

# Purchases and Reports

**Spoken Tutorial Project**

**<https://spoken-tutorial.org>**

**National Mission on Education through ICT**

**<http://sakshat.ac.in>**

**Script & Video : Spoken Tutorial Team**

**Narrator: Arvind Pillai**

**IIT Bombay**

**30 October 2019**



# Learning Objectives



# Learning Objectives

- **Add Suppliers**



# Learning Objectives

- **Add Suppliers**
- **Make a Purchase Order Entry**



# Learning Objectives

- **Add Suppliers**
- **Make a Purchase Order Entry**
- **Create Suppliers Invoice**



# Learning Objectives

- **Add Suppliers**
- **Make a Purchase Order Entry**
- **Create Suppliers Invoice**
- **Generate various reports on the transactions**



# System Requirements



# System Requirements

- **Ubuntu Linux OS version 16.04**



# System Requirements

- **Ubuntu Linux OS version 16.04**
- **FrontAccounting version 2.4.7**



# Pre-requisites



# Pre-requisites

**To practise this tutorial, you must have knowledge of:**



# Pre-requisites

To practise this tutorial, you must have knowledge of:

- **Higher secondary commerce and accounting**



# Pre-requisites

To practise this tutorial, you must have knowledge of:

- Higher secondary commerce and accounting
- **Principles of Bookkeeping**



# Pre-requisites



# Pre-requisites

**You should have already**



# Pre-requisites

**You should have already**

- **Set up an Organisation/Company in FrontAccounting**



# Pre-requisites

You should have already

- **Set up an Organisation/Company in FrontAccounting**
- **If not, for relevant FrontAccounting tutorials, please visit <https://spoken-tutorial.org>**



# Start XAMPP service



# Start XAMPP service

- **Start the XAMPP services before you begin working on FrontAccounting interface**



# What is Purchase?



# What is Purchase?

**Purchase is**



# What is Purchase?

## Purchase is

- **A product or service that has been bought by an individual or business**



# What is Purchase?

## Purchase is

- A product or service that has been bought by an individual or business
- A business attempting to acquire goods or services to accomplish its goals



# Work flow of Purchases



# Work flow of Purchases

- **Add Suppliers**



# Work flow of Purchases

- **Add Suppliers**
- **Make a Purchase Order Entry**



# Work flow of Purchases

- **Add Suppliers**
- **Make a Purchase Order Entry**
- **Receivable Note from a Supplier**



# Work flow of Purchases

- **Add Suppliers**
- **Make a Purchase Order Entry**
- **Receivable Note from a Supplier**
- **Suppliers Invoice**



# Who is a Supplier?



# Who is a Supplier?

- **Supplier is a person or business that supplies goods or services**



# Assignment



# Assignment

- Add a new Supplier for Purchases, using **Suppliers** option
- Make a new **Purchase Order Entry**
- Make a **Supplier payment for this invoice**
- Refer to the **Assignment** link of this tutorial for details



# Summary

- **Add Suppliers**
- **Make a Purchase Order Entry**
- **Create Suppliers invoice**
- **Generate various reports on the transactions**



# About the Spoken Tutorial Project

- Watch the video available at [http://spoken-tutorial.org/What\\_is\\_a\\_Spoken\\_Tutorial](http://spoken-tutorial.org/What_is_a_Spoken_Tutorial)
- It summarises the Spoken Tutorial project
- If you do not have good bandwidth, you can download and watch it



# Spoken Tutorial Workshops

## The Spoken Tutorial Project Team

- Conducts workshops using spoken tutorials
- Gives certificates to those who pass an online test
- For more details, please write to [contact@spoken-tutorial.org](mailto:contact@spoken-tutorial.org)



# Forum for specific questions

- Do you have questions in **THIS Spoken Tutorial?**
- Please visit <http://forums.spoken-tutorial.org>
- Choose the minute and second where you have the question
- Explain your question briefly
- Someone from our team will answer them



# Acknowledgements

- Spoken Tutorial Project is a part of the Talk to a Teacher project
- It is supported by the National Mission on Education through ICT, MHRD, Government of India
- More information on this Mission is available at

<http://spoken-tutorial.org/NMEICT-Intro>

