

#### **Milestone 4: Purchases**

### Activity 1: Purchase Order Creation

**Next EduConnect Learning Center** has raised below purchase order from the vendors:

1. 05-04-2023 Mega Stationary Mart – Books & Stationary- For Qty 500 units

For Creation of purchase orders from Navigation Panel go to Purchases>Purchase Order> Create New>Provide the respective details as shown below>Save on draft

The screenshot shows the 'New Purchase Order' form in Sage X3. The form is divided into several sections:

- Header Section:** Includes 'Vendor Name', 'Order Number', 'Date', and 'Status'.
- Order Details Section:** Includes 'Order Type', 'Order Date', 'Order Reference', and 'Order Status'.
- Items Section:** A table with columns: Item, Description, Quantity, Unit, Price, and Amount. It contains two items: 'Item 1' and 'Item 2'.
- Totals Section:** Includes 'Sub Total', 'Tax', and 'Grand Total'.

The 'Items' table data is as follows:

Item	Description	Quantity	Unit	Price	Amount
Item 1	Item 1 Description	100	EA	10.00	1,000.00
Item 2	Item 2 Description	100	EA	0.00	0.00

The 'Totals' section shows:

- Sub Total: 1,000.00
- Tax: 0.00
- Grand Total: 1,000.00

## Activity 2: Purchase Order to Purchase Bills Conversion

After Creating the Purchase orders, Mark as Issued then PO as "Convert to Bill" to convert the same as bill entry:

Enter Date of Bill as 10-04-2023 and then click on Save as open.

Books

Home

Bills

Payments

PO-00001

Mega Stationery Mart

Send the Purchase Order

Purchase order has been created. You can email the Purchase Order to your vendor or

Books & Stationery

Sub Total

Total Amount

Grand Total

1,00,000.00

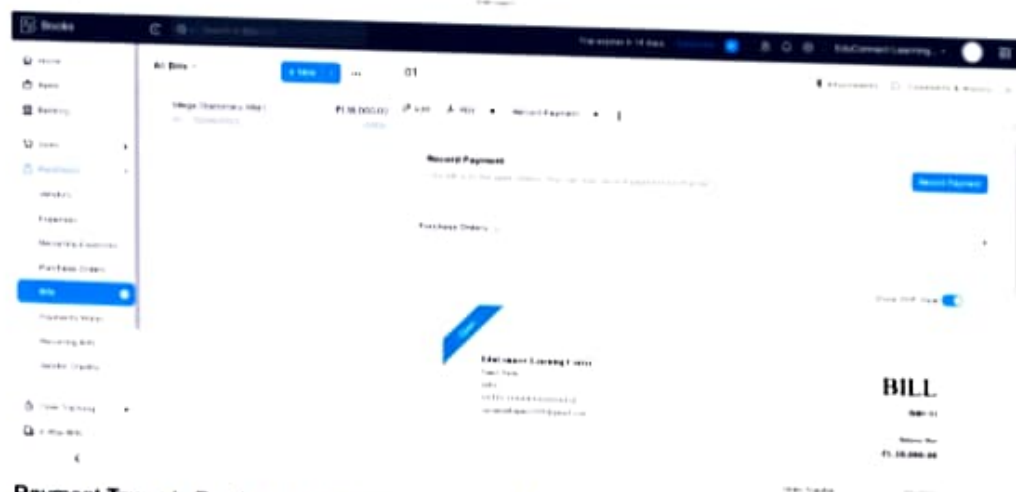
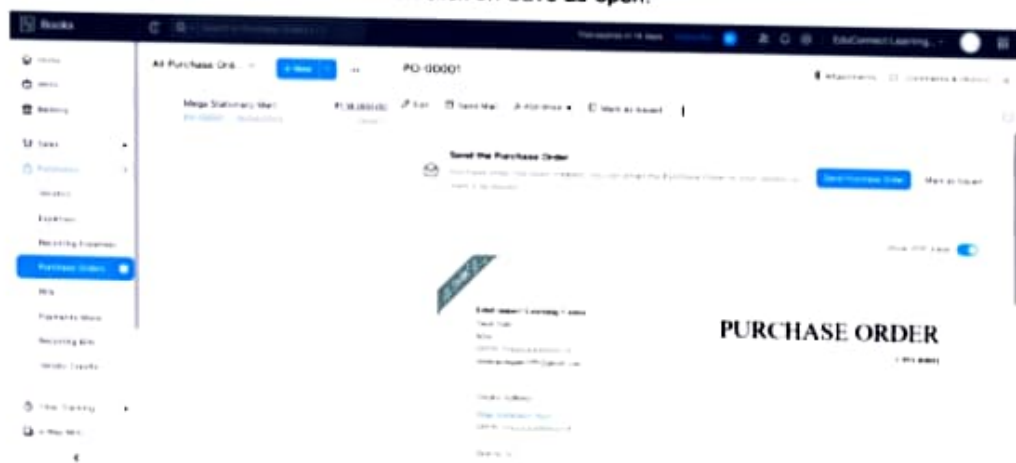
Save as Draft

## Activity 2: Purchase Order to Purchase Bills Conversion

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After Creating the Purchase orders, Mark as Issued then PO as "Convert to Bill" to convert into bill entry:

Enter Date of Bill as 10-04-2023 and then click on Save as open.



Payment Towards Purchase order was made on 25<sup>th</sup> April 2023 in bank. The payment will be recorded as per the Bank Statement.

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## Activity 3: Direct Vendor Purchases Bills Creation:

Next EduConnect Learning Center availed the services from the below Suppliers:

1. 15-04-2023 Books & Stationary from Mega Stationary Mart – Qty 50 units

To create direct purchase invoices for the above transaction from navigation panel go to : Purchases>Bills>Create New>Enter the details>Click on Save Open



recorded as per the Bank Statement.

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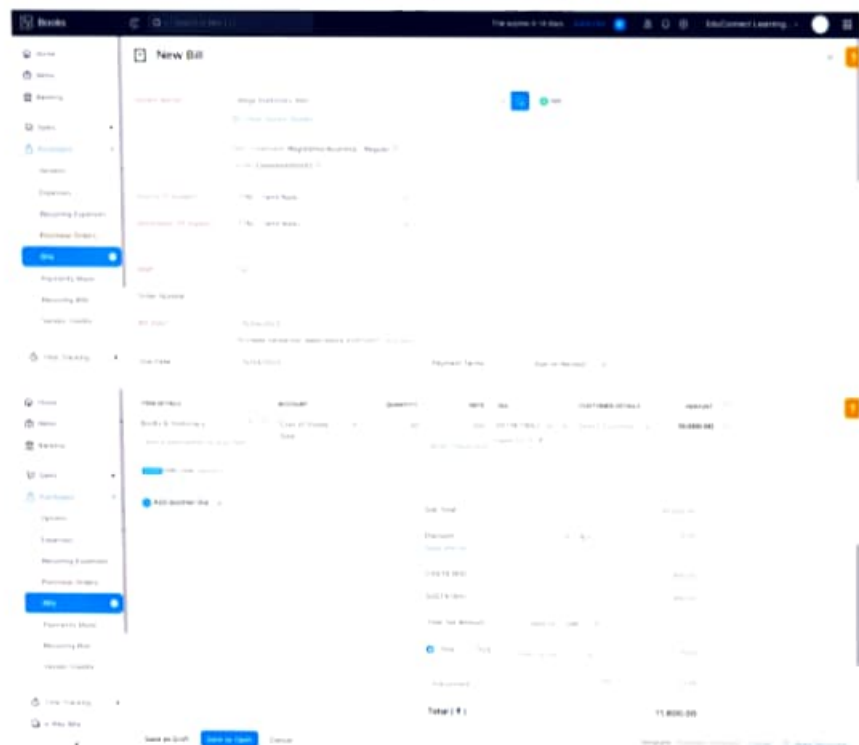
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Purchases>Bills>Create New>Enter the details>Click on Save Open



Also we can attach the Scanned Copy of the Bill below for any future reference and documentation.  
Payments for both the above purchases was made on 25<sup>th</sup> April 2023 in Bank.

## Activity 4: Reconciliation of Open & Outstanding Bills

For Open & Outstanding Bills payments need to be marked as and when amounts paid through the bank account.

Date	Bill No.	Bill Date	Supplier Name	Party Name	Amount
15/04/2023	01		Mega Stationery Store		Rs. 10,000.00
20/04/2023	01		Mega Stationery Store		Rs. 10,000.00

Date	Total	Total Amount
		Rs. 20,000.00

Also we can attach the Scanned Copy of the Bill below for any future reference and documentation.  
Payments for both the above purchases was made on 25<sup>th</sup> April 2023 in Bank.