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Reg No : C1C85856

C1A23 : B.com III year

sem : V

Group : 2.

Preparation and maintenance of
To Ho Books for Educonnect
Learning.

Activity-4.

Reconciliation of open and
outstanding bills

For open and cash outstanding bills
Payment need to be marked as and when
amounts paid through the bank account.

Activity: 4.

Reconciliation of open invoices.

For open due invoices receipts
need to be mapped as and when
amount received in the bank account.

Book 2. ③ 2 years in villa. (P)

All bills ✓

2nd year in villa. 2 years

2nd year in villa. 2 years

Notes

2nd year in villa. 2 years

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Milestone 7: Bank Account

Activity 1: Adding Bank Account:

Edu connect Learning Center has opened an account in ICICI Bank with A/c no 001. To Add bank account go to Banking from the navigation Panel and select add Bank account manually and fill the necessary fields and save.

Home	Add Bank on credit Card.	
Items		
Banking	select Account type <input checked="" type="radio"/> Bank <input type="radio"/> credit card.	
Labels	Account name	<input type="text" value="ICICI Bank 001"/>
Paragraphs.	Account code	<input type="text"/>

Time Tracking

Currency

INR

e-way Bills

Account number

000001

Gift Filling

Bank name

ICICI Bank

Account

IFSC

Reports

Description

max 500
characters.

Payroll

make this
primary.

Date

cancel.

Milestone 8: Accounts and Ledgers.

Activity 2. Creation of new Accounts / Ledgers:

To create new Account from navigation Panel go to Accountant > chart of Accounts > new Account select the account type and provide the account name and save.

There will be pre created Accounts in the T-accounts books we need to create the additional Account as per our requirement.

create the these ledgers: salary payable under current Liabilities.

Books.

Home

Create Account

4

Items.

Account types

Other current liability

Banking

Account name

Salary payable

make hrs a sub
accounts.

Sales

Purchases

Liability

Any short term
liabilities

customers
payable

Tax payable

Time

Tracking

Account code

e-way

bills

Description

max

max. 500 characters

Gift

Gifts

Added to the wishlist on
my dashboard.

manu

Journal

Bank

update

Save

Cancel

Advance Tax

Other current Asset

Chart of Account

Undeposited Funds

Cash

Activity 3: Direct sale invoices.

The below are the direct sale transaction occurred and payment were received in Bank

1. 10-04-2023 Growmore careers - for coaching in public speaking for 50 no's students

To create new Invoices from navigation panel go to sales > Invoice > create new and add the customer details and item details in the respective fields > Click on save as draft > mark sent.

payment received receiving money cash notes purchase firm trading.	1000 - 000000 15.04.2020 17 E no public security company. 1000000 1000000	1000000 1000000 1000000 1000000 1000000	1000000 1000000 1000000 1000000 1000000
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Books

new invoice

Home

customer name

Customer contacts

Items

new customer details

Banking

Billings and fees

Billings Address

Jobs

Add new Address

Add new Address

Customer notes

Gift Tag
- Tag
- Tag
- Tag

Gift Tag

Jobs orders

place of supply

Challans

Deliveries

Invoices

[T.V] - 7am 10am

	Debit	Credit
Sales		82,300.00
Customers	1.00	
Sales orders		82,300.00
Delivery challans		0.00
Invoices		0.00
Payments received		0.00
Receivables		0.00
Debit notes		0.00
Purchases	0.00	
Fire packing		0.00
e-way bill		0.00
		82,300.00