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PREPARATION AND MAINTANENCE
OF ZOHO BANKS FOR EDUCONNECT
LEARNING CENTER

Milestone 3: vendors

Activity 1: vendors Creation:

The following are the list of vendors from which various products and services are purchased:

1. Mega Stationary Mart (GST registered)

Now to create vendors in books from Navigation panel go to purchases > vendors > Create New vendors and add the respective fields > click on save.

8 Books		a Search in vendors (1)		Trial expires 14 days		B P O		A B	
Home	New Vendor								
Items	Primary contact ①	Salutation v		Mega Stationary		Last name			
Banking	Company Name	Mega Stationary Mart							
Sales	Vendor Display Name*	Mega Stationary Mart v							
Purchases	Vendor Email ①								
Vendors	Vendor Phone ①	Work Phone		Mobile					
Expenses	Other Details Address Contact Persons Bank Details Custom Fields								
Recording Expense	GST Treatment*	Registered Business - Regular v							
Purchase other	GSTIN / UIN* ①	33AAAA0000A15Z		Get Taxpayer details					
Bills	PAN ①	AAAA0000A							
Payments made	Source of supply*	(111) - Tamil Nadu							
Recording Bill									
Vendor credit									
Time Tracking									
Go away Bill									
	Save	Cancel							

Activity 2: Review of Vendors List:-

After creating the vendors check and review all the details:

Books

Q | search in vendors

subscribe

Edur Learning

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase orders

Bills

Payments Made

Recurring Bills

Vendor credits

Time Tracking

e-way Bills

Active vendors v

+ New

...

?

NAME	COMPANY NAME	EMAIL	PHONE
Mega Stationary Mart	Mega Stationary Mart		
SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)	GST TREATMENT
Tamil Nadu	20.00	20.00	Registered Business - Regular

HOME

Items

Banking

Sales

Purchases

Vendors

Expenses

Receiving orders

Purchase orders

Bills

Payments made

Receiving bills

Vendor credits

Time Tracking

e-way bill

Active vod...v

Mega Stationary mart

₹ 0.00

Mega stationary Mart

Overview comments Transactions Mails Statements

Mega stationary Mart

Mega stationary Mart

Edit Invite to Portal Delete

ADDRESS

Billing Address

No Billing address - Add new address

shipping Address

No shipping address - add new address

OTHER DETAILS

Default currency

Payment Terms

TST Treatment

GSTIN

PAN

Edit

New transaction

More

What's next For you vendor

Your vendor has been added

New purchase Order

New Bill

Payment due period

Due on receipt

Payables

Currency

USD INDIAN UNISED

PAYABLES

CREDIT

INR-Indian Rupee

₹ 0.00

₹ 0.00

Expenses: This chart is displayed in the organization's base currency

Last 6 Months

Actual

Milestone 4: Purchases

Activity 1: Purchase Order Creation

Nexet Educonnect Learning Center has raised below purchase order from the vendors

1. 05.4.2023 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.

Books	av search in Purchase orders (1)	Subscribe		
Home	New purchase order	x	?	
Items	Vendor Name*	Mega Stationary Mart	x	v
Banking			Q	@/WR
Sales				
Purchases				
Vendors				
Expenses				
Recurring Expenses				
Purchase orders				
Bills				
Payments Made				
Recurring Bills				
Vendor Credits				
Online Tracking				

Open Purchase orders

BILLING ADDRESS SHIPPING ADDRESS
Add new address Add new address

GST Treatment: Registered Business-Regular
GSTIN: 33AAAA0000A152

Source of Supply* (TN) - Tamil Nadu v

Destination of Supply* (TN) - Tamil Nadu v

Deliver To* @ Organization or customer
Educonnect
Tamil Nadu
India,

A Banking

sales ▶

A Purchases ▼

Vendors

Expenses

Recurring Expenses

Purchases orders @

Bills

Payments made

Recurring Bills

Vendor credits

Time Tracking ▶

e-way Bills

<

⇒ Tax Exclusive v | @ At transaction level v

ITEM DETAILS

ACCOUNT

QUANTITY

RATE

TAX

AMT @

:: Books & stationary @ @

Cost of goods
sold

500

200

GST 18 (18%) v

1,100,000.00 @ @

Add a description to your item

Recent
Transactions

GOODS HSN code : Update

:: Type or click to select
on item

Select Account

1.00

0.00

GST 18 (18%)

0.00 @ @

Sub Total

1,00,000.00

Total Quantity : 500

0.00

Discount

0 % v

APPLY after tax

Cost 9 (9%)

9,000.00

SGST 9 (9%)

9,000.00

Activity 2: Purchase order to Purchase Bill 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		Q v search in Purchase orders (1)		Subscribe			
Home	All purchase ord... v + New v ...						
Items							
Banking							
Sales							
Purchases							
Vendors							
Expenses							
Recording Expenses							
Purchase orders							
Bills							
Payments made							
Recording Bills							
Vendor credits							
Time tracking							
e-way Bills							
<							

Books	G O A V Search in bills (1) Trial expires in 14 days Subscribe P A G Edu G
Home	All Bills + New V ...
Items	<input type="checkbox"/> Mega stationary mat ₹ 1118,000.00 OPEN
Banking	<div>01</div> <div> Edit J PDF Record Payment </div> <div> Record Payment This bill in the open status. </div> <div> Purchase orders </div> <div> Show PDF view </div>
Purchase	<div>Open</div> <div> Educconnect Jooring center Tamil nadu India GSTIN 33AANA0000A15Z saiyamPulugam 1999@gmail.com BTL Bill # 01 Balance Due ₹ 1118,000.00 </div>
Vendors	
Expenses	
Recurring Expense	
Purchase orders	
Bills	
Payments made	
Recurring Bills	
Vendor Credits	
Time tracking	
e-way bills	

Payment towards purchase order was made on 05th April 2023 in Bank. The Payment will be recorded as per the Bank Statement.

Activity 3: Direct vendor Purchases Bill creation:-

Next Educonnect Learning Center availed the services from the below suppliers:

1. 15-04-2023 Books & Stationary form mega Stationary mart - Qty 50 units.

To create direct purchase invoices for the about transaction from navigation pane go to: 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 25th April 2023 in Bank.

B9118:-