

Purchases and Reports

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

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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
- 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



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

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- More information on this Mission is available at

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

