

Activity 2: Rewiew of Items after Addition

Books

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Configure Features list

Search in Items (/)

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

Agarwal Sweets Private Limited

All Items

+ New

...

?

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	USAGE UNIT	PURCHASE DESCRIPTION	PURCHASE RATE 1	<input type="checkbox"/>
<input type="checkbox"/>	Kaju Barfi	Sweets	₹1,000.00	kg		0	
<input type="checkbox"/>	Gulab Jamun	Sweets	₹500.00	kg		0	
<input type="checkbox"/>	Jangri	Sweets	₹800.00	kg		0	
<input type="checkbox"/>	Akhraam	Sweets	₹1,200.00	kg		0	
<input type="checkbox"/>	Mysore Pak	Sweets	₹1,000.00	kg		0	
<input type="checkbox"/>	Fleur		0	kg	Raw Material	₹40.00	
<input type="checkbox"/>	Sugar		0	kg	Raw Material	₹50.00	
<input type="checkbox"/>	Ghee and Oil		0	kg	Raw Material	₹150.00	
<input type="checkbox"/>	Flavourings and Spices		0	kg	Raw material	₹500.00	
<input type="checkbox"/>	Dry Fruits		0	kg	Raw Material	₹800.00	

Activity 3: Direct Vendor Purchases Bills Creation:

Keerthi Sweets purchased the raw material for the below suppliers directly with out purchase order.

1. Raj Essence Suppliers – 5 kgs Flavourings and Spices Rs.500 per Kg in Cash (Non GST)
2. Quality Sweets Ingredients – 20kgs Ghee and Oil Rs.150 per kg in Cash (GST registered)

To create direct purchase invoices for the above transaction from navigation panle go to :
Purchases>Bills>Create New

New Bill

Vendor Name* [View Vendor Details](#)

GST Treatment: Unregistered Business

Source Of Supply*

Destination Of Supply*

Bill*

Order Number

Bill Date*

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

Due Date

Payment Terms

☐ This transaction is applicable for reverse charge

[Save as Draft](#) [Save as Open](#) [Cancel](#)

Template: 'Standard Template' [Change](#) [Make Recurring](#)

Aslo we can attach the Scanned Copy of the Bill below for any future reference and documentation.

Notes

Attach File(s) to Bill

[Upload File](#)

You can upload a maximum of 5 files, 5MB each

It will not be shown in PDF

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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

4 Rows

001

Attachments | Comments & History

Item	Description	Qty	Rate	Amount
1	Flavours and Spices	5.00	500.00	2,500.00
	Raw material	kg		
Sub Total				2,500.00
Total				2,500.00
Payments Made				(-) 2,500.00
Balance Due				0.00

Authorized Signature

Activity 2: Review of Vendors List

After Creating the Vendors check and review all the details:

The screenshot shows the 'Iyyanger Sugar Traders' vendor profile. On the left, a list of vendors is shown with their balances. The main area displays the vendor's details, including address, GSTIN, and payment terms. A sidebar on the right provides a summary of the vendor's status and a table of payables.

Active Vendors List:

- Quality Delights Suppliers ₹0.00
- Sweet Treats Raw Materials ₹0.00
- Quality Sweets Ingredients ₹0.00
- Raj Essence Suppliers ₹0.00
- Iyyanger Sugar Traders ₹0.00

Iyyanger Sugar Traders Details:

- ADDRESS:** Billing Address: No Billing Address - Add new address; Shipping Address: No Shipping Address - Add new address
- OTHER DETAILS:** Default Currency: INR; Payment Terms: Net 30; GST Treatment: Registered Business - Regular; GSTIN: 33AAAAA00000A125; PAN: AAAAAG000A; Source Of Supply: Tamil Nadu; Portal Status: Disabled; Portal Language: English
- TAX INFORMATION:**

What's Next for Your Vendor?

Your vendor has been added. Create a purchase order or record a bill for the items you buy from your vendor.

[New Purchase Order](#) [New Bill](#)

You can request your contact to directly update the GSTIN by sending an email. [Send email](#)

Payment due period: Net 30

Payables Table:

CURRENCY	OUTSTANDING PAYABLES	UNUSED CREDITS
INR- Indian Rupee	₹0.00	₹0.00

[View Opening Balance](#)

Expenses: This chart is displayed in the organization's base currency. [Last 6 Months](#) [Accrual](#)

Milestone 4: Purchases

Activity 1: Purchase Order Creation

Next Keerthi Sweets has raised Purchase orders for the raw materials form the below mentioned vendors:

1. Iyyanger Sugar Traders – 200 Kgs Sugar Rs.50 pr kg for Credit Net 30 (GST registered)
2. Sweet Treats Raw Materials – 500 kgs Flour Rs. 40 per kg in Cash/Bank (GST registered)
3. Quality Delights Suppliers – 10kgs Dry Fruits Rs.600 kg in Cash/Bank (Non GST)

For Creation of purchase orders from Navigation Panel go to Purchases>Purchase Order> Creat New

The screenshot shows the 'New Purchase Order' form. It includes fields for Vendor Name, Deliver To, Purchase Order#, Reference#, Date, Expected Delivery Date, Shipment Preference, and Payment Terms. The form also has buttons for 'Save as Draft', 'Save and Send', and 'Cancel'.

New Purchase Order Form:

- Vendor Name:** Select a Vendor
- Deliver To:** Organization (selected), Customer; sakrampcugars; Tamil Nadu; India; [Change destination to deliver](#)
- Purchase Order#:** PO-0001
- Reference#:**
- Date:** 30/06/2023; [To create transaction dated before 01/07/2017, click here](#)
- Expected Delivery Date:** dd/MM/yyyy
- Shipment Preference:** Choose the shipment preference or type to add
- Payment Terms:** Due on Receipt
- Buttons:** Save as Draft, Save and Send, Cancel