267677

8972812578

van.1351@gmail.com

BILL 03

Balance Due

₹0.00

Order Number :

PO-00001

Bill Date :

30/06/2023

Due Date :

10/10/2023

Bill From :

Sriperumbi Sugarc Traders

GSTIN: 33MAAA0000012A

Terms :

Net 30

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Sugar	17	200.00	50.00	10,000.00
	Raw Material	19			
Sub Total					10,000.00
CGST 7.5 (2.5%)					250.00
SGST 7.5 (2.5%)					250.00
Total					₹10,500.00
Payments Made					(-) 10,500.00
Balance Due					₹0.00

Journal

Amount is displayed in your base currency: ₹

BILL

ACCOUNT	DEBIT	CREDIT
Input SGST	250.00	0.00
Input CGST	250.00	0.00
Cost of Goods Sold	10,000.00	0.00
Accounts Payable	0.00	10,500.00
	10,500.00	10,500.00