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COURSE : B.COM

SEMESTER : V - Semester

Preparation and Maintenance of
ZOTHO Books for Health Hub

MediCal

Activity 2: Review of vendor List

After creating the vendors check and review all the details

	Books	Search for vendors	Submits	Health Hub medical
Home	Active vend... ✓	Spectrum Radiography Supplies	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Next vendor	Review comments transactions mails statement
Items	<input type="button" value="+"/> -	Overview		
Banking	<input type="checkbox"/> Spectrum Radiography Supplies	Spectrum Radiography Supplies		what's next for your vendor?
Sales	₹ 0.00		spectrum Radiography Supplies Edit · invert to portal Delete.	your vendor has been added, create a purchase order or second a bill for the items you buy from your vendor.
Purchase	<input type="checkbox"/> Medine Industries Pvt Ltd	ADDRESS		<input type="checkbox"/> New purchase order <input type="checkbox"/> New bills
Vendors	₹ 0.00	Baking Address		
Expenses	<input type="checkbox"/> Mages Pharmacy Pvt Ltd	NO Banking Address - Add new address		You can request your contact directly update the CINTIN by sending an email. • Send Email
Accruing Expenses	₹ 0.00	Shipping Address		
Purchase orders		NO Shipping Address - Add new payment due period address.		
Bills		OTHER DETAILS INR		out on Receipt
Payment made		Default currency	Due on Receipt	Payables
Accounting Bills		Payment terms	unregistered business	Currency, owing standing unmet Payables
Vendor credits		gst treatment	✓	INR - Indian ₹ 0.00 ₹ 0.00
Time tracking		Source of Supply	Tamil Nadu	Pupil
Way Bills		Portal Status	disabled	View opening balance
		Portal Language	English	Explained: The last charte is said to play in the organization months

Books

C * A + sochevendors . Subcrib [+]



Home

Items

Banking

Sales

Purchase

Vendors

Expenses

Accruing Expenses

Purchase Orders

Bills

Payments made

Accruing Bills

Vendor credits

Expense Tracking

Way Bills

Active vendors ✓

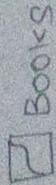
[+ New]

...

[?]

NAME	COMPANY NAME	SOURCE OF SUPPLY	PURCHASE (BGS)	COST TRANSMISSION
spectrum	Spectrum	Tamil nadu	₹0.00	₹0.00
Adiography	Adiography supplies			
medial	medial	Tamil nadu	₹0.00	₹0.00
industries	industries			
pty ltd	pty ltd			
mega				
Pharmaceuticals	mega	Tamil nadu	₹0.00	₹0.00
pty	pharmaceuticals			
Ltd	pty			
	Ltd			

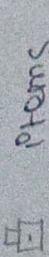
<input checked="" type="checkbox"/> Books	
<input type="checkbox"/> Home	NEW PURCHASE ORDER
<input type="checkbox"/> Items	
<input type="checkbox"/> Banking	
<input type="checkbox"/> Sales	Vendor Name * mega pharmaceuticals pvt Ltd Q
Purchases	C/P AM PURCHASE ORDER
Vendors	BILLING ADDRESS Add NEW ADDRESS
Expenses	SHIPPING ADDRESS Add NEW ADDRESS
Receiving Expenses	GST TREATMENT Registered Business - Registered GSTIN 33AAFAA0000HIS2
Purchase Order	SOURCE OF SUPPLY TN - Tamil Nadu
Bills	DEALER/FACTORY OF SUPPLY TN - Tamil Nadu
Payment made	DELIVERY TO ① Organization / Customer Selvarangam 1000
Receiving Bills	Tamil Nadu
Vendor Credits	India
Time Tracking	
Way Bills	



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Phenomena



Banking



200



Purchase



Sopran

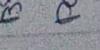
Recurring Expenses



Purchase order



Parrot mawed



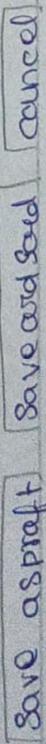
Wednesday October 14



Time tracking



Worx Bros. L.



Books

Home

OFFICE EQUIPMENT: ✓ 20 501000 CHTIB [181] X 2100,000.00

Items

Banking

+ Add another item

Sales

Sub Total

2,00,000.00

Total quantity : 20

Discount

0 % 0.00

Apply Another Tax

Purchase

Vendors

Expenses

Recurring Expenses

CUSTP [0%]

10,000.00

SGSTA [0%]

10,00.00

Total Tax Account

3,6000.00 INR

Purchase Orders

Adjustment

Bills

0.00

Payment made

TCS

Recurring Bills

Select Tax ✓

Vendor credits.

Customer Notes
will be displayed
on purchase order.

Total (₹)

2,36,000

Time Tracking

e-way Bills.

L

Save as draft

Save and
exit

Cancel

Activity : 2 Purchase order to purchase bills conversion.

After crediting the purchase order, mark as issued then
PO as convert to Bill to convert the same as bill entry

Enter date of Bills of 05-04-2023 and then click on save as open.

Books

Home Items	All purchase ord Y	
Banking	Mega pharmaceuticals Pvt Ltd ₹ 2,36,000.00 PO.00001 05/04/2023	Complete your purchase you can create bills and any sequence with this order to complete your purchase convert to BH
Sales	ISSUED	
Purchase		Show PDF View
Vendors		
Expenses		
Rewarding Expenses		
Purchase order		
Bills		
Payment made		
Awaiting Bills		
Vendor credits		
Time tracking		

PURCHASE ORDER

ISSUED

Hathik lab medical clinic
Tamil nadu
India
GISTIV35AAAAA70000F1BZ

Vendor address
Mega pharmaceuticals Pvt. Ltd
GISTIN35AAAAA011Z

Deliver to

Payment towards purchase order was made on 25th April 2023 bank. The payment will be recorded per the bank statement.

Activity 3 Direct vendor purchase Bill after creation:-

Next Health Hub medical clinic availed the service from the below supplies.

1. 10.4.2023 X-ray Films from spectrum

Radiography supplies -Qty 200.

2. 15.04.2023 medical supplies from

medine Industries -Qty 100.

To create direct purchase invoice for the above transaction from navigation paneleto : purchase
Bills & create now. Enter the details & click on save & print.

Home	New Bill.
Items	
Banking	
Sales.	Vendor Name : spectrum Radiography supplies All view vendor details.
Vendors	
Expenses	GST - Treatment registered business
Recurring Expenses	Source of supply : [TN] - Tamil Nadu
Purchase order	Destination of supply : [TN] - Tamil Nadu
Payment made	BPLS
Recurring Bills	Order Number
Vendor credits	Bills Date
Time tracking.	Due Date
	10/04/2023 Todays transaction detail below 1.07.2023 payment terms 10/4/2023 Due date Receipt
	Save and draft Save as per control

Home

Items

due date

10/04/2023

bills receipt

Banking

Sales

Purchase

Vendors

Expenses

Recurring

Expenses

Purchase Order

ITEM DETAILS	Account	QUANTITY	RATE / PAY	CUSTOMER DETAILS	ACCOUNT
X-ray items Add a description to your rate	cost of goods sold	200	500	Select customer	1,00,000.00

Bills

Payments made

TYPES OF CREDIT	SELECT ACCOUNT TO	0.00	SELECT CUSTOMER	0.00
Select item	Select account to	1.00	Select customer	0.00

Recurring Bills

Vendors credit Add another *

Sub code	1,00,000.00
	0.00

Time tracking saves time & money.

Discount

0.00

Activity: 4: Reconciliation of open & outstanding bills.

For open & outstanding bills payment need to be marked as and when amounts paid through the bank account

Home

All Bills

+ NEW ...

F ?

Items

Banking

Sales

Purchase

Vendors

Expenses

Recurring Expenses

Purchase Expenses

Bills

Payment mode

Recurring Bills

Vendors credit

Time Tracking

DATE	YEAR	PERIOD NUMBER	Vendor name	STATUS	Due date	Amount	Balance due
15/04/2023	03		Madhukar Industries	OPEN	04/05/2023	2,19,600	2,36,000
			PVT Ltd			2023	
10/04/2023	02		Spectra Radiography Supplies	OPEN	11/04/2023	1,00,000	1,00,000

03/04/2023	01	PP-00001	Mega Pharmaceuticals Ltd	OPEN	11/04/2023	2,60,000	2,36,000
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Milestone 5: customers

Activity 1: customers creation

The below are list of customer:

1. GFE Healthcare (GST registered)
2. Radiology Retailer (Non-GST)

* Firstly for create customer account: Go to SALES > CUSTOMER CREATE NEW CUSTOMER.

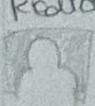
* In customer types for GST registered customer select Business and for unregistered person select Individual and give the required fields and click on save

Home Plans Banking	New customer Customer type @	Business Individual
Sales	Primary contact @	Solution GFE Healthcare Last Name
Customers	Company Name	GFE Healthcare Pvt Ltd
Quotes Sales order Delivery Charles	Customer display Name @	GFE Healthcare
Invoice	Customer Email @	
Payment Received	Customer Phone @	Work phone Mobiles
Recurring Payment Credit Notes Purchase	Other details GST treatment GSTIN/HIN @	Address Contact Person Customer Reporting Fields Tags Registered business - Region 33AHHH000015Z

Items	
Banking	Business Legal name : <input type="text"/>
Sales	Business Trade name <input type="text"/>
Customers	PAN <input type="text"/> AAAAAA7000017
Quotes	
Sales contract	Place of Supply <input type="text"/> [TN] - Tamil Nadu <input checked="" type="checkbox"/>
Delivery	
Credit	Tax preference <input type="radio"/> Taxable <input type="radio"/> Tax Exempt
Practices	
Payment Received	Currency <input type="text"/> INR <input checked="" type="checkbox"/>
Acquiring invoices	Opening Balance <input type="text"/> <input type="checkbox"/> Allow Portal access for this customer
Credit Notes	Payment terms <input type="text"/> <input type="checkbox"/> Enable portal?
Purchases	Portal Language <input type="text"/> English <input checked="" type="checkbox"/>

Time tracking ·

Books

Home	 Overview <input type="checkbox"/> Print <input type="checkbox"/> Email Statement
Items	 RadPlography Retailer <input type="checkbox"/> What's next for your customer
Banking	 RadPlography Retailer <input type="checkbox"/> Edit invoice portal <input type="checkbox"/> New quote <input type="checkbox"/> New invoice:
Sales	 RadPlography Retailer <input type="checkbox"/> ADDRESS <input type="checkbox"/> Shipping Address <input type="checkbox"/> Receivable
Purchases	 GIC Healthcare <input type="checkbox"/> ADDRESS <input type="checkbox"/> Shipping Address <input type="checkbox"/> Receivable
Quotes	 <input type="checkbox"/> ADDRESS <input type="checkbox"/> Shipping Address <input type="checkbox"/> Receivable
Sales orders	 <input type="checkbox"/> ADDRESS <input type="checkbox"/> Shipping Address <input type="checkbox"/> Receivable
Deliveries	 <input type="checkbox"/> ADDRESS <input type="checkbox"/> Shipping Address <input type="checkbox"/> Receivable
Practices	 <input type="checkbox"/> ADDRESS <input type="checkbox"/> Shipping Address <input type="checkbox"/> Receivable
Payment Received	 <input type="checkbox"/> ADDRESS <input type="checkbox"/> Shipping Address <input type="checkbox"/> Receivable
Recurring	 <input type="checkbox"/> ADDRESS <input type="checkbox"/> Shipping Address <input type="checkbox"/> Receivable
Credit Notes	 <input type="checkbox"/> ADDRESS <input type="checkbox"/> Shipping Address <input type="checkbox"/> Receivable
Purchases	 <input type="checkbox"/> ADDRESS <input type="checkbox"/> Shipping Address <input type="checkbox"/> Receivable
Time Tracking	 <input type="checkbox"/> ADDRESS <input type="checkbox"/> Shipping Address <input type="checkbox"/> Receivable
Way Bills	 <input type="checkbox"/> ADDRESS <input type="checkbox"/> Shipping Address <input type="checkbox"/> Receivable