

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 24/05/22		Prepared by: Vanajakshi		Serial no. 4377	
Supplier name: Sri Balaji Enterprises				HO inward no.	
Firm/Company: Crescent Labs Pvt. Ltd.		Project: Gwone		HO received date	
PO/WO date: 31/03/22		PO/WO No. 86925		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	3	8/04/22	2,690/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				2,690/-	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.: 105910		Proof of delivery matches MRN		☒ Yes ☐ No	
Amount B – Other Credits : Transportation charges				-	
Amount C – Other Debits :				-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:				2,690/-	
Amount E – PO / WO value:				2,690/-	
Amount F – Difference (A – E):				-	
Quantity received as per PO / WO		☒ Yes ☐ Excess received ☐ Short received ☐ Part received			
Close PO / WO		☒ Yes ☐ No – wait for balance material ☐ Other			
Payment – due date		30/05/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[Signature]				
Date	24/05/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	86925	PO date:	31.03.2022	Req. no.:	195004
Advice Scan ID					
MRN nos. related to PO					
☐	Part material received.				
☒	Full material received.				
☐	Material not received.				
☐	Close PO – Balance material will be re-ordered by new requisition.				
☐	Cancel PO. Material not required.				
☐	Cancel PO. Material will be re-ordered by new requisition.				
☐	Keep PO open. Material required.				
☐	Keep PO open. Work under progress.				
Remarks by engineer: Required quantity received from supplier .please close the po.					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
Mursalim Ansari		06.05.2022	V.Ramesh reddy		06.05.2022
Data required from accounts:					
☐	Checked with E&D for receipt of bills.				
☒	Bills not received against this PO.				
☐	Part bill received against this PO.	Bill nos.			
☐	All bills received against this PO.				
☐	Advance paid against this PO.	Amount paid			
Remarks by Accountants:					
Bills Not Received					
Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
S. Gopal	S. Gopal	6/5/22			
Advice by MD - action to be taken by purchase:					
☒	Get certified bill from supplier (not original).				
☒	Prepare bill in SSLLP for material supplied.				
☒	Get proof of delivery from site.				
☒	Barcoded PO missing – get certified copy from Accounts.				
☒	Thereafter, prepare advice to credit to supplier and send to HO for processing.				
☒	Close PO	☐	Keep PO open. Material awaited		
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.				
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.				
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.				
☐	E&D to check receipt of bill and enter comments below.				
☐	Details of material supplied and balance material to be supplied is required.				
Remarks:					
Prepared by		Sign		Date	



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document further states that regular audits are necessary to verify the accuracy of these records and to identify any discrepancies or errors. It also mentions that proper record-keeping is essential for tax purposes and for providing a clear history of the company's financial performance.

The second part of the document focuses on the role of the accounting department in managing the company's finances. It describes how the department is responsible for preparing financial statements, such as the balance sheet, income statement, and cash flow statement. These statements provide a snapshot of the company's financial health at any given time and are used by management and external stakeholders to make informed decisions. The document also highlights the importance of budgeting and forecasting, which are key tools for planning the company's future and managing its resources effectively.

The third part of the document discusses the challenges faced by the accounting department in its daily operations. It mentions that one of the main challenges is ensuring that all transactions are recorded in a timely and accurate manner. This requires a strong system of internal controls and a clear division of responsibilities among the accounting staff. Another challenge is staying up-to-date with changes in accounting standards and regulations, which can be complex and time-consuming. The document also notes that the accounting department must maintain a high level of confidentiality and security when handling financial data, as this information is often sensitive and critical to the company's success.

The fourth part of the document provides a summary of the key points discussed and offers some recommendations for improving the accounting process. It suggests that the company should invest in training for its accounting staff to ensure they have the necessary skills and knowledge to perform their duties effectively. It also recommends that the company should implement a robust system of internal controls to minimize the risk of errors and fraud. Finally, the document encourages the company to maintain open communication with its accounting department and to seek their advice and guidance when making financial decisions.

Tax Invoice

SRI BALAJI ENTERPRISES

14-1-418, NEAR ROCKET GROUND
NEW AGHAPURA HYDERABAD
500001 T.S
Phone no.: 9030605690
Email: seetaram.joshi@yahoo.com
GSTIN: 36AEIP10494H1ZT
State: 36-Telangana



Invoice No.

3

Date

08-04-2022

Place of supply

36-Telangana

PO date

31-03-2022

PO number

86925

Vehicle Number

TS10UA-9758

Ship To

G V ONE

PLOT NO.15-B,MN PARK PHASE 1

,SY NO. 230TO 243, TURKAPALLY

VILLAGE SHAMEERPET MANDAL MEDCHAL

Bill To

CRESCENTIA LABS PVT.LTD

5TH FLOOR SURYA TOWERS 5TH FLOOR S.P. ROAD SECUNDERABD

Contact No.: 9502277299

GSTIN Number: 36AADCB2608M1Z0

State: 36-Telangana

#	Item name	HSN/ SAC	Quantity	Unit	Price/ Unit	GST	Amount
1	AL ALDROP 8" MS PC WITH CERIS BOLT	8302	24	NOS	₹ 95.00	₹ 410.40 (18%)	₹ 2,690.40
Total			24			₹ 410.40	₹ 2,690.40

Invoice Amount In Words

Two Thousand Six Hundred Ninety Rupees only

Amounts:

Sub Total ₹ 2,690.40

Round off - ₹ 0.40

Total ₹ 2,690.00

Received ₹ 0.00

Balance ₹ 2,690.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8302	₹ 2,280.00	9%	₹ 205.20	9%	₹ 205.20	₹ 410.40
Total	₹ 2,280.00		₹ 205.20		₹ 205.20	₹ 410.40

Terms and conditions:

GOODS ONCE SOLD WILL NOT BE TAKEN BACK
SUBJECT TO HYDERABAD JURI ATTRACT INTEREST AT 24% P.A.SDICTION.
PAYMENT POST DUE DATE WILL

Company's Bank details:

Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY

Bank Account No.: 4312001151

Bank IFSC code: KKBK0000553

Account Holder Name: KIRAN DEVI JOSHI



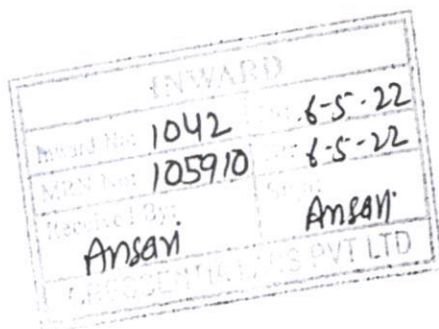
UPI

For, SRI BALAJI ENTERPRISES

Authorized Signatory



9246364748





Purchase Order

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31-03-2022 12:09:48 PM



86925

16.03.22 2:13:38

From Company : **Crescentia Labs Pvt Ltd**
Plot No.15-B, MN Park Phase-I, Sy No.230 to 243, Turkapally Village, :
Malkajigiri (D).
G S T No. : 36AADCB2608M1ZO

Supplier Details

Sri Balaji Enterprises
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderabad-500001

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	86925	195004
Doc Date	31-03-2022	
Quote No	Nil	
Quote Date	25-02-2022	
SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2027 - Carpentry - hardware - Al Aldrop - 8 In - nos	24.00	95.00	0.00	18.00	2,690.40
Total Order Value . . .					2,690.40

Rupees : Two Thousand Six Hundred Ninty and Paise Fourty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After delivery and production of bill
Tax	Inclusive of all GST taxes
Delivery Date	with in 5 days.
Delivery Location	G V One Plot No.15-B, MN Park Phase-I, Sy No. 230 to 243, Turkapally Village, Shameerpet mandal, Medchal Malkajigiri (D) Phone. .
Penalty For Delay	Nil
Transportation	Extra.
Warranty	Doors one year replacement warranty for damage.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for GV one labour quarters work purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Crescentia Labs Pvt Ltd**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : _____

Date : __/__/__

