

## Activity 6: Accounts Payable Aging Details

For reconciliation and report generation for open Bills payable on a particular day:

Search in Customers ( / )

Trial expires in 14 days. [Subscribe](#)

Fresh Bites Catering

Custom

Customize Report

Schedule Report

Export As

Fresh Bites Catering

AP Aging Summary By Bill Due Date

As of 24/04/2023

+ Add Temporary Note

VENDOR NAME *	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	FCY
Drink Delight Beverages	₹52,500.00	₹0.00	₹0.00	₹0.00	₹0.00	₹52,500.00	₹52,500.00
Mega Store Supplies	₹80,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹80,000.00	₹80,000.00
Whole Foods Market	₹1,05,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹1,05,000.00	₹1,05,000.00
Total	₹2,37,500.00	₹0.00	₹0.00	₹0.00	₹0.00	₹2,37,500.00	

## Activity 2: Sales Order to Sale Invoice Conversion

After creation of the Sales order mark the order as completed and convert to invoice to convert it automatically in to Invoice:

The screenshot shows the 'Books' application interface. The sidebar on the left contains navigation links: Home, Items, Banking, Sales, Customers, Quotes, Sales Orders, Delivery Chatters, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main content area displays a Sales Order (SO-00001) for TechMise Solutions Pvt Ltd. The order is marked as 'CLOSED' and has a total value of ₹1,57,500.00. The interface includes a sidebar with navigation options like Home, Items, Banking, Sales, Customers, Quotes, Sales Orders, Delivery Chatters, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main area displays the Sales Order details, including the customer name, address, and a 'SALES ORDER' label. A green 'Convert' button is visible in the top left corner of the order details section.

## Activity 3: Direct Sale Invoices

The below are the direct sale transactions occurred and payments were received in cash.

1. 15-04-2023 Raj Kamal Wedding Planners- Wedding Catering for Qty 1000 Plates
2. 20-04-2023 Iyyer Event Planners – Buffet Catering for Qty 500 plates

To Create new invoice 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.

The screenshot shows the 'Books' application interface for creating a new invoice. The sidebar on the left contains navigation links: Home, Items, Banking, Sales, Customers, Quotes, Sales Orders, Delivery Chatters, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main content area displays the 'New Invoice' form. The form includes fields for Customer Name (Raj Kamal Wedding Planners), Billing Address, Shipping Address, GST Treatment (Registered Business - Regular), GSTIN (33AAAA0000452), Place of Supply (TNE - Tamil Nadu), Invoice Number (INV-000002), Order Number, and Invoice Date (15/04/2023). The interface also shows a sidebar with navigation options and a top bar with a search bar and user profile.

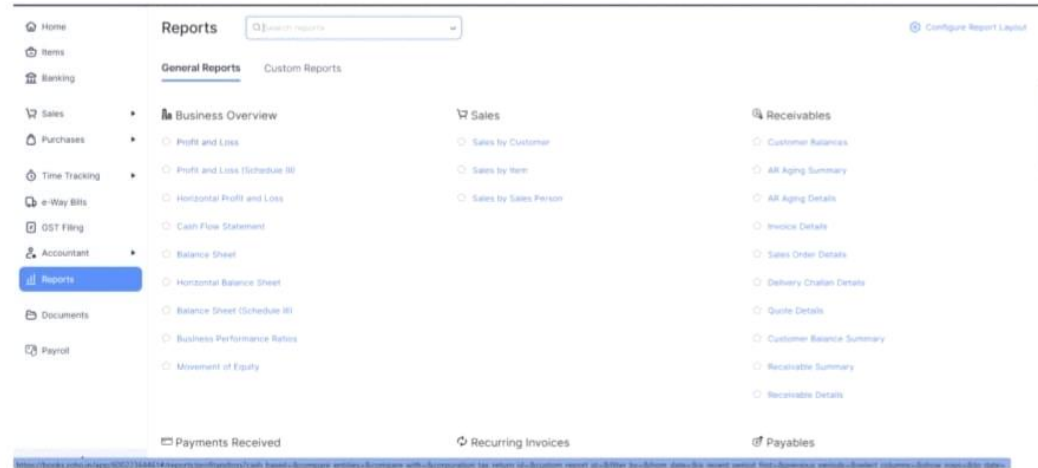
## Activity 1: Profit and Loss Account

Fresh Bites Catering		
Profit and Loss		
Basic Account		
From 01/04/2023 To 30/04/2023		
Add Temporary Note		
ACCOUNT	TOTAL	
<b>Operating Income</b>		
Sales	6,50,000.00	
Total for Operating Income	6,50,000.00	
<b>Cost of Goods Sold</b>		
Cost of Goods Sold	1,10,000.00	
Materials	1,00,000.00	
Total for Cost of Goods Sold	2,10,000.00	
	<b>Gross Profit</b>	4,40,000.00
<b>Operating Expense</b>		
Other Expenses	5,000.00	
Rent Expense	50,000.00	
Salaries and Employee Wages	2,00,000.00	
Total for Operating Expense	2,55,000.00	
	<b>Operating Profit</b>	1,85,000.00
<b>Non Operating Income</b>		
Total for Non Operating Income	0.00	
<b>Non Operating Expense</b>		
Total for Non Operating Expense	0.00	
	<b>Net Profit/Loss</b>	1,85,000.00

## **Milestone 12: Financial Reports:**

To Generate the Financials Reports like Profit and Loss statement, Balance sheet & Cash Flow Statement

Form the navigation pannel Go to Report and select the required report, then select the desired period in the date field and generate the report



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