

COURSE NAME : FINANCE & ACCOUNTING WITH ZOHO BOOKS
PROJECT TITLE : PREPARATION AND MAINTANENCE OF ZOHO
BOOKS FOR URBANAURA INTERIORS
PROJECT SUBMITTED TO : SMART INTERNZ
YEAR : OCTOBER 2023
DEPARTMENT : B.Com
SEMESTER : 5
GROUP NUMBER : 001
MEMBERS OF THE GROUP : 1. ABINAYA. R
2. ANDO RIYA. A
3. BHAVANI. M
4. CHITHRA DEVI. R
GUIDED BY : Dr. C. AZHAKARRAJA, M.Com., M.Phil., Ph.D.,
SET.,
SPOC NAME : Dr. R. RAMESHKUMAR, MA, M.Phil. B.Ed, Phd

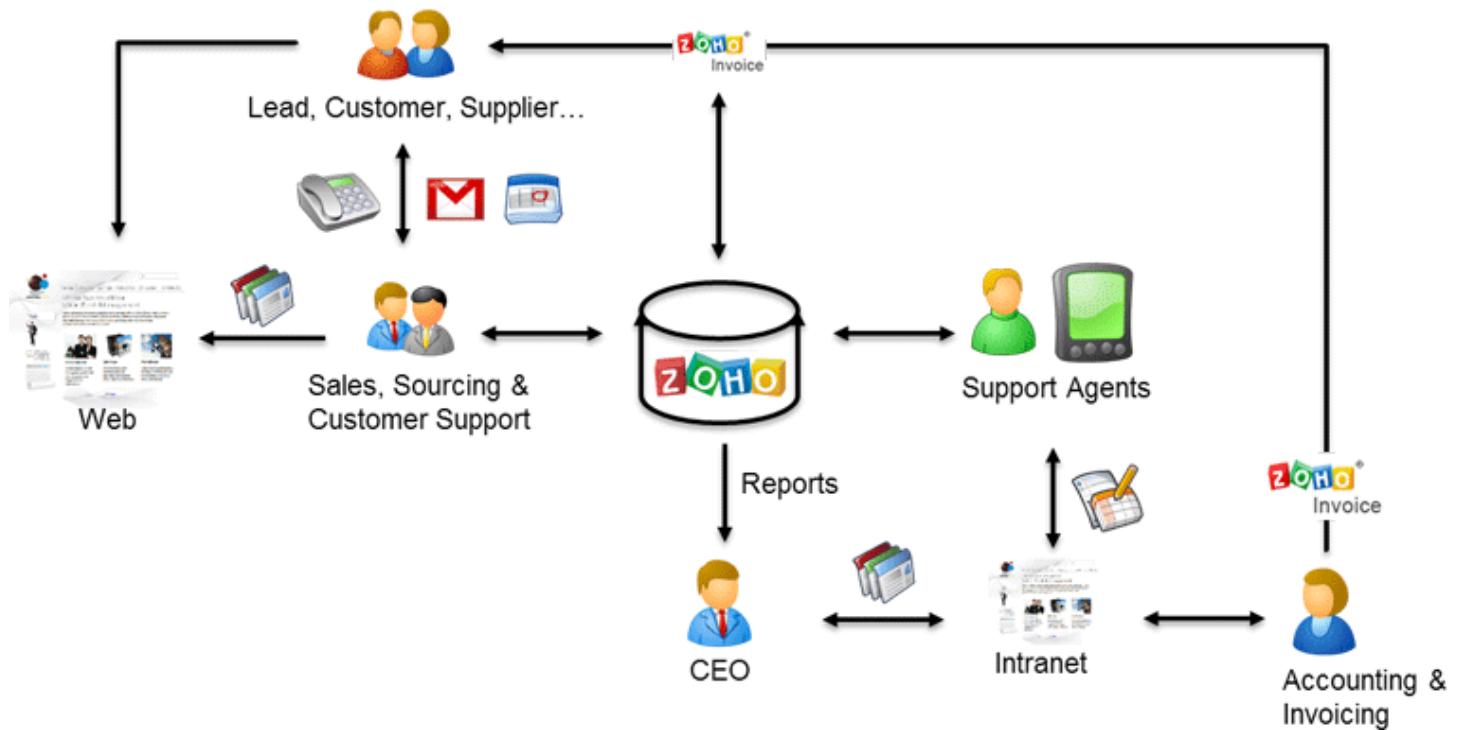
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Preparation and Maintenance of
Zoho Books of accounts for
UrbanAura Interiors
(Interior Designing - Industry)

Preparation and Maintenance of ZOHO Books for UrbanAura Interiors

UrbanAura Interiors , a Interior Designing company uses Zoho books to effectively manage their financial processes, maintain accurate records, and make informed financial decisions. This integration enhances their overall business efficiency and contributes to their success in the interior design industry.



Project Flow:

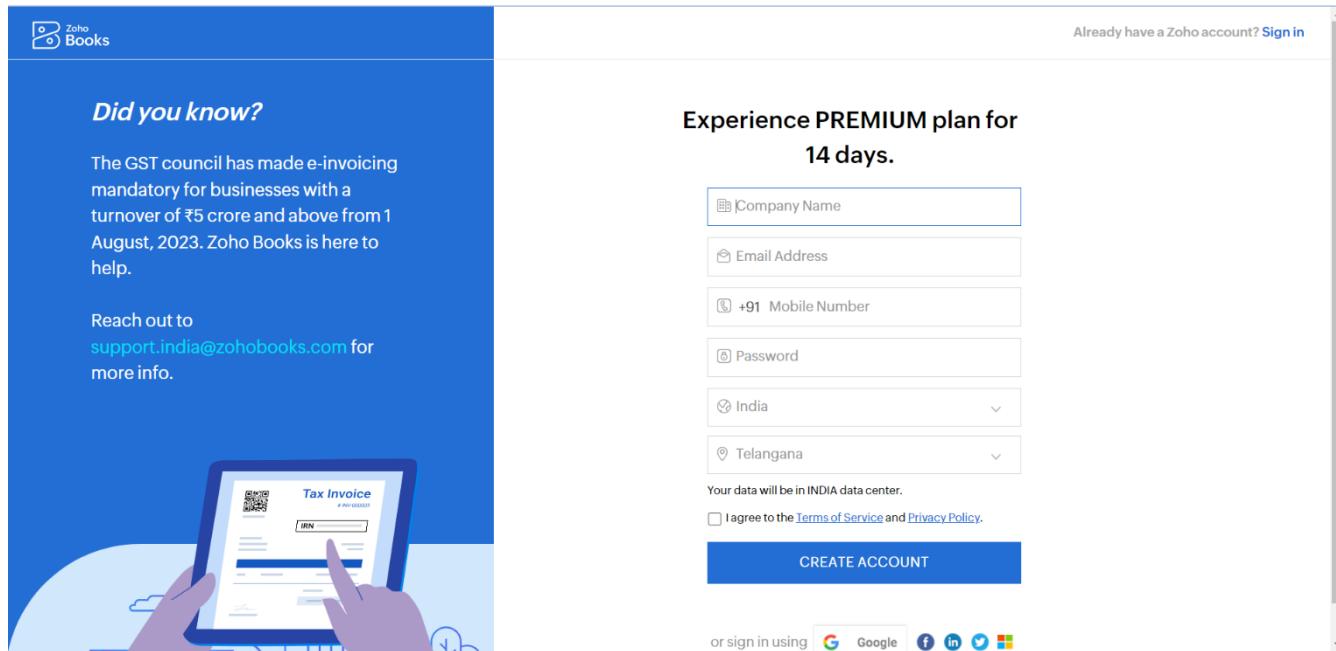
To accomplish this, we have to complete all the activities listed below,

- Set up your account
 - Sign up for a Zoho Books account and log in
 - Introduction
 - Lets Get Started
- Services
 - Creation
 - Review
- Vendors
 - Vendor Creation
 - Review Vendors list and details
- Purchases
 - Purchase order Creation (PO)
 - PO to Bill Conversion
 - Purchase Bills Creation
 - Payment Marking to Purchase Bills
- Customers
 - Customer Creation
 - Review Customers list and details
- Sales
 - Sales Order Creation (SO)
 - SO to Invoice Conversion
 - Sale Invoice Creation
 - Receipt marking to Sale Invoice
- Banking
 - Adding Bank Account
- New Accounts & Ledgers
 - Creation of New Accounts & Ledgers
- Journal Entries
 - Recording Journal Entries
- Expenses
 - Recording Expense Bills
- Bank Transactions
 - Recording Bank Transactions
- Financial Reports
 - Balance Sheet
 - Profit and Loss
 - GSTR-3B
 - TDS Reports
 - Journal Reports
 - Accounts Receivables
 - Accounts Payables

Milestone 1: Set up your account

Activity 1: Sign up for a Zoho Books account and Login

Click on the link to create your Zoho Books account <https://www.zoho.com/in/books/signup/>



To sign up for Zoho Books:

- Click on the above link, it will navigate to Zoho books portal as shown in the above picture.
- Enter your organisation details.
- Click Create Account.
- After signing up for Zoho Books, you'll receive an email through which you can verify your account.
- Go to your registered email address and click the link received in your email for verification.
- Enter your organisation details in the page you are redirected and click Get Started.
- Eg GSTN:33AAAAA0000A15Z

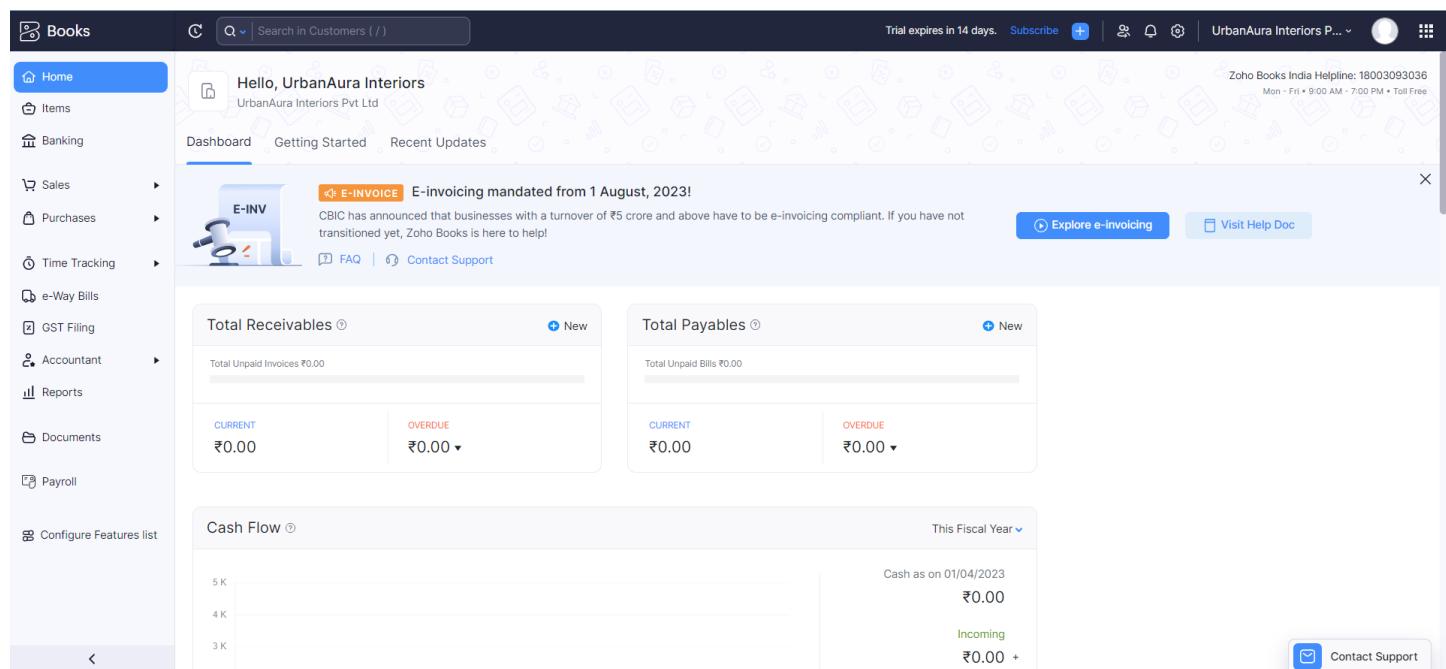
This screenshot shows the 'Set up your organization profile and start accounting with Zoho Books' page. It features fields for 'Organization Name*' (Zylker), 'Business Location*' (India, Maharashtra), 'State/Union Territory*' (Maharashtra), 'Add Organization Address', 'Regional Settings' (Time Zone: (GMT 5:30) India Standard Time (Asia/Calcutta)), 'Currency' (INR - Indian Rupee), 'Language' (English), and a checked checkbox for 'My business is registered for GST.' There's also a note about changing preferences later and a prominent 'Get started' button.

Activity 2: Introduction

Before we get into the specifics, see where you'll find what.

Introduction:

1. The **Navigation Panel** on the left-hand side lists all the modules of Zoho Books.
2. Get into the **Sales tab** and the **Purchases tab** to manage Quotes, Invoices, Expenses, Bills, and more.
3. The Quick Create button  by the respective modules is the shortcut to create new transactions.
4. The Quick Create option can be used to create a transaction on the fly from anywhere in Zoho Books.
5. Clicking on the Recent Activities option will display of list of most recent transactions you have carried out in your organization.
6. Use the Search bar to quickly find a specific transaction, contact, item or more.
7. The Notifications Section will notify you of any customer activity on the customer portal as well as announcements from the Zoho Books team.
8. Click on the Settings icon to manage your Organization Profile, Users, Subscriptions and more.



The screenshot shows the Zoho Books dashboard for 'UrbanAura Interiors Pvt Ltd'. The navigation panel on the left includes links for Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main dashboard features a greeting 'Hello, UrbanAura Interiors' and a banner about E-invoicing. It displays financial summaries: Total Receivables (₹0.00), Total Payables (₹0.00), and Cash Flow (₹0.00). The interface is clean with a light blue and white color scheme.

Activity 3: Lets get started

Lets Assume UrbanAura Interiors is offering below services:

1. Residential Interior Design - Selling Price Rs. 10,000/- per sft.
2. Commercial Interior Design – Selling Price is Rs.20,000/- per sft

It requires below Purchases for the supply of above services:

1. Furniture & Fixture Items (Cost price is Rs.1000/- per unit)
2. Decorative Accessories (CP is Rs.500/- per unit)
3. Construction and Renovation Materials (CP is Rs.1000/- per unit)

Output GST @ 18% is applicable for all the above services & items.

Milestone 2: Service Creation:

Activity 1: Creation

To Create the above both sale products/Services and purchase items in Books go to “**Items**” from the Navigation Panel and click on “**+ New**” Button and give the respective fields such as

- Item Name
- Units (eg. sft)
- HSN/SAC Code of the Item (Search from the Search option using respective Item name)
- Selling Info / Purchase Info
- Tax Rate for Sale Products

After providing all the required details click on save and add the next item as per the given services list.

The screenshot shows the Zoho Books application interface. On the left, there's a vertical navigation bar with various modules: Home, Items (which is currently selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main content area is titled "All Items" and contains a table with columns: NAME, DESCRIPTION, RATE, HSN/SAC, and USAGE UNIT. A note in the table area says "Goods and Services, if they have a price tag, put them here." At the bottom of the screen, there's a promotional banner for "Zoho Inventory" which describes it as "Advanced inventory management software that works seamlessly with Zoho Books." It highlights features like tracking items based on serial numbers and batches, selling items across sales channels, and transferring items across warehouses. There are "Learn More" and "Close" buttons on the banner.

New Item

Type <input type="radio"/> Goods <input checked="" type="radio"/> Service	Name* Residential Interior Design
Unit <input type="radio"/> ft	SAC 998391 <input type="button" value="Q"/>
Tax Preference* Taxable	
<input checked="" type="checkbox"/> Sales Information <input type="checkbox"/> Purchase Information	
Selling Price* INR 10000	Cost Price INR <input type="text"/>
Account* Sales	Account Cost of Goods Sold
Description	Description
Default Tax Rates Intra State Tax Rate GST18 [18%] <input type="text"/> Inter State Tax Rate IGST18 [18%] <input type="text"/>	
Preferred Vendor <input type="text"/>	
<small>NOTE: You have changed the tax rate manually. Any changes you make in your organisation's Default Tax Preferences will not be applied to this item.</small>	
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	

Activity 2: Review of Items after Addition

Active Items

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	PURCHASE RATE
<input type="checkbox"/>	Construction and Renovation Materials		₹0.00			₹1,000.00
<input type="checkbox"/>	Decorative Accessories		0			₹500.00
<input type="checkbox"/>	Furniture & Fixture Items		0			₹1,000.00
<input type="checkbox"/>	Commercial Interior Design		₹20,000.00	998391		0
<input type="checkbox"/>	Residential Interior Design		₹10,000.00	998391	ft	0

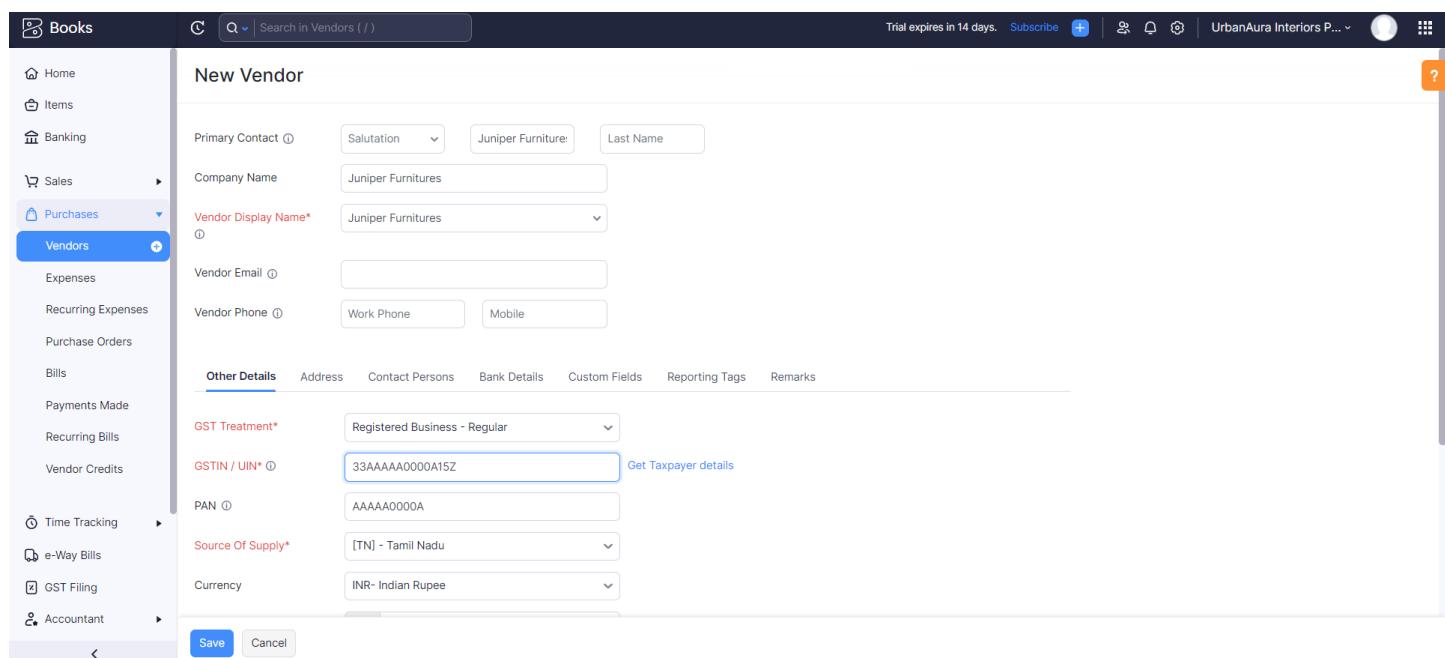
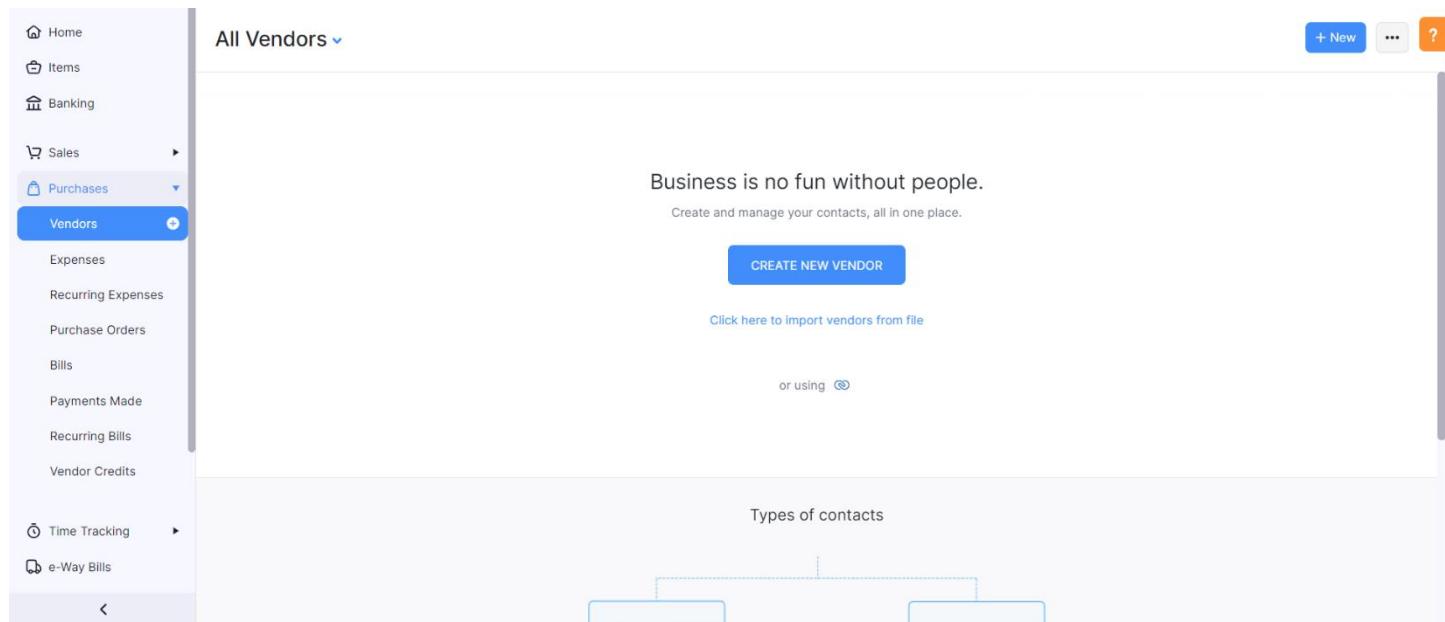
Milestone 3: Vendors

Activity 1: Vendors Creation

The following are the list of vendors from which various Products and Services are purchased:

1. Juniper Furnitures (GST registered)
2. Raj Kamal Decoratives (GST registered)
3. ConstructEdge Solutions (Non Registered)

Now to create Vendors in books from Navigation Panel go to Purchases>Vendors>Create New Vendors and add the respective fields:



Activity 2: Review of Vendors List

After Creating the Vendors check and review all the details:

The screenshot shows the vendor detail page for 'Juniper Furnitures'. The left sidebar is titled 'Books' and includes links for Home, Items, Banking, Sales, Purchases, Vendors (selected), Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, and Accountant.

The main content area displays the vendor's details under the 'Overview' tab. The vendor's name is 'Juniper Furnitures' with a value of ₹0.00. Below the name, there are sections for 'ADDRESS', 'OTHER DETAILS', and 'Payables'. The 'Payables' section shows currency as INR, outstanding payables as ₹0.00, and unused credits as ₹0.00. A chart titled 'Expenses' is also present.

On the right side, there is a section titled 'What's Next for Your Vendor?' with a button for 'New Purchase Order' and another for 'New Bill'.

The screenshot shows the 'Active Vendors' list page. The left sidebar is identical to the previous screenshot. The main content area displays a table of active vendors with columns for NAME, COMPANY NAME, EMAIL, PHONE, SOURCE OF SUPPLY, PAYABLES (BCY), UNUSED CREDITS (BCY), and GST TREATMENT. The table lists three vendors: 'ConstructEdge Solutions', 'Raj Kamal Decoratives', and 'Juniper Furnitures', all located in Tamil Nadu with a value of ₹0.00 and GST treatment as 'Unregistered Business'.

Milestone 4: Purchases

Activity 1: Purchase Order Creation

Next UrbanAura Interiors has raised below purchase orders from the vendors:

1. 05-04-2023 Juniper Furnitures- Furnitures and Fixture Items- Qty 200 @ Rs.1000/- each

For Creation of purchase orders from Navigation Panel go to Purchases>Purchase Order> Create New>Provide the respective details as shown below>Click on Save Draft

The screenshot shows the 'New Purchase Order' creation screen. The vendor name is set to 'Juniper Furnitures'. Billing and shipping addresses are both set to 'Add new address'. GST Treatment is 'Registered Business - Regular' with GSTIN: 33AAAAA0000A152. The source of supply is '[TN] - Tamil Nadu' and the destination is also '[TN] - Tamil Nadu'. The delivery type is 'Organization' (UrbanAura). The purchase order number is PO-00001. Buttons at the bottom include 'Save as Draft', 'Save and Send', and 'Cancel'.

The screenshot shows the 'ITEM DETAILS' section of the purchase order. It lists a single item: 'Furniture & Fixture Items' with a quantity of 200, rate of 1000, and amount of 2,00,000.00. The account is 'Cost of Goods Sold'. Taxes applied are CGST18 [9%] and SGST18 [9%], both totaling 18,000.00. The total tax amount is 36000.00. Buttons at the bottom include 'Save as Draft', 'Save and Send', and 'Cancel'.

Activity 2: Purchase Order to Purchase Bills Conversion

After Creating the Purchase orders, Mark as issued and the click “Convert to Bill” to convert the same as bill entry by entering the same PO date as Bill date>Save it Open

The screenshot shows the Zoho Books interface. On the left sidebar, under 'Purchases', 'Purchase Orders' is selected. In the main area, a purchase order for 'Juniper Furnitures' with number 'PO-00001' and value '₹2,36,000.00' is listed. The status is 'DRAFT'. There is a 'Send the Purchase Order' button and a 'Mark as Issued' button. A modal window displays the purchase order details, including the vendor information: 'UrbanAura Interiors Pvt Ltd, Tamil Nadu, India, GSTIN 33AAAAA0000A15Z, sairampulugam199@gmail.com'. The document is labeled 'PURCHASE ORDER' with '# PO-00001'.

The screenshot shows the Zoho Books interface. On the left sidebar, 'Bills' is selected. In the main area, a purchase bill for 'Juniper Furnitures' with number '01' and value '₹2,36,000.00' is listed. The status is 'OPEN'. There is a 'Record Payment' button. A modal window displays the purchase bill details, including the vendor information: 'UrbanAura Interiors Pvt Ltd, Tamil Nadu, India, GSTIN 33AAAAA0000A15Z, sairampulugam199@gmail.com'. The document is labeled 'BILL' with 'Bill# 01'.

Payment Towards Purchase order was made on 25th April 2023 in bank. The payment will be recorded as per the Bank Statement.

Activity 3: Direct Vendor Purchases Bills Creation:

Next UrbanAura Interiors purchased directly from the below Suppliers:

1. 05-04-2023 Raj Kamal Decoratives- Decorative Accessories – Qty 200
2. 05-04-2023 ConstructEdge Solutions- Construction and Renovation Materials - Qty 200

To create direct purchase invoices for the above transaction from navigation panle go to :
Purchases>Bills>Create New>Enter the details>Click on Save Open

The screenshot shows the 'New Bill' creation screen in Zoho Books. The left sidebar is filled with various accounting and financial management options. The main form is for creating a bill for a vendor named 'Raj Kamal Decoratives'. It includes fields for GST treatment, GSTIN, source and destination of supply, bill number, order number, bill date, due date, payment terms, and a reverse charge checkbox. Below this is a detailed table for item details, showing one item: 'Decorative Accessories' at a rate of 500 per unit, quantity 200, with a total amount of 1,00,000.00. The table includes columns for item details, account, quantity, rate, tax, customer details, and amount. At the bottom, there are buttons for saving the draft or opening it, and a note about the standard template.

Aslo we can attach the Scanned Copy of the Bill below for any future reference and documentation.

Payments for both the above purchases was made on 25th April 2023 in Bank.

Activity 4: Reconciliation of Open & Outstanding Bills

For Open & Outstending Bills payments need to be marked as and when amounts paid through the bank account.

The screenshot shows the Zoho Books interface. On the left, there's a sidebar with navigation links like Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills (selected), Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, and Accountant. The main area is titled 'All Bills' and lists three bills:

DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUUE DATE	AMOUNT	BALANCE DUE
05/04/2023	03		ConstructEdge Solutions	OPEN	05/08/2023	₹2,00,000.00	₹2,00,000.00
05/04/2023	02		Raj Kamal Decoratives	OPEN	05/08/2023	₹1,18,000.00	₹1,18,000.00
05/04/2023	01	PO-00001	Juniper Furnitures	OPEN	05/08/2023	₹2,36,000.00	₹2,36,000.00

Milestone 5: Customers

Activity 1: Customers Creation:

The below are the list of customers:

1. TechWise Constructions Pvt Ltd (GST Registered).
2. Dream Homes (Non-GST Registered).

- Firstly, to create Customers Accounts: Go to SALES>CUSTOMERS>CREATE NEW CUSTOMER
- In Customer Type for GST registered customer select Business and for unregistered person select Individual and give the required fields and click on Save.

New Customer

Customer Type: Business

Primary Contact: Salutation: TechWise Constr, Last Name: TechWise Constructions Pvt Ltd

Company Name: TechWise Constructions Pvt Ltd

Customer Display Name: TechWise Constructions Pvt Ltd

Customer Email:

Customer Phone: Work Phone, Mobile

Other Details

GST Treatment: Registered Business - Regular

GSTIN / UIN: 33AAAAA0000A15Z

Business Legal Name:

Business Trade Name:

PAN: AAAAAA0000A

Place Of Supply: [TN] - Tamil Nadu

Tax Preference: Taxable

Currency: INR- Indian Rupee

Opening Balance: INR

Payment Terms: Due on Receipt

Enable Portal?: Allow portal access for this customer

Portal Language: English

Save Cancel

Activity 2: Review the Customers List

The screenshot shows the Zoho Books interface for managing customers. On the left, a sidebar menu is open under the 'Sales' category, specifically the 'Customers' section. The main content area displays the details for a customer named 'Dream Homes'. The 'Overview' tab is selected, showing basic information like company name, address, and other details. To the right, there's a section titled 'What's Next for Your Customer?' with options to create a quote or invoice. Below this, there's a chart titled 'Income' showing revenue over time.

CURRENCY	OUTSTANDING RECEIVABLES	UNUSED CREDITS
INR- Indian Rupee	₹0.00	₹0.00

The screenshot shows the Zoho Books interface displaying a list of active customers. The 'Active Customers' view is shown, listing two entries: 'Dream Homes' and 'TechWise Constructions Pvt Ltd'. Each entry includes the company name, place of supply, receivables, unused credits, and GST treatment. A message at the top indicates that a custom view has been created.

NAME	COMPANY NAME	EMAIL	PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)	GST TREATMENT
Dream Homes	Dream Homes			Tamil Nadu	₹0.00	₹0.00	Unregistered Business
TechWise Constructions Pvt Ltd	TechWise Constructions Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular

Milestone 6: Sales

Activity 1: Sales Order Creation

UrbanAura Interiors received below Sales Order from the mentioned Customer:

1. 05/04/2023 TechWise Constructions – Commercial Interior for 250 sft - paid through bank on 15/04/2023

To Create Sales Order from navigation panel go to Sales>Sales Order> Creat New and fill the necessary fields>Save>Mark as Confirmed

The screenshot shows the Zoho Books interface for creating a new sales order. The left sidebar is collapsed, and the main area is titled 'New Sales Order'.

Customer Information:

- Customer Name*: TechWise Constructions Pvt Ltd
- BILLING ADDRESS: Add new address
- SHIPPING ADDRESS: Add new address
- GST Treatment: Registered Business - Regular
- GSTIN: 33AAAAA0000A15Z

Order Details:

- Place Of Supply*: [TN] - Tamil Nadu
- Sales Order#: SO-00001
- Reference#
- Sales Order Date*: 05/04/2023
- Expected Shipment Date

Item Details:

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Commercial Interior Design	250	20000	GST18 [18%]	50,00,000.00
Recent Transactions				
Type or click to select an item.	1.00	0.00	GST18 [18%]	0.00

Subtotal and Taxes:

Sub Total	50,00,000.00	
Discount	0 %	0.00
CGST9 [9%]	4,50,000.00	
SGST9 [9%]	4,50,000.00	
Adjustment	0.00	
Total (₹)	59,00,000.00	

Customer Notes:

Enter any notes to be displayed in your transaction

Buttons:

- Save as Draft
- Save and Send
- Cancel

Footer:

Total Amount: ₹ 59,00,000.00
Total Quantity: 250

Activity 2: Sales Order to Sale Invoice Conversion

After creation of the Sales order mark the order as completed and convert to invoice to convert it automatically in to Invoice:

The screenshot shows the Zoho Books interface for managing sales orders. On the left sidebar, under the Sales Orders section, 'Sales Orders' is selected. In the main content area, a sales order for 'TechWise Constructions Pvt Ltd' is listed with the order number 'SO-00001' and a value of '₹59,00,000.00'. The status is 'CONFIRMED'. Below the list, there's a button labeled 'Fulfill the Sales Order' with the sub-instruction: 'You can create packages, shipments or invoices (in any sequence) to complete this sales order.' To the right of this, there are three buttons: 'Convert' (dropdown), 'Convert to Invoice', and 'Instant Invoice'. The overall status is 'NOT INVOICED'.

This screenshot shows the process of creating an invoice from a sales order. The sales order 'SO-00001' has been converted into an invoice 'INV-000001'. The status is 'DRAFT'. The invoice summary shows 'From sales order: SO-00001' and 'INV-000001'. The detailed view includes sections for 'Bill To' (TechWise Constructions Pvt Ltd) and 'Ship To' (GSTIN 33AAAAA0000A15Z). The 'Order Date' is 05/04/2023. The 'Place Of Supply' is Tamil Nadu (33). The invoice includes a summary table with columns for #, Item & Description, HSN/SAC, Qty, Rate, CGST, SGST, and Amount, and a detailed tax table.

This screenshot shows the final step of sending the invoice. A green message box at the top states 'Invoice status has been changed to Sent.' The invoice status is now 'SENT'. The payment section shows a 'Record payment' button and a note about setting up online payment gateways. The invoice summary and detailed tables are identical to the previous screen, but the status has changed to 'SENT'.

Activity 3: Direct Sale Invoices

The below are the direct sale transactions occurred and payments were received in cash.

1. 10-04-2023 Dream Homes- Residential Interior Designing for 100 sft.

To Create new invoice from navigation panel go to Sales>Invoice>Create New and add the customer details and item details in the respective fields>Click on Save as Draft>Mark Sent.

The screenshot shows the Zoho Books software interface for creating a new invoice. The left sidebar is titled 'Sales' and includes options like Customers, Quotes, Sales Orders, Delivery Challans, Invoices (selected), Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, and GST Filing. The main area is titled 'New Invoice' and contains the following fields:

- Customer Name***: Dream Homes
- BILLING ADDRESS**: Add new address
- SHIPPING ADDRESS**: Add new address
- GST Treatment**: Unregistered Business
- Place Of Supply***: [TN] - Tamil Nadu
- Invoice#***: INV-000002
- Order Number**: (empty)
- Invoice Date***: 05/04/2023
- Terms**: Due on Receipt
- Due Date**: 05/08/2023
- Salesperson**: Select or Add Salesperson

Below the main form is a table titled 'ITEM DETAILS' showing the item details for the invoice:

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Residential Interior Design Add a description to your item	100 ft	10000	GST18 [18%]	10,00,000.00
Type or click to select an item.	1.00	0.00	GST18 [18%]	0.00

At the bottom of the table, there are buttons for 'Add another line' and 'Sub Total' (10,00,000.00). Below the table, there are fields for 'Discount' (0.00), 'CGST9 [9%]' (90,000.00), 'SGST9 [9%]' (90,000.00), 'TDS' (radio button selected), 'TCS' (radio button), 'Select a Tax' (dropdown), 'Adjustment' (button), and 'Total (₹)' (11,80,000.00). The bottom right corner shows 'Total Amount: ₹ 11,80,000.00' and 'Total Quantity: 100'. Action buttons at the bottom include 'Save as Draft', 'Save and Send', and 'Cancel'.

Activity 5: Reconciliation of Open Invoices

For over due invoices receipts need to be mapped as and when amount received in the bank account.

The screenshot shows the Zoho Books software interface. The left sidebar has a 'Sales' section selected, with 'Invoices' highlighted. The main area displays a table titled 'All Invoices' with two rows of data. The columns are: DATE, INVOICE#, ORDER NUMBER, CUSTOMER NAME, STATUS, DUE DATE, AMOUNT, and BALANCE DUE. The first invoice is for Dream Homes (INV-000002) with an amount of ₹11,80,000.00. The second invoice is for TechWise Constructions Pvt Ltd (INV-000001) with an amount of ₹59,00,000.00. A blue 'New' button is at the top right of the table.

Milestone 7: Bank Account

Activity 1: Adding Bank Account

UrbanAura Interiors has opened an account in ICICI Bank with A/c no 001. To add the bank account go to Banking from the navigation panel and select add Bank account Manually and fill the necessary fields and save.

The screenshot shows the 'Add Bank or Credit Card' form in Zoho Books. The left sidebar has a 'Banking' section selected. The form fields include: 'Select Account Type*' (radio buttons for 'Bank' and 'Credit Card', with 'Bank' selected), 'Account Name*' (text input: 'ICICI Bank-001'), 'Account Code' (text input: empty), 'Currency*' (dropdown: 'INR'), 'Account Number' (text input: '000001'), 'Bank Name' (text input: 'ICICI Bank'), 'IFSC' (text input: empty), 'Description' (text input: 'Max. 500 characters'), and a checkbox 'Make this primary'. At the bottom are 'Save' and 'Cancel' buttons.

Milestone 8: Accounts & Ledgers

Activity 1: Creation of New Accounts/Ledgers:

To Create New Account from navigation pannel go to Accountant>Chart of Accounts>+New Account, select the account type and provide the account name and save.

There will be pre created Accounts in the Zoho books we need to create the additional Accounts as per our requirement.

Create the below Ledgers:

1. Salary Payable under Other Current Liabilities

The screenshot shows the Zoho Books interface with the 'Chart of Accounts' selected in the sidebar. A new account is being created with the following details:

- Account Type***: Other Current Liability
- Account Name***: Salary Payable
- Description**: Max. 500 characters
- Liability** (Tooltip): Any short term liability like:
 - Customer Deposits
 - Tax Payable

The right side of the screen shows a list of existing accounts under 'Input Tax Credits' and 'Other Current Asset' categories.

Milestone 9: Journal Entries:

Activity 1: Recording of Journal Entries

The below are the Transactions occurred at the end of month:

- Employee salaries of total Rs.25,00,000/- paid through bank on 30th April 2023.

To add the Journal Entry from navigation panel go to Accountant>Add Manual Journals, provide the necessary fields and after save and publish to post the entry.

New Journal

Date*: 30/04/2023
 Journal#: 1
 Reference#
 Notes*: Being Salary Payable for the Month of Apr-2023
 Journal Type: Cash based journal
 Currency: INR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salaries and Employee Wages	Being Salary Payable for the Month of Apr-2023	Select Contact	2500000	
Salary Payable	Being Salary Payable for the Month of Apr-2023	Select Contact		2500000

Sub Total 25,00,000.00 25,00,000.00
Total (₹) 25,00,000.00 25,00,000.00
Difference 0.00

Save **Cancel**

Journals + New Journal ...

Status: All Journals All

30/04/2023	₹25,00,000.00	PUBLISHED
1		

JOURNAL #1

Date: 30/04/2023
 Amount: ₹25,00,000.00
 Reference Number:
 Notes: Being Salary Payable for the Month of Apr-2023

Account	Contact	Debits	Credits
Salaries and Employee Wages		25,00,000.00	
Being Salary Payable for the Month of Apr-2023			
Salary Payable			25,00,000.00
Being Salary Payable for the Month of Apr-2023			

Sub Total 25,00,000.00 25,00,000.00
Total ₹25,00,000.00 ₹25,00,000.00

Milestone 10: Expense & Bills

Activity 1: Expense & Bills Entry

Below are the expenses incurred:

1. Office Rent Rs.2,00,000/- excluding GST @ 18% Total Invoice Value Rs.2,36,000/- paid in Bank on 30-04-2023
2. Labour Cost Rs.15,00,000/- paid in Bank on 20-04-2023
3. Other Miscellaneous Expenses Rs.5,000/- paid in cash on 30-04-2023.

To create an expense entry from navigation panel go to Purchases>Expenses>Record Expense, add the expense by providing the necessary fields and Save

The screenshot shows the Zoho Books software interface for managing expenses. The left sidebar has a navigation menu with options like Home, Items, Banking, Sales, Purchases (selected), Expenses (selected), Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, and GST Filing. The main area is titled 'Edit Expense'.

Expense Details:

- Date*: 30/04/2023
- Expense Account*: Rent Expense
- Expense Type*: Services
- SAC: (empty)
- Amount*: INR 200000
- Paid Through*: Rent Payable
- Vendor: (empty)
- GST Treatment*: Registered Business - Regular
- Vendor GSTIN*: 33AAAAA0000A15Z
- Source Of Supply*: [TN] - Tamil Nadu
- Destination Of Supply*: [TN] - Tamil Nadu
- Reverse Charge: (checkbox) This transaction is applicable for reverse charge

Tax Details:

- Tax*: GST18 [18%] (Tax Amount = 36000.00 INR)
- Amount Is: Tax Inclusive (radio button selected)
- Invoice#: Rent 01
- Notes: Max. 500 characters
- Customer Name: (empty)
- Reporting Tags: (empty)
- Associate Tags: (empty)

At the bottom, there are buttons for Save (alt+s), Save and New (alt+n), and Cancel.

After Creating all the Expenses:

DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT
30/04/2023	Other Expenses			Petty Cash		NON-BILLABLE	₹5,000.00
20/04/2023	Labor			ICICI Bank 001		NON-BILLABLE	₹5,00,000.00
30/04/2023	Rent Expense	Rent 01		ICICI Bank 001		NON-BILLABLE	₹2,36,000.00

Milestone 11: Bank Entries

Activity 1: Recording of Bank Transactions

The Below are the Bank Transactions occurred during the month:

Date	Paritculars	Debit	Credit	Balance
01-04-2023	Capital Deposit		1,00,000	1,00,000
10-04-2023	Petty Cash Withdrawl	10,000		90,000
15-04-2023	Amount received from TechWise Constructions		59,00,000	59,90,000
20-04-2023	Amount received from Growmore Careers		11,80,000	71,70,000
25-04-2023	Paid to Juniper Furnitures	2,36,000		69,34,000
25-04-2023	Paid to Raj Kamal Decoratives	1,18,000		68,16,000
25-04-2023	Paid to ConstructEdge Solutions	2,00,000		66,16,000
30-04-2023	Rent Paid	2,36,000		63,80,000
30-04-2023	Labour Cost paid	15,00,000		48,80,000
30-04-2023	Salary Paid	25,00,000		23,80,000

To Add the bank transaction go to Banking>Add Transaction and select the appropriate type to record the transactions:

Particulars	Transaction Type
Capital Deposit	Money In- Owner's Contribution
Cash Withdrawl for petty cash	Money Out- Transfer to Another Account
Paid to Supplier/Vendor	Money Out- Vendor Payment
Amount received from customer	Money In – Customer payment

ICICI Bank-001

Amount in Zoho Books ₹0.00

No transactions, yet! Import your bank statements and view them here.

To import your bank statements to Zoho Books:

- Log in to your bank's online banking portal.
- Download your bank statement for the period you require.
- Attach the downloaded file and import them.

Import Statement

Supported File Formats: CSV • TSV • OFX • QIF • PDF

Prefer adding just the opening balances?

In the Opening Balances section, select the Banking module and enter the corresponding debit and credit amounts for the banks you've added. [Enter Balances Now ▶](#)

For Vendor payment and Customer payment select the appropriate Vendor or customer and mark the payment against the open Bills and Invoices to close and mark completed.

For Customer Payment:

ICICI Bank 001

Amount in Zoho Books ₹-17,36,000.00

Dashboard Account Summary 0 Uncategorized Transactions From Bank Statements All Transactions In Zoho Books

DATE REFERENCE# TYPE STATUS DEPOSITS

30/04/2023	Rent 01	Rent Expense	Manually Added
20/04/2023		Labor	Manually Added

Add Transaction

Customer Payment

Customer* TechWise Constructions Pvt Ltd

Amount Received* INR 5900000

Bank Charges (if any)

Date* 15/04/2023

Payment #* 1

Reference#

Received Via Bank Transfer

Description Max. 500 characters

Retained Tax?

Clear Applied Amount

Invoice Details INV-000001
Due ₹59,00,000.00
05/04/2023

Payment(INR) 5900000.00
Pay in Full

For Vendor Payment:

The screenshot shows the Zoho Books interface for managing bank statements. On the left, there's a sidebar with various icons and a main dashboard area showing 'ICICI Bank 001' with a balance of ₹41,64,00,000.00. A modal window titled 'Vendor Payment' is open on the right, containing fields for 'Vendor' (Juniper Furnitures), 'Payment #' (1), 'Amount*' (INR 236000), 'Date*' (25/04/2023), and 'Description' (Max. 500 characters). Below this, 'Bill Details' show a PO# (01), due amount (₹2,36,000.00), and due date (05/04/2023). A dropdown menu on the left lists transaction types, with 'Vendor Payment' selected.

For Salary Payment pass the journal entry:

The screenshot shows the 'Books' section of Zoho Books. The left sidebar includes 'Banking', 'Sales', 'Purchases', 'Time Tracking', 'e-Way Bills', 'GST Filing', and 'Accountant'. Under 'Accountant', 'Manual Journals' is selected. A 'New Journal' form is open, requiring fields like 'Date*' (30/04/2023), 'Journal#*' (2), 'Reference#', 'Notes*' (Being Salary Paid for April -2023), 'Journal Type' (Cash based journal), and 'Currency' (INR- Indian Rupee). The main table lists two entries: 'Salary Payable' debited to 2500000 and 'ICICI Bank 001' credited to 2500000. At the bottom, buttons for 'Save and Publish', 'Save as Draft', and 'Cancel' are visible, along with a 'Make Recurring' link.

Milestone 12: Financial Reports:

To Generate the Financials Reports like Profit and Loss statement, Balance sheet & Cash Flow Statement

From the navigation panel Go to Report and select the required report, then select the desired period in the date field and generate the report

The screenshot shows the Zoho Books software interface. On the left, there's a sidebar with various menu items: Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports (which is selected and highlighted in blue), Documents, and Payroll. The main area is titled "Reports" and contains a search bar "Search reports". Below the search bar, there are two tabs: "General Reports" (which is selected) and "Custom Reports". Under "General Reports", there are several sections: "Business Overview" (with sub-options like Profit and Loss, Profit and Loss (Schedule III), Horizontal Profit and Loss, Cash Flow Statement, Balance Sheet, and Horizontal Balance Sheet); "Sales" (with sub-options like Sales by Customer, Sales by Item, and Sales by Sales Person); "Receivables" (with sub-options like Customer Balances, AR Aging Summary, AR Aging Details, Invoice Details, Sales Order Details, Delivery Challan Details, Quote Details, Customer Balance Summary, Receivable Summary, and Receivable Details); "Payments Received"; "Recurring Invoices"; and "Payables". At the bottom of the page, there's a URL: https://books.zoho.in/app/60022364461#/reports/profitandloss/cash_based=&compare_entities=&compare_with=&corporation_tax_return_id=&custom_report_id=&filter_by=&from_date=&is_recent_period_first=&previous_periods=&select_columns=&show_rows=&to_date=

Activity 1: Profit and Loss Account

The screenshot shows a detailed Profit and Loss report for UrbanAura Interiors Pvt Ltd. The report is titled "Profit and Loss" and specifies "Basis: Accrual" and the period "From 01/04/2023 To 30/04/2023". The report includes a "Temporary Note" section with a "+ Add Temporary Note" button. The main table displays the financial data:

ACCOUNT	TOTAL
Operating Income	
Sales	60,00,000.00
Total for Operating Income	60,00,000.00
Cost of Goods Sold	
Cost of Goods Sold	3,00,000.00
Labor	15,00,000.00
Total for Cost of Goods Sold	18,00,000.00
Gross Profit	42,00,000.00
Operating Expense	
Other Expenses	5,000.00
Rent Expense	2,00,000.00
Salaries and Employee Wages	25,00,000.00
Total for Operating Expense	27,05,000.00
Operating Profit	14,95,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	14,95,000.00

Activity 2: Balance Sheet

To Extract the reports from zoho books, Click on Export option and select the required format (PDF or Excel) and then click export to generate and download the reports

The screenshot shows a Zoho Books interface with a navigation sidebar on the left. The main content area displays a 'Balance Sheet' report for 'UrbanAura Interiors Pvt Ltd'. The report is dated 'As of 30/04/2023' and is based on 'Accrual' basis. It includes sections for 'Assets' (Current Assets: Cash and Petty Cash; Bank: ICICI Bank 001) and a summary section. Buttons for 'Collapse all' and 'Expand All' are visible at the top of the report table.

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
ICICI Bank 001	23,80,000.00
Total for Bank	23,80,000.00

Activity 3: GST Reports

To generate monthly GST Reports go to Reports>Search “GSTR-3B Summary”

The screenshot shows a Zoho Books interface with a navigation sidebar on the left. The main content area displays a 'GSTR-3B Summary' report. The report covers the period from '01/04/2023' to '30/04/2023'. It includes a table for '3.1 Details of Outward Supplies and inward supplies liable to reverse charge' and another for '3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act'. Both tables have columns for Nature of Supply/Description, Taxable Value, Integrated Tax, Central Tax, State/UT Tax, and CESS Tax.

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)	₹60,00,000.00	₹0.00	₹5,40,000.00	₹5,40,000.00	₹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				
Total value	₹60,00,000.00	₹0.00	₹5,40,000.00	₹5,40,000.00	₹0.00

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6

Click on the Respective sales value to get the detail invoices list included in the summary:

The screenshot shows a software interface for a tax return. At the top, there's a search bar and a message about a trial period. The main title is "UrbanAura Interiors Pvt Ltd Tax Return" with a date range from "From 01/04/2023 To 30/04/2023". Below the title is a table with columns: DATE, ENTRY NUMBER, TRANSACTION TYPE, AMOUNT, IGST AMOUNT, CGST AMOUNT, SGST AMOUNT, and CESS AMOUNT. Two rows of data are shown:

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	IGST AMOUNT	CGST AMOUNT	SGST AMOUNT	CESS AMOUNT
05/04/2023	INV-000001	Invoice	₹50,00,000.00	₹0.00	₹4,50,000.00	₹4,50,000.00	₹0.00
05/04/2023	INV-000002	Invoice	₹10,00,000.00	₹0.00	₹90,000.00	₹90,000.00	₹0.00

Activity 4: Journal Report

For Reconciliation of all recorded transactions generate the Journal Report from the reports, here we can find the entries in journal formal for every transaction that has been recorded. Which can be used to cross check and verify whether all the transactions are recorded correctly or not.

The screenshot shows a software interface for a journal report. At the top, there's a search bar and a message about a trial period. The main title is "UrbanAura Interiors Pvt Ltd Journal Report" with a basis of "Accrual" and a date range from "From 01/04/2023 To 30/04/2023". Below the title is a table with columns: DEBIT and CREDIT. Two entries are shown:

01/04/2023 - OWNERS CONTRIBUTION 1		DEBIT	CREDIT
ICICI Bank 001		1,00,000.00	0.00
Owner's Equity		0.00	1,00,000.00
		1,00,000.00	1,00,000.00

05/04/2023 - BILL 01 (JUNIPER FURNITURES)		DEBIT	CREDIT
Cost of Goods Sold		2,00,000.00	0.00
Input CGST		18,000.00	0.00
Input SGST		18,000.00	0.00
Accounts Payable		0.00	2,36,000.00
		2,36,000.00	2,36,000.00

Activity 5: Accounts Receivable Aging Details

For reconciliation and report generation of open Invoices Receivable on a particular date:

The screenshot shows a Zoho Books interface for generating an AR Aging Summary. The report title is "AR Aging Summary By Invoice Due Date" for "UrbanAura Interiors Pvt Ltd" as of "09/04/2023". It includes a "Customer Name" column and categories for "CURRENT", "1-15 DAYS", "16-30 DAYS", "31-45 DAYS", and ">> 45 DAYS". The report shows two customers: Dream Homes and TechWise Constructions Pvt Ltd, with their respective due dates and amounts.

CUSTOMER NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	TOTAL (FCY)
Dream Homes	₹11,80,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹11,80,000.00	₹11,80,000.00
TechWise Constructions Pvt Ltd	₹59,00,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹59,00,000.00	₹59,00,000.00
Total	₹70,80,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹70,80,000.00	

Activity 6: Accounts Payable Aging Details

For reconciliation and report generation for open Bills payable on a particular day:

The screenshot shows a Zoho Books interface for generating an AP Aging Summary. The report title is "AP Aging Summary By Bill Due Date" for "UrbanAura Interiors Pvt Ltd" as of "24/04/2023". It includes a "Vendor Name" column and categories for "CURRENT", "1-15 DAYS", "16-30 DAYS", "31-45 DAYS", and ">> 45 DAYS". The report shows two vendors: Juniper Furnitures and Raj Kamal Decoratives, with their respective due dates and amounts.

VENDOR NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	FCY
Juniper Furnitures	₹2,36,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹2,36,000.00	₹2,36,000.00
Raj Kamal Decoratives	₹1,18,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹1,18,000.00	₹1,18,000.00
Total	₹3,54,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹3,54,000.00	

