

## Purchase / Expense Bills Entry

The purchase entry module can be used for entry of regular purchase bills , expense bills , debit and credit notes relating to purchase / expense bills.

You will notice that it is very close to a regular purchase bill where you have details like bill no , date etc in the header part , then a table listing out the item particulars with rates and values , then at the end the taxes part.

It has been so designed so that it is easy for the users – just fill in the blanks kind of thing without the need to define any debit or credit accounts.

### Header

- Register – Select the register from the drop down list box – it displays the registers of type Purchase , DN for Purchase and CN for Purchase. New registers can be defined thru Masters -> Register Module. For a detailed explanation refer [RegisterMaster.doc](#)
- Date – this is the date on which the purchase bill you are entering will be accounted for in the package. It has to be within the accounting year you have selected
- Doc Date – this is the actual date on the purchase bill – can be outside of the accounting year
- Doc No – the purchase bill number
- Supplier – select the supplier from the drop down list box or start typing the name for auto selection. This drop down list box will display only the accounts defined under the Sundry Creditors group. If the supplier is new and you wish to add the same in the accounts master, press the “Ins” key while in the field, the accounts master module will pop up for you to add the account and the control will return to the sales entry form once you save the newly added account
- Due Date – is calculated based on the entry date and the credit period mentioned for that supplier in the accounts master for the selected company. It can be changed for a particular entry if required.

### Item Details

- Item – select from the drop down list box or start typing the name in the cell . if the item you are looking for is not available in the master and you wish to add it now, just press the “Ins” key.
- UM2 and Quantity – as this is just a memoranda record and not a part of the accounting data, it can be skipped
- Value – If you have entered the rate , the value is automatically calculated
- App.Charges – this column is meant for internal working of the package and you cannot edit the figures here.

### Taxes etc

- First select the account to which you wish to post the total purchase amount. The list of accounts is defined in the register master. If, for any reason, you wish to add a new account to this list, you can do so by pressing the “Ins” key.
- Then select the taxes and expenses in the order in which they appear in the purchase bill
- App.Charges – this column is meant for internal working of the package and you cannot edit the figures here.

**Outstanding details**

- By default the amount of the bill is shown outstanding against the purchase bill itself, therefore the RefNo. Cell is replaced by the value you have entered in the DocNo field with the total amount against it. This indicates that for outstanding reports, this bill will be shown as outstanding.
- If you have paid any advance to the supplier and have provided a ref. no. during that bank entry and now you wish to adjust this bill partly against the advance you have paid, you can do so as shown below.

Bank entry while making payment – notice that the RefNo field is manually entered. The date is entered along with the word ‘adv’ so as to make it unique.

While making purchase entry, while in the RefNo cell, you can press F7 to pickup the RefNo and amount of the advance that you may have paid to the supplier. Then in the next row, the purchase bill no is entered as the RefNo and the balance amount (after deducting the advance amount) is replaced against it.

**Add Record - Purchase / Debit Note / Credit Note Entry - AE (0809)**

Register \*  
Purchase Register

Date \* 30/05/08 Doc Date \* 30/05/08 Doc No. 124474 Challan Date Challan No

Supplier \* Mark Infotech 24,165.00 Cr. Due Date \* 20/06/08 **Stock balance is nil**

Item *	UM1	Quantity	UM2	Quantity	Rate	Value	App. Charges
1 Monitor Acer 22 LCD	NOS	20.000		0.000	16,800.00	336,000.00	
2 Monitor Samsung 15"	NOS	15.000		0.000	8,900.00	133,500.00	
3							
		0.000		35.000	0.000	469,500.00	

Document Narration

Account Narration

Account Name *	Amount	App. Charges
1 Purchases - Hardware	469,500.00	
2 V.A.T. 4%	18,780.00	
3		
		-4,319.79
		488,280.00

Ref. No *	ACYR *	Amount
1 adv010508	0809	50,000.00
2 124474	0809	438,280.00
		488,280.00

MODVAT Amount 0.00 T.D.S. Flag

Form No. Dt. Amt. 0.00

Total Amount **488,280.00**

Save Cancel Exit

Developed by ARC Software Consultants Tel : 2510 5100 Fax 2510 5252 Email info@arc-india.com 30/05/08

## Documents

Once a purchase bill entry is saved, if required, you can print out the GRN from the browse grid by right clicking on the record and selecting "Print Document" from the pop up menu.

## Validations

- A warning is given if you are trying to save an entry with the document number which has been entered earlier.

## Accounting Effects

- Supplier credited with total amount
- The accounts mentioned in the account table are either individually debited (if apportion expenses to purchases is not set to "Y") or the amounts of accounts which are to be apportioned are loaded on the "Purchase" type of accounts and then debited to the concerned account. For a detailed explanation about apportioning please refer [RegisterMaster.doc](#)