



**PREPARATION AND  
MAINTANANCE OF ZOHO BOOKS  
FOR  
EDUCONNECT LEARNING  
CENTER PROJECT  
SCREENSHOT**


## STEP 1: SET UP OUR ACCOUNTS






Already have a Zoho account? [Sign in](#)



**Experience PREMIUM plan for 14 days.**



 Company Name

 *almashfarhana94@gmail.com*

  Mobile Number

 .....


 

Your data will be in INDIA data center.

☐ I would like to receive marketing communication from Zoho and Zoho's regional partners for future product updates, services and events.

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#).



CREATE ACCOUNT

## STEP 2: ITEM CREATION

### ITEMS ARE CREATED FOR EDUCONNECT LEARNING CENTER

Books

Search in Items ( / )

You are cur... Upgrade

Educonnect learning ...

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

More Features

New Item

Type ☐ Goods ☒ Service

Name\* Public speaking coaching

Unit

SAC 999294

Tax Preference\* Taxable

☒ Sales Information

☐ Purchase Information

Selling Price\* INR 5000

Cost Price INR 0

Account\* Sales

Account Select an account

Description

Description

Default Tax Rates

Intra State Tax Rate GST18 [18%]

Inter State Tax Rate IGST18 [18%]

Preferred Vendor

Do you want to keep track of this item? Enable Inventory to view its stock based on the sales and purchase transactions you record for it. Go to Settings > Preferences > Items and enable inventory.

Save

Cancel

Books

Search in Items ( / )

You are cur... Upgrade

Educonnect learning ...

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

More Features

Active Items

☐

NAME

DESCRIPTION

RATE

HSN/SAC

USAGE UNIT

☐

Public speaking coaching

₹5,000.00

999294

☐

Books and stationery

₹0.00

999294

☐

Competition exam coaching

₹10,000.00

999294

STEP 3: PURCHASE

VENDOR CREATION

Books

Search in Vendors ( / )

You are cur... Upgrade

Educonnect learning ...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

More Features

Clone Customer

Primary Contact ( )

Saluta 

very mart

 Last Nam

Company Name

Mega Stationery Mart

Vendor Display Name\* ( )

Mega Stationery Mart

Vendor Email ( )

Vendor Phone ( )

Work Phone

Mobile

Other Details

Address

Contact Persons

Bank Details

Custom Fields

Reporting Tags

Remarks

GST Treatment\*

Registered Business - Reg...

GSTIN / UIN\*

S3AAAAA0000A15Z

Get Taxpayer details

PAN ( )

AAAAA0000A

Source Of Supply\*

[TN] - Tamil Nadu

Currency

INR- Indian Rupee

Opening Balance

INR

Payment Terms

Due on Receipt

TDS

Select a Tax

Add more details

Save Cancel

Books

Search in Vendors ( / )

You are cur... Upgrade

Educonnect learning ...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

More Features

Active Vendors

<input type="checkbox"/>	NAME	COMPANY N...	EMAIL	WORK PHONE	SOURCE OF S...	PAYABLES (B...	UNITED CRE...	IS
<input type="checkbox"/>	Mega Stationery Mart	Mega Stationery Mart			Tamil Nadu	₹1,29,800.00	₹1,38,000.00	IS

# PURCHASE ORDER CREATION

Books

Search in Purchase Order

You are out of ... Upgrade

Educonnect learning ...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

More Features

PO-00001

Attachments

Comments & History

Edit

Send Mail

PDF/Print

Convert to Bill

Complete Your Purchase

You can create bills and receive in any sequential with this order to complete your purchase.

Convert to Bill

EDUCONNECT LEARNING CENTER

TAMIL NADU

India

CSTIN 33A6A4A0000A10Z

953630034

21ac0ff7@mgmcollege.edu.in

Vendor Address

Mega Stationery Mart

CSTIN 33A6A4A0000A10Z

Deliver To

21ac0ff7

Tamil Nadu

India

CSTIN 33A6A4A0000A10Z

953630034

21ac0ff7@mgmcollege.edu.in

Date: 01/10/2023

#	Item & Description	BIN/SAC	Qty	Rate	Amount
1	Books and stationery	999234	200.00	200.00	1,00,000.00
Sub Total					1,00,000.00
CGST9 (9%)					9,000.00
SGST9 (9%)					9,000.00
Total					1,18,000.00

Authorized Signature

Template : 'Standard Template' Change

Books

Search in Purchase Order

You are out of ... Upgrade

Educonnect learning ...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

More Features

All Purchase Orders

New

DATE	PURCHASE...	REFERENC...	VENDOR N...	STATUS	BILLED STA...	AMOUNT	EXPECTED ...
01/10/2023	PO-00001		Mega Stationery Mart	DRAFT		1,18,000.00	0

# PURCHASE ORDER TO BILL CONVERSION

Books

Search in Bills (/)

You are out... Upgrade

Educonnect learning ...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

More Features

02

Attachments

Comments & History

Edit

PDF

Record Payment

Credits Available: ₹118,000.00 [Apply Now](#)

Record Payment

Payment for this bill is overdue. Apply available credits or record the payment for bill if paid already.

Record Payment

Apply Credits

Show PDF View

Orange

Educonnect learning center  
Tamil Nadu  
India  
GSTIN 33AAAA0000A1Z  
954630594  
21uc087@gmail.com@educonnectlearning.edu.in

BILL 02

Balance Due  
₹11,800.00

Bill From

Mega Stationery Mart  
GSTIN 33AAAA0000A1Z

Bill Date:

01/10/2023

Due Date:

01/10/2023

Terms:

Due on Receipt

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Books and stationery	999294	10.00	200.00	10,000.00

Sub Total

10,000.00

CGST9 (9%)

900.00

SGST9 (9%)

900.00

Total

₹11,800.00

Balance Due

₹11,800.00

Authorized Signature

Journal

Amount is displayed in your base currency ₹INR

ACCOUNT	DEBIT	CREDIT
Input SGST	900.00	0.00
Accounts Payable	0.00	11,800.00
Cost of Goods Sold	10,000.00	0.00
Input CGST	900.00	0.00
	11,800.00	11,800.00

Books

Search in Bills (/)

You are out... Upgrade

Educonnect learning ...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

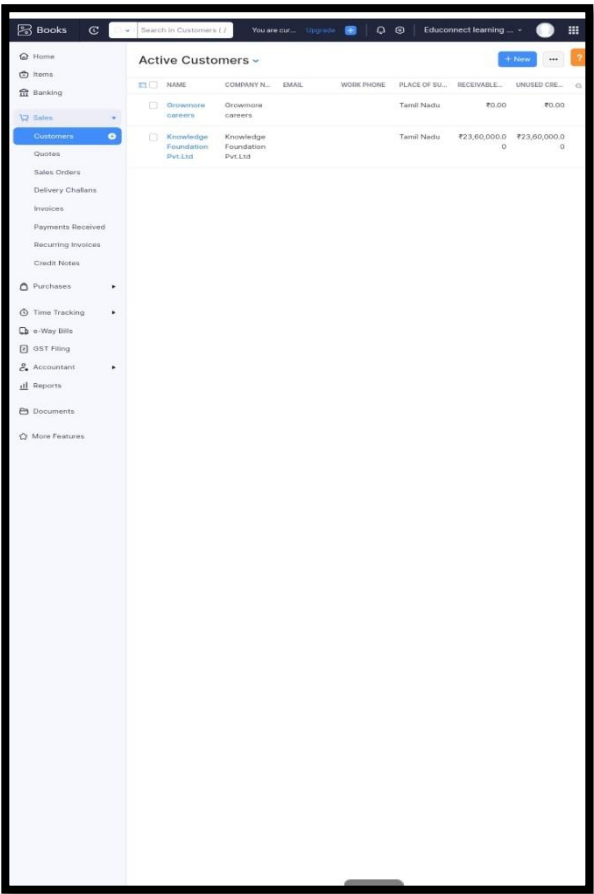
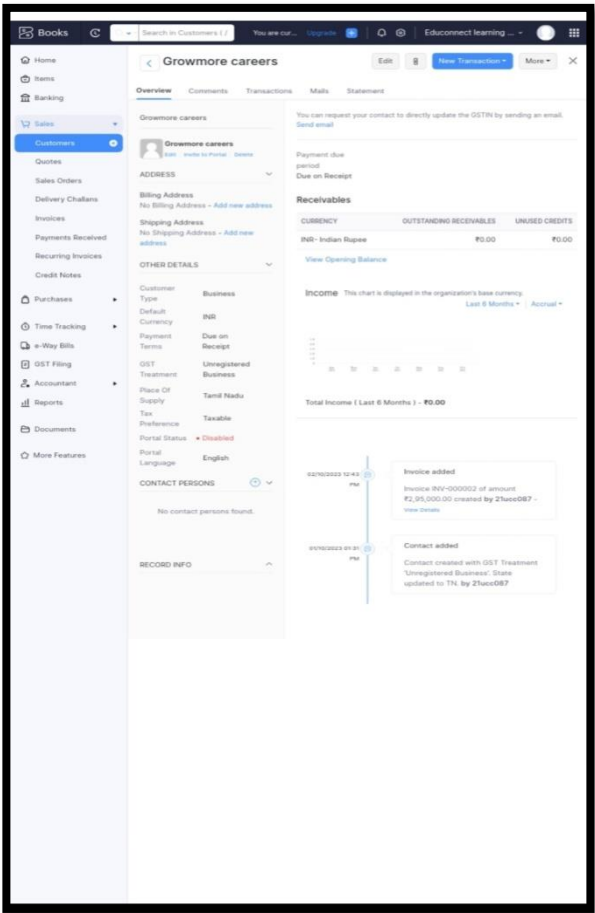
More Features

All Bills

DATE	BILL#	REFERENC...	VENDOR N...	STATUS	DUE DATE	AMOUNT	BALANCE ...
01/10/2023	02		Mega Stationery Mart	OVERDUE BY 13 DAYS	01/10/2023	₹11,800.00	₹11,800.00
01/10/2023	01	PO-00001	Mega Stationery Mart	OVERDUE BY 13 DAYS	01/10/2023	₹118,000.00	₹118,000.00

STEP 4: SALES

CUSTOMER CREATION



# SALES ORDER CREATION

Books

Search in Sales Orders

You are cur... Upgrade

Educonnect learning ...

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

More Features

SO-00002

Attachments Comments & History

Edit Email PDF/Print Convert to Invoice Create

Fulfill the Sales Order

You can create packages, shipments or invoices (in any sequence) to complete this sales order.

Convert

Invoice Status: NOT INVOICED

Show PDF View

Confirm

Educonnect learning center  
Tamil Nadu  
India  
GSTIN 33AAAA0000A1S2  
950630534  
2lax87@gmail.com@college.edu.in

SALES ORDER

Sales Order# SO-00002

Bill To

Knowledge Foundation Pvt Ltd  
GSTIN 33AAAA0000A1S2

Skip To

GSTIN 33AAAA0000A1S2

Order Date: 05/04/2023

Place Of Supply: Tamil Nadu (33)

#	Item & Description	BSN/SAC	Qty	Rate	Amount
1	competitive Exam coaching	999294	200.00	10,000.0	20,00,000.00
				0	
	Sub Total				20,00,000.00
	CGSTN (%)				1,00,000.00
	SGSTN (%)				1,00,000.00
	Total				22,00,000.00

Authorized Signature \_\_\_\_\_

Template: 'Standard Template' Change

Books

Search in Sales Orders

You are cur... Upgrade

Educonnect learning ...

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

More Features

All Sales Orders

+ New

DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS
05/04/2023	SO-00002		Knowledge Foundation Pvt Ltd	DRAFT
01/10/2023	SO-00001		Knowledge Foundation Pvt Ltd	CLOSED



## SALES ORDER TO SALES INVOICE CREATION

Books
 C
Search in Invoices ( / )
You are currently Upgrade


Educonnect learning ...

---

Home
 Items
 Banking

---

Sales
 Invoices

---

Customers
Quotes
Sales Orders

---

Delivery Challans
Invoices

---

Payments Received
Recurring Invoices

---

Credit Notes
Purchases

---

Time Tracking
e-Way Bills

---

GST Filing
Accountant

---

Reports
Documents

---

More Features

---

## INV-000001

Attachments Comments & History

Edit Send Share Reminders PDF/Print Record Payment

Credit Available: **₹23,60,000.00** [Apply Now](#)

**Record payment for the invoice**  
 If you've received a partial or full payment from your customer towards this invoice, you can record it.

**Record Payment**

Get paid faster by setting up online payment gateways. [Set Up Now](#)

Associated sales orders: 1

Duplicate

**Educonnect learning center**  
Tamil Nadu  
India  
GSTIN 33AALA6000L1Z  
99903294  
Ttaccnt@educonnectcollege.edu.in

### TAX INVOICE

#	: INV-000001	Place Of Supply	: Tamil Nadu (33)
Invoice Date	: 01/10/2023		
Terms	: Due on Receipt		
Due Date	: 01/10/2023		
F.O.B	: EX-000001		
Billed To		Ship To	
	Knowledge Foundation Pvt Ltd GSTIN 33AALA6000L1Z		GSTIN 33AALA6000L1Z

#	Item & Description	HSN/SAC	QTY	Rate	% Amt	% Amt	% Amt	Amount
1	Competition exam coaching	999294	200.00	10,000.00	9%	1.80	9%	1.80
					000.0	0	000.0	0
								20,000.00
	<b>Total In Words</b>							20,000.00
	<i>Indian Rupee Twenty Three Lakh Sixty Thousand Only</i>							1,80,000.00
	<b>Thanks for your business.</b>							1,80,000.00
								₹23,60,000.00
								<b>Balance Due ₹23,60,000.00</b>

*Authorized Signature*

Template : 'Spreadsheet\_Template' Change

### Journal

Journal entries will not be available for Invoices in the Overdue state.

Books

Search in Invoices ( / )

You are cur... Upgrade

Educonnect learning ...

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

More Features

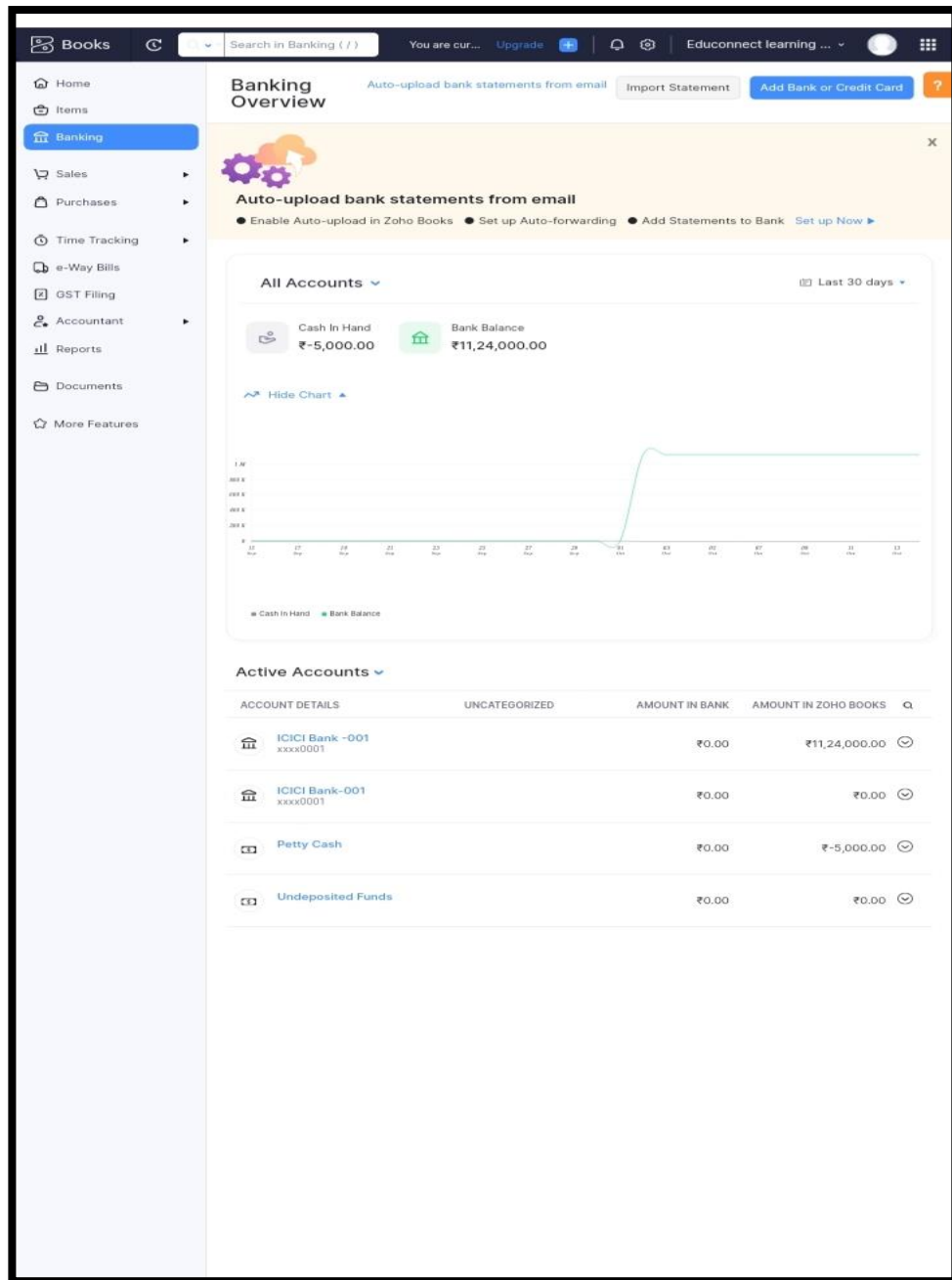
All Invoices

+ New

...

<input type="checkbox"/>	DATE	INVOICE#	ORDER NO...	CUSTOMER...	STATUS	DUE DATE	AMOUNT	BALANCE
<input type="checkbox"/>	01/10/2023	INV-000001	SO-00001	Knowledge Foundation Pvt.Ltd	OVERDUE BY 13 DAYS	01/10/2023	₹23,60,000.00	₹23,60,000.00
<input type="checkbox"/>	02/10/2023	INV-000002		Growmore careers	DRAFT	02/10/2023	₹2,95,000.00	₹2,95,000.00

## STEP 5: ADDING BANK ACCOUNT



STEP 6: CREATION FOR PAYMENT MADE

Books

Search (/)

You are cur... Upgrade

Educonnect learning ...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

e-Way Bills

OST Filing

Accountant

Reports

Documents

More Features

1

Attachments Payment History

Edit Email PDF/Print

Educonnect learning center

Tamil Nadu

India

GSTIN 33AAAAA0000A15Z

9585650594

21ucc067@msapioneercollege.edu.in

PAYMENTS MADE

Payment# 1

Payment Date 02/10/2023

Reference Number

Paid To Mega Stationery Mart

Place Of Supply Tamil Nadu (33)

Payment Mode Bank Transfer

Paid Through ICICI Bank -001

Amount Paid In Words Indian Rupee One Lakh Eighteen Thousand Only

Amount Paid ₹1,18,000.00

Paid To

Mega Stationery Mart

GSTIN 33AAAAA0000A15Z

Over payment: ₹1,18,000.00

Journal

Journal entries will not be available for Receipts in the false state.

Books

Search (/)

You are cur... Upgrade

Educonnect learning ...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

e-Way Bills

OST Filing

Accountant

Reports

Documents

More Features

All Payments

DATE	PAYMENT #	REFERENC...	VENDOR N...	BILL#	MODE	AMOUNT	UNUSED A...
02/10/2023	1		Mega Stationery Mart		Bank Transfer	₹1,18,000.00	₹1,18,000.00

# STEP 7: JOURNAL ENTRIES

Books

Search (/)

You are cur... Upgrade

Educonnect learning ...

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Chart of Accounts

Transaction Locking

Reports

Documents

More Features

1

Attachments

Comments & History

Edit

PDF/Print

Make Recurring

Published

JOURNAL

#1

Date: 02/10/2023

Amount: ₹10,00,000.00

Reference Number:

Notes

Salary Payable For the Month of October 2023.

Account	Contact	Debits	Credits
Salaries and Employee Wages		10,00,000.00	
Being Salary Payable For the Month of October 2023			
Salary Payable			10,00,000.00
Being Salary Payable For the Month of October 2023			
Sub Total		10,00,000.00	10,00,000.00
Total		₹10,00,000.00	₹10,00,000.00

Books

Search (/)

You are cur... Upgrade

Educonnect learning ...

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Chart of Accounts

Transaction Locking

Reports

Documents

More Features

Manual Journals

+ New Journal

Find Accountants

VIEW BY: Status: All Journals

Period: All

DATE	JOURNAL#	REFERENCE	STATUS	NOTES	AMOUNT	CREATED BY
02/10/2023	1		PUBLISHED		₹10,00,000.00	21ucc087
02/10/2023	2		PUBLISHED		₹10,00,000.00	21ucc087

# STEP 8: EXPENSES AND BILL ENTRY

Books

Search in Expenses ( / )

You are cur... Upgrade

Educonnect learning ...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

More Features

All Expenses

DATE

EXPENSE A...

REFERENC...

VENDOR N...

PAID THRO...

CUSTOMER...

STATUS

AMOUNT

02/10/2023

Other Expenses

Petty Cash

NON-BILLABLE

₹5,000.00

02/10/2023

Rent Expense

001

ICICI Bank -001

NON-BILLABLE

₹1,18,000.00

Books

Search in Bills ( / )

You are cur... Upgrade

Educonnect learning ...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

More Features

All Bills

DATE

BILL#

REFERENC...

VENDOR N...

STATUS

DUE DATE

AMOUNT

BALANCE...

01/10/2023

02

Mega Stationery Mart

OVERDUE BY 13 DAYS

01/10/2023

₹11,800.00

₹11,800.00

01/10/2023

01

PO-00001

Mega Stationery Mart

OVERDUE BY 13 DAYS

01/10/2023

₹1,18,000.00

₹1,18,000.00

## STEP 9: BALANCE SHEET / PROFIT AND LOSS

Educonnect learning center  
Balance Sheet  
Basis: Accrual  
As of 13/10/2023

+ Add Temporary Note

Collapse all Expand All

ACCOUNT	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash</b>	
Petty Cash	-5,000.00
<b>Total for Cash</b>	-5,000.00
<b>Bank</b>	
ICICI Bank -001	11,24,000.00
<b>Total for Bank</b>	11,24,000.00
<b>Accounts Receivable</b>	23,60,000.00
<b>Other current assets</b>	
Prepaid Expenses	1,18,000.00
Input Tax Credits	0.00
Input CGST	18,900.00
Input SGST	18,900.00
<b>Total for Input Tax Credits</b>	37,800.00
<b>Total for Other current assets</b>	1,55,800.00
<b>Total for Current Assets</b>	36,34,800.00
<b>Total for Assets</b>	36,34,800.00
<b>Liabilities &amp; Equities</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	1,29,800.00
Unearned Revenue	23,60,000.00
GST Payable	0.00
Output CGST	1,80,000.00
Output SGST	1,80,000.00
<b>Total for GST Payable</b>	3,60,000.00
<b>Total for Current Liabilities</b>	28,49,800.00
<b>Total for Liabilities</b>	28,49,800.00
<b>Equities</b>	
Current Year Earnings	7,85,000.00
<b>Total for Equities</b>	7,85,000.00
<b>Total for Liabilities &amp; Equities</b>	36,34,800.00

\*\*Amount is displayed in your base currency INR

Educonnect learning center  
Profit and Loss  
Basis: Accrual  
From 01/10/2023 To 31/10/2023

+ Add Temporary Note

ACCOUNT	TOTAL
<b>Operating Income</b>	
Sales	20,00,000.00
<b>Total for Operating Income</b>	20,00,000.00
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	1,10,000.00
<b>Total for Cost of Goods Sold</b>	1,10,000.00
<b>Gross Profit</b>	18,90,000.00
<b>Operating Expense</b>	
Other Expenses	5,000.00
Rent Expense	1,00,000.00
Salaries and Employee Wages	10,00,000.00
<b>Total for Operating Expense</b>	11,05,000.00
<b>Operating Profit</b>	7,85,000.00
<b>Non Operating Income</b>	
<b>Total for Non Operating Income</b>	0.00
<b>Non Operating Expense</b>	
<b>Total for Non Operating Expense</b>	0.00
<b>Net Profit/Loss</b>	7,85,000.00

\*\*Amount is displayed in your base currency INR

## STEP 10: GSTR 3B SUMMARY

Search in Customers ( )

You are cur...
Upgrade

Educonnect learning ...

Export As

### GSTR-3B Summary

From 01/10/2023 To 31/10/2023

#### 3.1 Details of Outward Supplies and inward supplies liable to reverse charge

Nature of Supply	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	₹20,00,000.00	₹0.00	₹1,80,000.00	₹1,80,000.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹0.00	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, exempted)	₹0.00				
(d) Inward supplies (liable to reverse charge)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(e) Non-GST outward supplies	₹0.00				
<b>Total value</b>	<b>₹20,00,000.00</b>	<b>₹0.00</b>	<b>₹1,80,000.00</b>	<b>₹1,80,000.00</b>	<b>₹0.00</b>

#### 3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6
(i) Taxable supplies on which electronic commerce operator pays tax under Sub-section (5) of Section 9 [To be furnished by the electronic commerce operator]	0	0	0	0	0
(ii) Taxable supplies made by the registered person through electronic commerce operator, on which electronic commerce operator is required to pay tax under Sub-section (5) of Section 9 [To be furnished by the registered person making supplies through electronic commerce operator]	₹0.00				

#### 3.2 Of the supplies shown in 3.1 (a) above, details of Inter-State supplies made to unregistered persons, composition taxable persons and UIN holders

Place Of Supply	Taxable Value	Integrated Tax
1	2	3
Supplies made to Unregistered Persons		
Supplies made to Composition Taxable Persons		
Supplies made to UIN holders		

We are not tracking supplies made to UIN holders

#### 4. Eligible ITC

Details	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5
(A) ITC Available (whether in full or part)				
(1) Import of Goods	₹0.00			₹0.00
(2) Import of Services	₹0.00			₹0.00
(3) Inward supplies liable to reverse charge ( other than 1 & 2 above)	₹0.00	₹0.00	₹0.00	₹0.00
(4) Inward supplies from ISD	--We do not support in Zoho Books--			
(5) All other ITC	₹0.00	₹18,900.00	₹18,900.00	₹0.00

#### 5. Values of exempt, nil-rated and non-GST Inward supplies

Nature of Supply	Inter-State Supplies	Intra-State Supplies
1	2	3
Composition Scheme, Exempted, Nil Rated	₹0.00	₹0.00
Non-GST supply	₹0.00	₹0.00