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Total Receivables

New

Total Unpaid Invoices ₹0.00

CURRENT

OVERDUE

₹0.00

₹0.00

Total Payables

New

Total Unpaid Bills ₹0.00

CURRENT

OVERDUE

₹0.00

₹0.00

Cash Flow

This Fiscal Year

S.K.

A.K.

Cash as on 01/04/2023

₹0.00

Contact Support

## **Milestone 9: Journal Entries:**

### **Activity 1: Recording of Journal Entries**

The below are the Transactions occurred at the end of month:

1. Employee salaries of total Rs.10,00,000/- paid through bank on 30<sup>th</sup> April 2023.

To add the Journal Entry from navigation panel go to Accountant>Add Manual Journals, provide the necessary fields and after save and publish to post the entry.

**New Journal**

Journal Name: Salary Payable for the Month of April 2023

Journal Type: ☒ Cash (Bank account)

Summary: Add Salary Budget

ACCOUNT	DEBIT	CREDIT
Salaries and Employee Wages	10,00,000.00	
Salary Payable		10,00,000.00
<b>Total (T)</b>	<b>10,00,000.00</b>	<b>10,00,000.00</b>

Buttons: Save and Publish, Save as Draft, Cancel

**Journals**

Journal Name: Salary Payable for the Month of April 2023

Journal Type: Cash (Bank account)

Summary: Add Salary Budget

Buttons: Add New Journal, Edit, Delete, More Recurring

**JOURNAL**

Journal Name: Salary Payable for the Month of April 2023

Journal Type: Cash (Bank account)

Summary: Add Salary Budget

ACCOUNT	DEBIT	CREDIT
Salaries and Employee Wages	10,00,000.00	
Salary Payable		10,00,000.00
<b>Total</b>	<b>10,00,000.00</b>	<b>10,00,000.00</b>

20

## **Milestone 10: Expense & Bills**

### **Activity 1: Expense & Bills Entry**

Below are the expenses incurred on 30-04-2023:

1. Office Rent Rs.1,00,000/- excluding GST @ 18% Total Invoice Value Rs.1,18,000/- paid through Bank on same day.
2. Other Miscellaneous Expenses Rs.5,000/- paid in cash

To create an expense entry from navigation panel go to Purchases>Expenses>Record Expense by providing the necessary fields and Save

**Record Expense**

Expense Name: Office Rent

Expense Type: Office Rent

Amount: 1,18,000.00

Buttons: Save, Cancel

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New Bill

Vendor Name\*

Spectrum Radiography Supplies

[View Vendor Details](#)

GST Treatment: Unregistered Business

Source Of Supply\*

[TN] - Tamil Nadu

Destination Of Supply\*

[TN] - Tamil Nadu

Bill#\*

02

Order Number

Bill Date\*

10/04/2023

To create transaction dated before 01/07/2017, click [here](#)

Due Date

10/04/2023

Payment Terms

Due on Receipt

Save as Draft

Save as Open

Cancel

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

Due Date

10/04/2023

Payment Terms

Due on Receipt

☐ This transaction is applicable for reverse charge

At Transaction Level

Bulk Update Line Items

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
X-ray films	Cost of Goods Sold	200 pcs	500	Select a Tax	Select Customer	1,00,000.00
Add a description to your item						
<a href="#">HGN Code Update</a>						
Type or click to select an item	Select Account	1.00	0.00	Select a Tax	Select Customer	0.00
<a href="#">Add another line</a>						
Sub Total						1,00,000.00
Discount						0 % 0.00

Save as Draft

Save as Open

Cancel

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

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Active Vendors

Spectrum Radiography Supplies

₹0.00

Medline Industries Pvt Ltd

₹0.00

Mega Pharmaceuticals Pvt Ltd

₹0.00

Spectrum Radiography Supplies

Overview

Comments

Transactions

Mails

Statement

Spectrum Radiography Supplies

Spectrum Radiography Supplies

[Edit](#) [Invite to Portal](#) [Delete](#)

ADDRESS

No Billing Address - [Add new address](#)

No Shipping Address - [Add new address](#)

OTHER DETAILS

Default Currency: INR

Payment Terms: Due on Receipt

GST Treatment: Unregistered Business

Source Of Supply: Tamil Nadu

Portal Status: Disabled

Portal Language: English

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: Due on Receipt

Payables

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](#)

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Active Vendors

Your custom view has been created.

+ New

<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)	GST TREATMENT	<a href="#">Q</a>
<input type="checkbox"/>	Spectrum Radiography Supplies	Spectrum Radiography Supplies			Tamil Nadu	₹0.00	₹0.00	Unregistered Business	
<input type="checkbox"/>	Medline Industries Pvt Ltd	Medline Industries Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular	
<input type="checkbox"/>	Mega Pharmaceuticals Pvt Ltd	Mega Pharmaceuticals Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular	