



Course Name	Zoho Books
College Name	Mangayarkarasi College of Arts and Science for Women Paravai, Madurai - 625002
College Code	MKU251
Skill Offering Id	NM2023TMID36642
Project Title	Preparation and maintainance of ZOHO Books of Accounts For Educonnect learning centre
Project Submitted To	Madurai Kamaraj University ( Naan Mudhalvan Scheme(TNSDC))
Year	2023
Department	B.COM Computer Application
Semester	6
Group Number	2
Total Members of the Group	4

Group Members Details		
Name of the Member	University Register. No	Student NM ID
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P.DAFNI EVANJALINE	C1C15154	86BB6CEB58FC3CDBEF14FC85CA 01C25D
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K.ABINAYA	C0C10151	A91D4368329D5F2B6F642A7F1FF 895C7

Under the Guidance	PUNITHA MARTINA NESAMANI J
SPOC	Ms.P.UMADEVI

# PREPARATION AND MAINTANCES OF ZOHO BOOKS OF ACCOUNTS FOR EDUCONNECT LEARNING CENTER

## **1. Introduction.**

### *1.1 Overview*

In Summary, ana housing prices in Indian metropolitan areas involves examining the complex interplay of economic, socil and policy factors that impact the real estate market, making it a vital area of study and concern for both residents and investors.

### *1.2 Purpose*

Economic and social Housing prices analysis can be used to gauge the quality of life in different areas and the accessibility of amenities.

Educonnect Learning an eductions institución uses Zoho books to mange their donations track expenses and handle grant financies.

## **2. Problem Definition and Design Thinking**

### **a. Empathy Map**

Educational learning center can educational institutions who can help to manage their educational track expenses and handle grant finances.

wants:  
The person wants to  
Dream:  
The person can achieve their own goal.

They can generate some technical skills related to education, progress and generate financial support.

They provide help to maintain financial transparency and accountability.

Needs:  
The person can needs financial support.

Means:  
The person can help the person of educational learning.

The others might not influence their learning. Don't connecting with others. They can generate learning or support etc.



The person who got highest marks in exams they got financial support from trust (edu connect learning center) they can continue their higher studies.

Economy down students can get a financial support from the trust (edu connect learning center) for their studies.

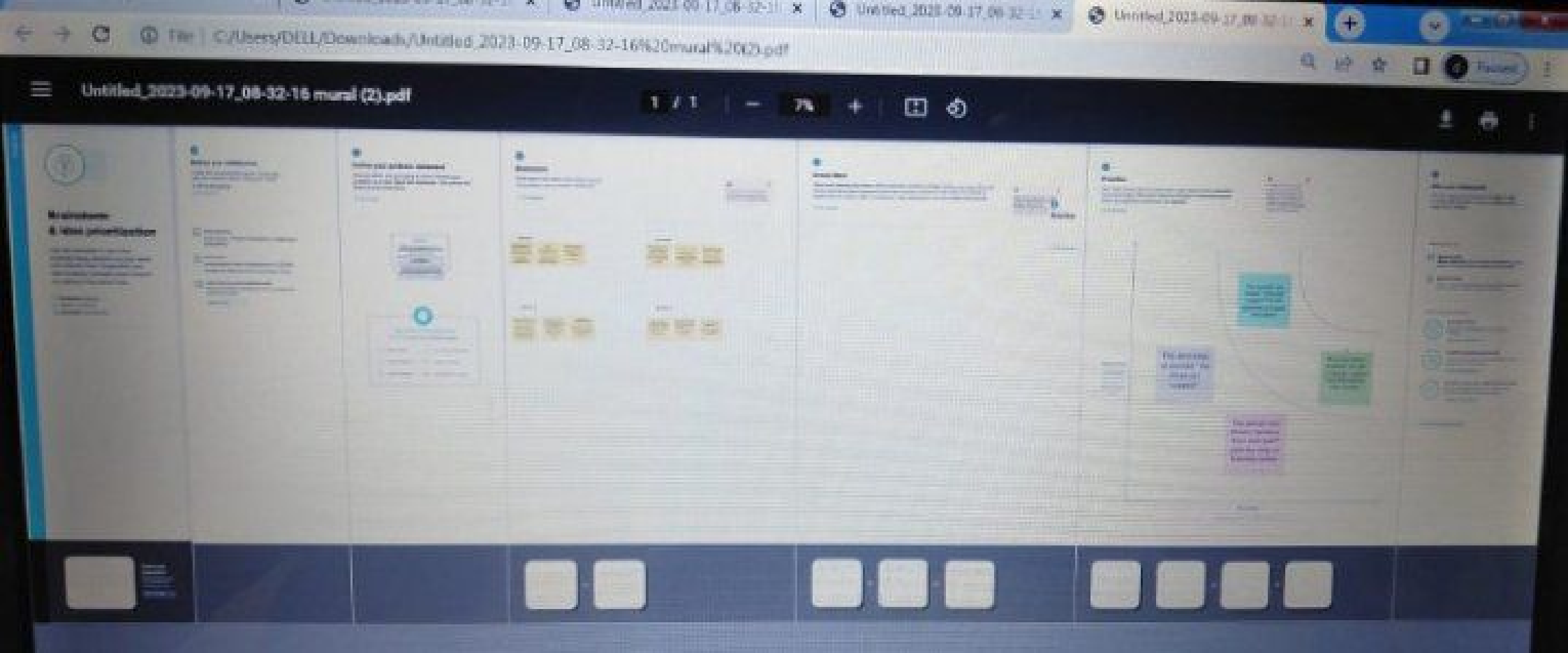
Feels:  
The person can get learning for the education.  
Feels about:  
The person can get achieve their own goal.

For example: education finance and etc.

The importance of education is very high. Education is the key to success. Education is the key to success. Education is the key to success.

Anxieties:  
No financial support.

Sometimes connecting with others of economy can feel right influence their learning.





Hello, anusuya.30504

learning center

Zoho Books India Helpline

Mon - Fri • 9:00 AM - 6:00 PM

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## Welcome to Zoho Books

Your journey to effortlessly manage your accounting starts here.



[▶ Getting started with Zoho Books | Tamil](#)

[▶ Getting started with Zoho Books | Hindi](#)



Zoho Books can now be accessed from your desktop using the Windows app.

[Explore Windows App](#)



## Let's get Zoho Books up and running for your business

### Set up your Customer Portal name [?](#)

learningcenter60024617574

<https://books.zoho.in/portal/learningcenter60024617574>

[Use the default Customer Portal name](#)



#### Configure Chart of Accounts

Create new accounts or edit existing accounts to suit your business needs.

[Configure →](#)



#### Set up Opening Balances

Enter the closing balance from your previous accounting system.

[Configure →](#)



#### Update Your GST Settings

Setup your taxes to create transactions and file your returns from Zoho Books.

[Configure →](#)



#### Configure Banks and Credit Cards

Reconcile transactions with live feeds from your bank and credit card easily.

[Configure →](#)



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[support.india@zohobooks.com](mailto:support.india@zohobooks.com)



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## Account on the go!

Download the Zoho Books app for Android and iOS to manage your finances from anywhere, anytime!



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[Help Documentation](#)

[Webinar](#)

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[What's New?](#)

[Developers API](#)



You can directly talk to us every **Monday to Friday 9:00 AM to 7:00 PM (Toll Free)**

**Zoho Books India Helpline: 18003093036**



### Activity 3: Lets get started

Lets Assume EduConnect Learning Center is offering below list of various Coaching services:

1. Competative Exams Coaching - Rs.10,000/- per person
2. Public Speaking Coaching-Rs.5000/- per person

For the above services to be provided EduConnect need to purchase the below list of services

1. Books and Stationary- Cost price Rs.200/- per unit

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

## Milestone 2: Service Creation:

### Activity 1: Creation

To Create the above both sale products 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
- HSN/SAC Code of the Item (Eg: 999294)
- Sale Price
- Tax Rate

After providing all the required details click on save and add the next item as per the given services list>Click Save to add the Item.

**Books** Search in Books (1/1) Total expires in 14 days Subscribe EduConnect Learning...

**New Item**

Type: ☐ Goods ☒ Service

Name: Competative Exams Coaching

Unit:

SAC: 999294

Tax Preference: Taxable

☒ Sales Information ☐ Purchase Information

Selling Price:  Cost Price:

Account: Sales Account: Cost of Goods Sold

Description:  Description:

Preferred Vendor:

**Default Tax Rates**

Intra State Tax Rate: GST18 [18%]

Inter State Tax Rate: GST18 [18%]

**NOTE:** You have changed the tax rate manually. Any changes you make in your organization's Default Tax Preferences will not be applied to this item.

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.

## Activity 2: Review of Items after Addition

Books

Search in Items (2)

Total expires in 14 days. [Subscribe](#)

EduConnect Learning...

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Configure Features list

Active Items

+ New

NAME	DESCRIPTION	RATE	HQ/SAC	USAGE UNIT	PURCHASE RATE
Books & Stationery		₹5.00			₹200.00
Public Speaking Coaching		₹5,000.00	999294		0
Competitive Exams Coaching		₹10,000.00	999294		0

## Milestone 3: Vendors

### Activity 1: Vendors Creation

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

- 1. Mega Stationary Mart (GST registered)

Now to create Vendors in books from Navigation Panel go to Purchases>Vendors>Create New Vendors and add the respective fields>Click on save.

Books

Search in Vendors (1)

Total expires in 14 days. [Subscribe](#)

EduConnect Learning...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

New Vendor

+ New

Primary Contact

Salutation

Mega Stationary

Last Name

Company Name

Mega Stationary Mart

Vendor Display Name\*

Mega Stationary Mart

Vendor Email

Vendor Phone

Work Phone

Mobile

Other Details

Address

Contact Persons

Bank Details

Custom Fields

Reporting Tags

Remarks

GST Treatment\*

Registered Business - Regular

GSTIN / UEN\*

33AAAAAG000A1S5E

Get Taxpayer details

PAN

AAAAAG000A

Source Of Supply\*

[TN] - Tamil Nadu

Save

Cancel



## Activity 2: Review of Vendors List

After Creating the Vendors check and review all the details:

Books

Search in Vendors ( / )

Trial expires in 14 days. [Subscribe](#)

EduConnect Learning...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Active Vendors

NAME	COMPANY NAME	EMAIL	PHONE	SOURCE OF SUPPLY	PAYABLES (RS)	UNUSED CREDITS (RS)	GST TREATMENT
Mega Stationary Mart	Mega Stationary Mart			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular

Books

Search in Vendors ( / )

Trial expires in 14 days. [Subscribe](#)

EduConnect Learning...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Active Vendors

Mega Stationary Mart

₹0.00

Mega Stationary Mart

Overview

Comments

Transactions

Maps

Statement

Mega Stationary Mart

Mega Stationary Mart

EDIT

DELETE

REMOVE

ADDRESS

Billing Address

No Billing Address - [Add new address](#)

Shipping Address

No Shipping Address - [Add new address](#)

OTHER DETAILS

Default Currency

₹INR

Payment Terms

Due on Receipt

GST Treatment

Registered Business - Regular

GSTIN

33AAAAAD000A152

PAN

AAAAAD000A

What's Next for Your Vendor?

Your vendor has been added. Create a purchase order or record a bill for the items you buy from your vendor.

New Purchase Order

New Bill

You can request your contact to directly update the GSTIN by sending an email. [Send email](#)

Payment due period

Due on Receipt

Payables

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

[View Opening Balance](#)

Expenses

This chart is displayed in the organization's base currency.

Last 6 Months

Accrual

## Milestone 4: Purchases

### Activity 1: Purchase Order Creation

Next EduConnect Learning Center has raised below purchase order from the vendors:

- 05-04-2023 Mega Stationary Mart – Books & Stationary- For Qty 500 units

For Creation of purchase orders from Navigation Panel go to Purchases>Purchase Order> Creat New>Provie the respective details as shown below>Save on draft

**New Purchase Order**

Vendor Name\* Mega Stationary Mart

Open Purchase Orders

BILLING ADDRESS: Add new address

SHIPPING ADDRESS: Add new address

GST Treatment: Registered Business - Regular

GSTIN: 33AAKAD658752

Source Of Supply\* [TNE - Tamil Nadu]

Destination Of Supply\* [TNE - Tamil Nadu]

Deliver To\* ☒ Organization ☐ Customer

EduConnect

Tamil Nadu

India

Tax Exclusive ☒ At Transaction Level ☐ Bulk Update Line Items

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Books & Stationary Add a description to your item	Cost of Goods Sold	500	200	GST19 (18%)	1,00,000.00
Recent Transactions					
Type or click to select an item	Select Account	1.00	0.00	GST19 (18%)	0.00

Add another line

Sub Total: 1,00,000.00

Total Quantity: 500

Discount: 0.00

CGST19 (9%): 9,000.00

SGST19 (9%): 9,000.00

Save as Draft Save and Send Cancel

Template: Standard Template Change

## Activity 2: Purchase Order to Purchase Bills Conversion

After Creating the Purchase orders, Mark as Issued then PO as "Convert to Bill" to convert the same as bill entry:

Enter Date of Bill as 10-04-2023 and then click on Save as open

The screenshot shows the 'Purchase Orders' section of the Books application. The left sidebar contains navigation options like Home, Items, Banking, Sales, Purchases, Vendors, Expenses, Recurring Expenses, Purchase Orders (selected), Bills, Payments Made, Recurring Bills, and Vendor Credits. The main area displays a list of purchase orders under 'All Purchase Ord...'. The selected order is 'Mega Stationary Mart' with PO-00001, dated 05/04/2023, for ₹1,18,000.00, with a status of 'DRAFT'. The right panel shows the 'Send the Purchase Order' button and a preview of the purchase order document. The document header includes 'EduConnect Learning Center' and 'PURCHASE ORDER # PO-00001'. The vendor address is 'Mega Stationary Mart'.

The screenshot shows the 'Bills' section of the Books application. The left sidebar is the same as the previous screenshot. The main area displays a list of bills under 'All Bills'. The selected bill is 'Mega Stationary Mart' with bill number 01, dated 10/04/2023, for ₹1,18,000.00, with a status of 'OPEN'. The right panel shows the 'Record Payment' button and a preview of the bill document. The document header includes 'EduConnect Learning Center' and 'BILL # 01'. The bill amount is ₹1,18,000.00. The order number is PO-00001.

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

### Activity 3: Direct Vendor Purchases Bills Creation:

Next EduConnect Learning Center availed the services from the below Suppliers:

1. 15-04-2023 Books & Stationary from Mega Stationary Mart – Qty 50 units

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

**New Bill**

Vendor Name\* Mega Stationary Mart  
GST Treatment: Registered Business - Regular  
GSTIN: 33AAAA0000A52

Source of Supply\* [TNE - Tamil Nadu]  
Destination of Supply\* [TNE - Tamil Nadu]

Bill# 02  
Order Number  
Bill Date\* 15/04/2023  
Due Date 15/04/2023  
Payment Terms Due on Receipt

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Books & Stationary	Cost of Goods	50	200	CGST@9%	Select Customer	10,000.00

Sub Total 10,000.00  
Discount 0.00  
CGST@9% 900.00  
SGST@9% 900.00  
Total Tax Amount 1800.00  
TDS 0.00  
Adjustment 0.00  
Total (₹) 11,800.00

Save as Draft Save as Open Cancel

Template: Standard Template Change Make Recurring

Also 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 25<sup>th</sup> April 2023 in Bank.

## Activity 4: Reconciliation of Open & Outstanding Bills

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

Books

Home

Items

Banking

Sales

Psychotes

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Search in Bills ( / )

Try expires in 14 days. [Subscribe](#)

EduConnect Learning...

All Bills

+ New

...

...

?

<input type="checkbox"/>	DATE	BILL ID	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE	
<input type="checkbox"/>	15/04/2023	02		Mega Stationary Mart	OPEN	05/08/2023	₹11,800.00	₹11,800.00	
<input type="checkbox"/>	10/04/2023	01	PQ-00001	Mega Stationary Mart	OPEN	05/08/2023	₹1,18,000.00	₹1,18,000.00	



### Activity 1: Customers Creation:

The below are the list of customers:

- Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Chitans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

New Customer

Customer Type

☒ Business ☐ Individual

Primary Contact

Solution

Knowledge Found

Last Name

Company Name

Knowledge Foundation Pvt Ltd

Customer Display Name\*

Knowledge Foundation Pvt Ltd

Customer Email

Customer Phone

Work Phone

Mobile

Other Details

Address

Contact Persons

Custom Fields

Reporting Tags

Remarks

GST Treatment\*

Registered Business - Regular

GSTIN / UIN\*

33AAAAA0000A15Z

Get Taxpayer details

Business Legal Name

Business Legal Name

Business Trade Name

PAN

AAAAA0000A

Place Of Supply\*

[TN] - Tamil Nadu

Tax Preference\*

☒ Taxable ☐ Tax Exempt

Currency

INR - Indian Rupee

Opening Balance

INR

Payment Terms

Due on Receipt

Enable Portal?

☐ Allow portal access for this customer

Portal Language

English

Add more details

Customer Owner: Assign a user as the customer owner to provide access only to the data of this customer. [Learn More](#)

Save

Cancel

## Activity 2: Review the Customers List

Books

🏠 Home

📦 Items

🏠 Banking

🛒 Sales

**Customers**

📄 Quotes

📄 Sales Orders

📄 Delivery Chances

📄 Invoices

📄 Payments Received

📄 Recurring Invoices

📄 Credit Notes

🛒 Purchases

🕒 Time Tracking

📄 e-Way Bills

🔍 Search in Customers (2/2)

Star expires in 14 days. [Subscribe](#)

👤 ⚙️ 🔔

EdConnect Learning...

Active Customers

☐

NAME

☐

COMPANY NAME

☐

EMAIL

☐

PHONE

☐

PLACE OF SUPPLY

☐

RECEIVABLES (BCV)

☐

UNUSED CREDITS (BCV)

☐

GST TREATMENT

☐

Groemore Carsers

☐

Groemore Carsers

☐

☐

☐

Tamil Nadu

☐

₹0.00

☐

₹0.00

☐

Unregistered Business

☐

Knowledge Foundation Pvt Ltd

☐

Knowledge Foundation Pvt Ltd

☐

☐

☐

Tamil Nadu

☐

₹0.00

☐

₹0.00

☐

Registered Business Regular

# Milestone 6: Sales

## Activity 1: Sales Order Creation

EduConnect Learning Center received below Sales Order from the mentioned Customer:

- 1. 10/04/2023 Knowledge Foundation –For Competative Coaching for their 200 no's of Stud 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

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Chitans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

Search in Sales Orders ( / )

Trial expires in 14 days. Subscribe

EduConnect Learning...

New Sales Order

Customer Name\* Knowledge Foundation Pvt Ltd

View Customer Details

BILLING ADDRESS Add new address

SHIPPING ADDRESS Add new address

DST Treatment: Registered Business - Regular

OSTIN: SSAAAA0000A15Z

Place Of Supply\* [TN] - Tamil Nadu

Sales Order# SO-00001

Reference#

Sales Order Date\* 05/04/2023

To create transaction dated before 01/07/2023, click here

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Chitans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

ITEM DETAILS

Competative Exams Coaching

Add a description to your item

QUANTITY 200

RATE 10000

TAX GST18 (18%)

AMOUNT 20,00,000.00

Recent Transactions

SAC: 999794

Type or click to select an item.

1.00

0.00

GST18 (18%)

0.00

Add another line

Sub Total 20,00,000.00

Discount 0 %

COST9 (9%) 1,80,000.00

SGST9 (9%) 1,80,000.00

Adjustment

0.00

Total ( ₹ ) 23,60,000.00

Customer Notes

Enter any notes to be displayed in your transaction

Save as Draft Save and Send Cancel

Total Amount: Total Quantity:

## Activity 2: Sales Order to Sale Invoice Conversion

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

The screenshot shows the 'Books' application interface. On the left, a sidebar lists navigation options: Home, Sales, Banking, Customers, Quotes, Sales Orders (selected), Delivery Chitans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main area displays 'All Sales Orders' with a search bar and a list of orders. The selected order is 'SO-00001' for 'Knowledge Foundation Pvt Ltd' with a value of '₹23,60,000.00' and status 'CONFIRMED'. The order details show 'To: EduConnect Learning Center' and 'Billed To: Knowledge Foundation Pvt Ltd'. The 'Convert to Invoice' button is visible in the top right corner.

The screenshot shows the 'Books' application interface after the conversion of the Sales Order into an Invoice. The main area displays the 'Invoice' details for 'INV-000001'. The invoice is for 'EduConnect Learning Center' and 'Knowledge Foundation Pvt Ltd'. The invoice status is 'NOT INVOICED'. The 'Record Payment' button is visible in the top right corner. The invoice details include a table for items:

Item	Qty	Price	Total
Item 1	1	₹23,60,000.00	₹23,60,000.00

### Activity 3: Direct Sale Invoices

The below are the direct sale transaction occurred and payments were received in Bank.

1. 10-04-2023 Growmore Careers-For Coaching in Public Speaking for 50 no's Students

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.

**Books** | Search in Books (1/1) | Trial expires in 14 days | Subscribe | EdvConnect Learning...

**New Invoice**

**Customer Name\*** Growmore Careers [View Customer Details](#)

**BILLING ADDRESS** [Add new address](#) **SHIPPING ADDRESS** [Add new address](#)

GST Treatment: Unregistered Business [View](#)

**Place Of Supply\*** (TNE) - Tamil Nadu

**Invoice#\*** INV-000002 [View](#)

**Order Number**

**Invoice Date\*** 15/04/2023 [To create transaction dated before 01/07/2022, click here](#)

**Terms** Due on Receipt **Due Date** 15/04/2023

**ITEM DETAILS**

	Quantity	Rate	Tax	Amount
Public Speaking Coaching <a href="#">Add a description to your item</a>	50	5000	GST18 (18%)	2,90,000.00
<a href="#">New Transaction</a>				
SAC: 999994 <a href="#">View</a>				
Type or click to select an item	1.00	0.00	GST18 (18%)	0.00
<a href="#">Add another line</a>				

**Sub Total** 2,90,000.00

**Discount** 0 % 0.00

**GST18 (9%)** 26,100.00

**GST18 (9%)** 26,100.00

**TDS** ☒ **TCS** ☐ [Select a Tax](#) - 0.00

**Adjustment** 0.00

**Total (₹)** 2,95,000.00

**Customer Notes**  
Thanks for your business.

[Save as Draft](#) [Save and Send](#) [Cancel](#)

[Make Recurring](#) **Total Amount: ₹ 2,95,000.00**  
Total Quantity: 50



## Activity 4: Reconciliation of Open Invoices

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

DATE	INVOICE	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
15/04/2023	INV-000003		Grownora Cars	DUE TODAY	05/06/2023	₹2,95,000.00	₹2,95,000.00
05/04/2023	INV-000001	SO-00001	Knowledge Foundation Pvt Ltd	DUE TODAY	05/06/2023	₹23,60,000.00	₹23,60,000.00

## Milestone 7: Bank Account

### Activity 1: Adding Bank Account

EduConnect Learning Center 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 Maually and fill the necessary fields and save.

**Add Bank or Credit Card**

Select Account Type\* ☒ Bank ☐ Credit Card

Account Name\* ICICI Bank-001

Account Code

Currency\* INR

Account Number 000001

Bank Name ICICI Bank

IFSC

Description Max. 500 characters

☐ Make this primary

**Save** **Cancel**

## 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 these Ledgers: Salary Payable under Other Current Liabilities

The screenshot shows the Zoho Books interface with a 'Create Account' modal window open. The modal has a title bar with a close button. Inside, the 'Account Type' is set to 'Other Current Liability'. The 'Account Name' field contains 'Salary Payable'. There is a checkbox for 'Make this a sub-account' which is unchecked. The 'Account Code' field is empty. The 'Description' field has a placeholder 'Max. 500 characters'. At the bottom are 'Save' and 'Cancel' buttons. A tooltip titled 'Liability' is visible, listing 'Any short term liability like: Customer Deposits, Tax Payable'. The background shows the 'Active Accounts' list with various accounts like 'Employee', 'Revenue', 'Output Tax', etc.

**Create Account**

Account Type: Other Current Liability

Account Name: Salary Payable

☐ Make this a sub-account

Account Code:

Description: Max. 500 characters

☐ Add to the wishlist on my dashboard

**Save** **Cancel**

**Liability**

- Any short term liability like:
- Customer Deposits
- Tax Payable

## Milestone 9: Journal Entries:

### Activity 1: Recording of Journal Entries

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

1. Employee salaries of total Rs.10,00,000/- paid through bank on 30<sup>th</sup> 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**

Notes\* Salary Payable for the Month of April-2023

Journal Type ☐ Cash based journal

Currency INR - Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT NAME	DEBITS	CREDITS
Salaries and Employee Wages	Being Salary Payable for the Month of April-2023	Select Contact	1000000	
Salary Payable	Being Salary Payable for the Month of April-2023	Select Contact		1000000

Sub Total 10,00,000.00 10,00,000.00

Total (₹) 10,00,000.00 10,00,000.00

Difference 0.00

Attachments

Save and Publish Save as Draft Cancel

**Journals**

Status: All Journals

30/04/2023 ₹10,00,000.00 PUBLISHED

The journal entry has been created.

**JOURNAL #1**

Date: 30/04/2023

Amount: ₹10,00,000.00

Reference Number:

Account	Contact	Debits	Credits
Salaries and Employee Wages		10,00,000.00	
Being Salary Payable for the Month of April-2023			
Salary Payable			10,00,000.00
Being Salary Payable for the Month of April-2023			

Sub Total 10,00,000.00 10,00,000.00

## Milestone 10: Expense & Bills

### Activity 1: Expense & Bills Entry

Below are the expenses incurred on 30-04-2023:

1. Office Rent Rs.1,00,000/- excluding GST @ 18% Total Invoice Value Rs.1,18,000/- paid through Bank on same day.
2. Other Miscellaneous Expenses Rs.5,000/- paid in cash

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

**Record Expense** | Record Message

Date\* 30/04/2023

Expense Account\* Rent Expense

Expense Type\* ☐ Goods ☒ Services

SAC

Amount\* INR 100000

Paid Through\* ICICI Bank Ltd

Vendor

GST Treatment\* Registered Business - Regular

Vendor GSTIN\* 23AAAAAC000A152 [Get Taxpayer details](#)

Source of Supply\* [TNE - Tamil Nadu]

Destination of Supply\* [TNE - Tamil Nadu]

Reverse Charge ☐ This transaction is applicable for reverse charge

**Drag or Drop your Receipts**  
Maximum file size allowed is 7MB  
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**Banking**

Sales

Purchases

Vendors

**Expenses**

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Tax\* GST 18%  
Tax Amount = 18000.00 INR  
Display Tax INR

Amount is ☐ Tax Inclusive ☒ Tax Exclusive

Invoice# 001

Notes  
Max. 500 characters

Customer Name

Reporting Tags [Associate Tags](#)

[Save](#) [Save and New](#) [Cancel](#)

After recording the Expense Entries:

DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT
30/04/2023	Other Expenses			Petty Cash		NON-BILLABLE	₹5,000.00
30/04/2023	Rent Expense	Rent 01		ICICI Bank 001		NON-BILLABLE	₹18,000.00

## 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		100000	100000
10-04-2023	Petty Cash Withdrawl	10000		90000
05-04-2023	Amount received from Knowledge Foundation Pvt Ltd		2360000	2450000
15-04-2023	Paid to Mega Stationary Mart	118000		2332000
20-04-2023	Amount received from Growmore Careers		295000	2627000
25-04-2023	Paid to Mega Stationary Mart	11800		2615200
30-04-2023	Rent Paid	118000		2497200
30-04-2023	Salary Paid	1000000		1497200


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

Paritculars	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:

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

[Import Statement](#)

Supported File Formats: CSV • TSV • QFX • 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](#)

**ADD TRANSACTION**

- MONEY OUT
  - Expense
  - Vendor Advance
  - Vendor Payment
  - Transfer To Another Account
  - Card Payment
  - Owner Drawings
  - Credit Note Refund
  - Payment Refund
- MONEY IN
  - Customer Advance

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  
₹-1,18,000.00

Dashboard  
Account Summary

Uncategorized Transactions  
From Bank Statements

All Transactions  
In Zoho Books

DATE	REFERENCE	TYPE	STATUS	DEPOSIT
30/04/2023	Rent 01	Rent Expense	Manually Added	

**ADD TRANSACTION**

- MONEY IN
  - Customer Advance
  - Customer Payment**
  - Transfer From Another Account
  - Interest Income
  - Other Income
  - Expense Refund
  - Deposit From Other Accounts
  - Owner's Contribution
  - Vendor Credit Refund
  - Vendor Payment Refund

**Customer Payment**

Customer\* Knowledge Foundation Pvt Ltd

Amount Received\* 238 238000

Bank Charges (if any)

Date\* 05/04/2023

Payment id\* 1

Referenced

Received Via Bank Transfer

Description\* Max. 500 characters

Retained Tax?

Clear Applied Amount

Invoice Details INV-000001

Payment(PNR) 238000.00

### Milestone 12: Financial Reports:

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

Form the navigation pannel 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 Xero Reports interface. On the left is a sidebar with navigation icons and labels: Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports (highlighted in blue), Documents, and Payroll. The main content area is titled 'Reports' and includes a search bar. Below the title are two tabs: 'General Reports' (active) and 'Custom Reports'. The 'General Reports' section is organized into three columns. The first column, under the 'Business Overview' heading, lists reports such as Profit and Loss, Profit and Loss (Schedule B), Horizontal Profit and Loss, Cash Flow Statement, Balance Sheet, Horizontal Balance Sheet, Balance Sheet (Schedule B), Business Performance Ratios, and Movement of Equity. The second column, under the 'Sales' heading, lists 'Sales by Customer', 'Sales by Item', and 'Sales by Sales Person'. The third column, under the 'Receivables' heading, lists reports like Customer Balances, AR Aging Summary, AR Aging Details, Invoice Details, Sales Order Details, Delivery Chatter Details, Quotations, Customer Balance Summary, Receivable Summary, and Receivable Details. At the bottom of the main area, there are three additional sections: 'Payments Received', 'Recurring Invoices', and 'Payables'. A 'Configure Report Layout' link is visible in the top right corner.

### Activity 1: Profit and Loss Account

[Home](#)
[Dashboard](#)
[Reports](#)
[Settings](#)
[Help](#)

[This Year](#)
[Customer Report](#)
[Schedule Report](#)
[Export As](#)

### EduConnect Learning Center

#### Profit and Loss

Basic Annual  
From 01/04/2023 To 31/03/2024

[+ Add Temporary Note](#)

ACCOUNT	Amount
<b>Operating Income</b>	
<a href="#">Sales</a>	22,50,000.00
<b>Total for Operating Income</b>	22,50,000.00
<b>Cost of Goods Sold</b>	
<a href="#">Cost of Goods Sold</a>	10,00,000.00
<b>Total for Cost of Goods Sold</b>	10,00,000.00
<b>Gross Profit</b>	12,50,000.00
<b>Operating Expense</b>	
<a href="#">Other Expenses</a>	5,000.00
<a href="#">Rent Expense</a>	1,00,000.00
<a href="#">Salaries and Employee Wages</a>	10,00,000.00
<b>Total for Operating Expense</b>	11,05,000.00
<b>Operating Profit</b>	15,25,000.00
<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>	15,25,000.00

## 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 the Zoho Books interface with a Balance Sheet report for 'EduConnect Learning Center' as of 31/03/2024. The report is categorized by 'Assets' and includes sub-sections for 'Current Assets' and 'Bank'. The 'Current Assets' section includes 'Cash' and 'Petty Cash', both with a total of 5,000.00. The 'Bank' section includes 'ICICI Bank 001' with a total of 14,97,200.00. The overall total for the balance sheet is 19,97,200.00.

ACCOUNT	TOTAL
<strong>Assets</strong>	
<strong>Current Assets</strong>	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
<strong>Bank</strong>	
ICICI Bank 001	14,97,200.00
Total for Bank	14,97,200.00
Other current assets	

## Activity 3: GST Reports

To generate monthly GST Reports go to Reports>Search "GST-3B Summary"

The screenshot shows the Zoho Books interface with a GST-3B Summary report for the period from 01/04/2023 to 30/04/2023. The report is categorized by 'Details of Outward Supplies and inward supplies liable to reverse charge'. The table includes columns for 'Nature of Supply', 'Taxable Value', 'Integrated Tax', 'Central Tax', 'State/UT Tax', and 'CGST Tax'. The 'Total value' row shows a taxable value of ₹20,90,000.00, integrated tax of ₹0.00, central tax of ₹1,02,500.00, state/UT tax of ₹1,02,500.00, and CGST tax of ₹0.00.

Nature of Supply	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CGST Tax
1	2	3	4	5	6
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	₹20,90,000.00	₹0.00	₹1,02,500.00	₹1,02,500.00	₹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				
<strong>Total value</strong>	₹20,90,000.00	₹0.00	₹1,02,500.00	₹1,02,500.00	₹0.00

3.1.1 Details of supplies notified under sub-section (3) of section 9 of the Central Goods and Services Tax Act

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CGST Tax
1	2	3	4	5	6
(i) Taxable supplies on which electronic commerce operator pays tax under Sub-section (3) of Section 9 (To be furnished by the electronic commerce operator)		0	0	0	0

#### **4. Advantages :**

- Market Transparency:
  - Regular analysis of housing prices promotes transparency in the real estate market, reducing the likelihood of fraudulent practices.
- Economic Growth:
  - A stable and thriving real estate market can stimulate economic growth, creating jobs and driving investments in related industries.
- Quality of Life:
  - Access to suitable housing enhances the overall quality of life for residents, contributing to their well being and satisfaction.

#### **Disadvantages:**

- Inequality:
- Housing price disparities can exacerbate wealth and income inequality, creating social and economic challenges.
- Exclusionary Effects:
- Rapid price increases can lead to gentrification, pushing out lower income residents from desirable neighborhoods.
- Environmental Impact:

#### **5. Conclusion:**

In conclusion, the analysis of housing prices in metropolitan areas serves as a multifunctional tool with wide ranging applications. It plays a pivot role in shaping urban landscapes, economic development, and individual choices, while also serving as a critical resource for policymakers and researchers.