

NAME : J. SUBASHINI

REG NO : C1C25279

CLASS : B.com - III

SEMESTER : V

GROUP : 7

TITLE : PREPARATION AND MAINTENANCE  
OF ZOHOO BOOKS FOR FASHION HAVEN

## Milestone 2: Products / Items

### Activity 1: Creation

To create the above both sale products and purchase items in books go to "Items" from the Navigation Panel and click on "+ new" button and give the respective fields such as

- \* Items name
- \* Units (eg. pcs)
- \* HSN code of the Item (eg. 0011010)
- \* Sale & Purchase information
- \* Tax Rate.

Home

ਸੁਰਮੀ ਛਾ

# Banking

✓ sales

Purchases

② Time Tracking

Two-way Bills

7. GST Filing

Q. Picoustant

### III Reports

Payroll

configurable feature

உயர்

△ purchase

① Time Tracking

☒ CAST Filling

### III Report

Cardigan Feature

Type ① Input ② Goods ③ Services

[illegible]

200

HSN Code 60011010

For reference\* Parable

☒ sales information

Selling price*	INR	100
----------------	-----	-----

Account

description

Default Tax Rates

intra state tax 6575 [5%]

Notes

done cancel

cancel

☒ purchase information

cost price +

Account

Description

Preferred vendor

preferred vendor

inf so

Cost of Goods Sold

4

2000

pende ✓

## Activity 2: Review of Items after Addition

Books	Qv Search in Items(1)	Total Expenses	HSN/SAC Usage Unit
Home	Active Items ✓		
Items ⊕	□ Name	Rate	HSN/SAC Usage Unit
Banking	□ Shoes	₹ 1,000.00	60011010 PCS
Sales ▶	□ Hoodies	₹ 1,200.00	60011010 PCS
Purchases ▶	□ Joggers	₹ 800.00	60011010 PCS
Time Tracking ▶	□ Shirts	₹ 500.00	60011010 PCS
e-way Bills	□ T-shirts	₹ 100.00	60011010 PCS
GST Filing			
Accountant ▶			
Reports			
Documents			
Payroll			
Configure Features			



milestone 3: vendors

Activity 1: vendors creation

The following are the list of vendors from which the items are purchased:

1. Zenith Lifestyle (GST registered)
2. Soulful Essence (non GST)
3. EvolveLife (GST registered)

Now to create vendors in books form .  
navigation panel go to Purchases > vendors >  
create new vendor .

At Home

Sweet's

# Banking

10/10/10

Procházka v

④ vapor

Expend

### Reasoning Expend

Purchase order  
Bills

Payment mode

Resuming bills

Vendas Credits

### Time Tracking

De e. my 6113

2016

Cancel

New version :-

Primary contact ①

Company name

Vendor Display Name

0-

Verdoo Phone ①

Other details

salutation v

## Zenith Lifestyle

Host Name

zenith lifestyle

with life style

Week 1/2008

contact persons

Bank details custom fields Reporting 1005

Cost Treatment \*

5/27/1901

PAN ①

Source of supply \*

Registered Business - Regular

33AAA AA 0000AA 15Z

[77] - Paul Nader

crisis response details

Activity 2: Review of vendors list  
After creating the vendors check and review all the details =

After creating the vendors check and review all the details =

	Active vendors ✓				
	NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY
8	Home				PAYABLES (BCLY)
	Items				
	Banking				
	Sales	Evolve life	Evolve life		Tamil Nadu
	Purchases				
	Vendors	Soulful Essence	Soulful Essence		Tamil Nadu
	Expenses	Zenith Lifestyle	Zenith Lifestyle		Tamil Nadu

### Recurring Expenses

Purchase order

Bills

Polymers made

Pending Bills

Vendor credits

① Time Tasting

Two-way Bills

## Milestone 4: Purchases

### Activity 1: Purchase order creation

Fashion Haven has raised purchase orders for the raw materials from the below mentioned vendors:

1. 05-04-2023 Zenith Lifestyle - T-shirts - 2000 Pcs 50/- each  
GST @ 5%.

2. 05-04-2023 - Soulful Essence - Shoes - 1000 Pcs Rs. 500/- each.

For creation of purchase orders from navigation panel go to Purchase > purchase order > create new > Enter the required details and click save as draft.



Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Accounting Entries

Purchase orders

Bills

Payments made

Receiving Bills

Vendor credits

<

QV search in purchase orders (1)

New purchase orders

Vendor Name\*

Zerith Lifestyle

Open purchase orders

BILLING ADDRESS

POB New Address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A1S2

Source of Supply\*

[TN] - Tamil Nadu

Destination of Supply\*

[TN] - Tamil Nadu

Deliver To\*

Organization Customer

Sourampalugam

Tamil Nadu

Save as Draft

Save as Draft

Cancel

Total Expense (₹) 0.00

x 1

Zeroth Lifestyle

x 1

0.00

BILLING ADDRESS

POB New Address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A1S2

[TN] - Tamil Nadu

[TN] - Tamil Nadu

Organization Customer

Sourampalugam

Tamil Nadu

Save as Draft

Save as Draft

Cancel

Purchase order #

PO-00001

Reference #

Date

05/04/2023

Expected delivery date

dd/MM/yyyy

Tax Exclusive

✓ ☒ At Transaction level ✓

ITEM DETAILS

n shirts

☺ ☺  
Add a description to your items

Amount

cost of goods  
Sola

Quantity

2000  
pcs

Rate

50

Tax

0.575 (5.7%) 1,090,000

Amount

✿ bulk update

save as draft save and send

cancel

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Reversing Entries

Purchase orders

Bills

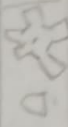
Payment made

Reversing bills

Vendor credits

Q v search in purchases order (1)

+ Add another line









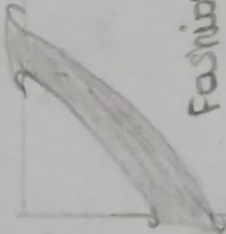


Fashion House

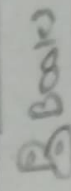
Sub Total	1,00,000.00
Total quantity 2000	
Discount	0.00
Cost 2.5 (2.5%)	2,500.00
Sgst 2.5 (2.5%)	2,500.00
Total Tax amount	5000.00
Adjustment	0.00
TCS	0
Total (7)	1,05,000.00

Save as draft save and send correct

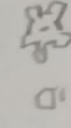
Activity 2: Purchase order to Purchase Bills convention  
 After creating the purchase orders mark the PO as "Issued" and then as "Converted to Bill" to convert the same as bill entry.

Books	Q V Search in purchaseorder(1)		 Fashion Haven 
 Home  Items  Banking  Sales  Purchase orders Vendors Expenses Accounting Expenses Purchase orders Bills Payments made Reversing Bills Vendor credits	All Purchase Order ... v + New <input type="checkbox"/> Zeroth Lifestyle PO-00001 05/04/2023 DRAFT 1,05,00,000	Edit <input checked="" type="checkbox"/> Save mail <input type="checkbox"/> PDF/Pencil <input type="checkbox"/> Mark as Closed	Show PDF view 
<div style="text-align: center;">  </div> <div style="text-align: center;"> <b>PURCHASE ORDER</b>          Fashion Haven Pvt Ltd          Tamil Nadu          India          GSTIN 33AAAAA0000A15A          saicampulugam@gmail.com       </div>			





Q v search in purchase order (1)



Fashion Haven



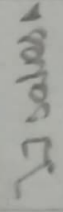
Home



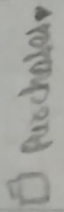
Trans



Banking



Sales



Purchase

Vendors

Expenses

Pending Expenses

Purchase orders

Bills

Payment made

Remaining

Bills

Vendors credits

2

All purchase ord... v

+ New

...

PO-00001

zenith lifestyle 7105,000.00

PO-00001 05/04/2015

ISSUED

EDIT

SEND MAIL

20 PDF POINT

CONVERT TO BILL

2015

Fashion Haven Pvt Ltd

Tamil Nadu

INDIA

GSTIN 33AARA0000A1S2

sothampalingam@gmail.com

VENDOR ADDRESS

zenith lifestyle

GSTIN 33AARA0000A1S2

PURCHASE ORDER