NAME

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REY NO

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CLASS

: III - B. com. (c. A)

SEMESTER

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GROUP

: 12

PREPARATION AND MAINTANENCE
OF ZOHO BANKS FOR EDUCONNECT
LEARNING CENTER

Milestone 3: vendors

Activity 1: vendons creation:

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

1. Mega Stationary Mart (orst registered)

Now to create vendors in books from

Navigation panel go to purchases; vendors;

Create New Vendors and add the respective

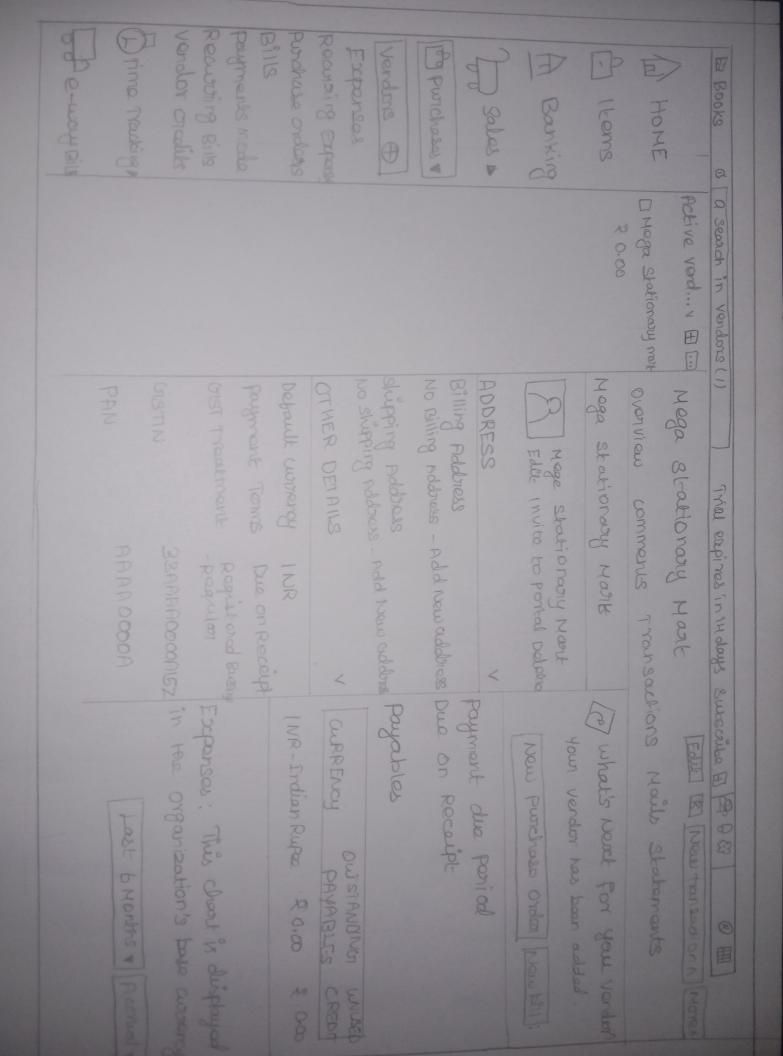
Pields; click on save.

Fields	clur on save,
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A Home	New Vendor
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A Banking	
	vendor Display Name" [Nega stationary Neart v]
A purchases &	vendor Email ()
L'ordors &	vendor Phone () Twork Phone Mobile
Reasoning Expossi Purchase offices	Other Datails Address contact partors Bank Datails Custom Field
	User Treatment" [Registered Business - Regular v]
	CHEN LINE BREED BREED WITH MIRE
	Source of supply (m) - namil Nada)
	Paul Concel

Activity 2: Review of Vendors List:

After Creating the vendors check and review all the details:

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& Items	END NAME COMPANYNAME EN		PHONE
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M purchases W	SOURCE OF SUPPLY PHYABLES (BCY)	UNUSED. CREDITS (BCY)	GIST TRE ATMENT
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Recurring Expense Purchase orders			
B9 119			
payments Made			
Recubring Bills			
B time tracking			



Milestone 4: Purchases

Activity 1: Purchase Order Creation.

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

1. 05.4.2023 Nega Stationary Mart-Books & Stationary - For aby 500 Units.

For creation of purchase ordors from vavigation panel go to purchases & purchase orders creat New > provie the respective details as shown below & Save on draft.

Section - Sec			
Books da	v search in purcha	Of B (B odivedus (1) erebro of	(S) III
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A Banking			
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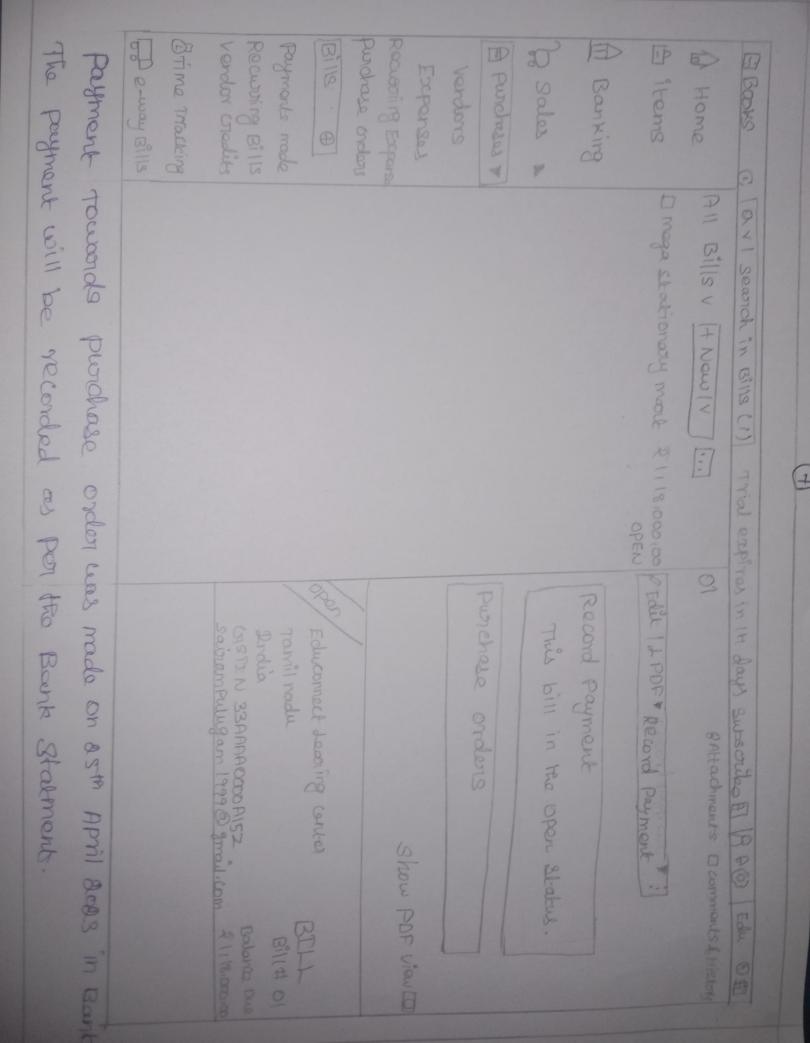
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A purchases V	Add a description to your		sold				
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Expenses							
	:: Type or click to so				0.00		
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Recubing Bills							
vandor credits						9,000,00	
Brime Tracking &						9,000,00	
To e -way Bills							

Activity 2: Punchase order to Punchase Bills

After creating the purchase orders, mark as Issued then po as "convert to Bill" to convert the Same as bill entry.

Enter bate of Bill as 10-04-2023 and then click on saw as open.

E Books C	[q v search in Purchase orders (1)] s	18 DO	DB
1 Home	All purchase ord v [+ Now 1 v] [
i Items			
A Banking			
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A Purchases &			
Verdors			
Expenses			
Reaving Expos			
Purchase orders			
B3/10			
Payments made			
To e-way Bills			



Activity 3: Direct vendor Purchases Bill creation:

Next Educonnect Learning contor availed the sorvices from the below suppliers:

1. 15-04-2023 Books & Stationary form maga Stationary mart-Oity 50 units.

To create direct purchase invoices for the about transaction from navigation panle go to:

Purchases > Bills > create Now > Entor the details > click

On save open

AS10 we can attach the scanned copy of the Bill balow for any future reference and documentation.

payments for both the above purchases was made on 25th April 2083 in Bank.

Activity 4: Reconcillation of open & outstanding Bills:-Open & outstanding Bills payments heed marked as and when amounts paid to be the bank account. 1 two ugh O Q VI South in Bills (1) 1 P P D El BOOKS + New 17 [= 0] HOME VENDOR STATES Banking maga Stationary mark Sales > Maga Stationary Open purchases V Purchases odors

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