



**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.

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☐ 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

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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 > Preference > Items and enable inventory.

Save

Cancel

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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 (/)

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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* ()

S3AAAAA0000A1S2

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 (/)

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Active Vendors

<input type="checkbox"/>	NAME	COMPANY N...	EMAIL	WORK PHONE	SOURCE OF S...	PAVABLES (B...	UNITED CRE...	
<input type="checkbox"/>	Mega Stationery Mart	Mega Stationery Mart			Tamil Nadu	₹1,29,800.00	₹1,18,000.00	

PURCHASE ORDER CREATION

EBooks | Search in Purchase Only | You are not logged in | Educare Learning - - | Settings

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- Particular Subject
- Bills
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PO-00001

Edit Send Mail PDF Print Convert to Bill

Complete Your Purchase

You can create bills and receive/invoices sequentially with this order to complete your purchase.

[Convert to Bill](#)

Show PDF View

PURCHASE ORDER

PO-00001

Eduremark Learning Center
Tamil Nadu
India
GSTIN 33AAAA000001GZ
H0PGLQTH
Thac007@ganapisschools.org.edu.in

Supplier Address
Mega Stationery Mart
GSTIN 33AAAA000001GZ
H0PGLQTH
Thac007@ganapisschools.org.edu.in

Deliver To
Thac007
Tamil Nadu
India
GSTIN 33AAAA000001GZ
H0PGLQTH
Thac007@ganapisschools.org.edu.in

Date: 01/10/2023

#	Item & Description	EDU/MAC	Qty	Rate	Amount
1	Books and stationery	H0PGLQTH	100.00	200.00	1,00,000.00
				Sub Total	1,00,000.00
				CGST @ 1%	9,000.00
				SGST @ 1%	9,000.00
				Total	₹1,18,000.00

Authorized Signature _____

Template : Standard Template [Change](#)

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Search in Purchase Orders

You are on... Upgrade

Educonnect Learning ...

All Purchase Orders

5 More

	DATE	PURCHASE...	REFERENC...	VENDOR N...	STATUS	BILLED STA...	AMOUNT	EXPECTED ...	
<input type="checkbox"/>	01/10/2023	PO-00001		Mega Stationery Mart	DRAFT		₹18,000.00	0	

PURCHASE ORDER TO BILL CONVERSION

Books

Search in Bills (/)

You are out... Upgrade

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02

Attachments

Comments & History

Edit

PDF

Record Payment

Credits Available: ₹18,000.00 [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

Edconnect learning center

Tamil Nadu

India

GSTIN 33AAAA00004152

854830594

25ac087gmsmglsnecollege.edu.in

BILL 02

Balance Due

₹11,800.00

Bill From

Mega Stationery Mart

GSTIN 33AAAA00004152

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 [View](#)

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 (/)

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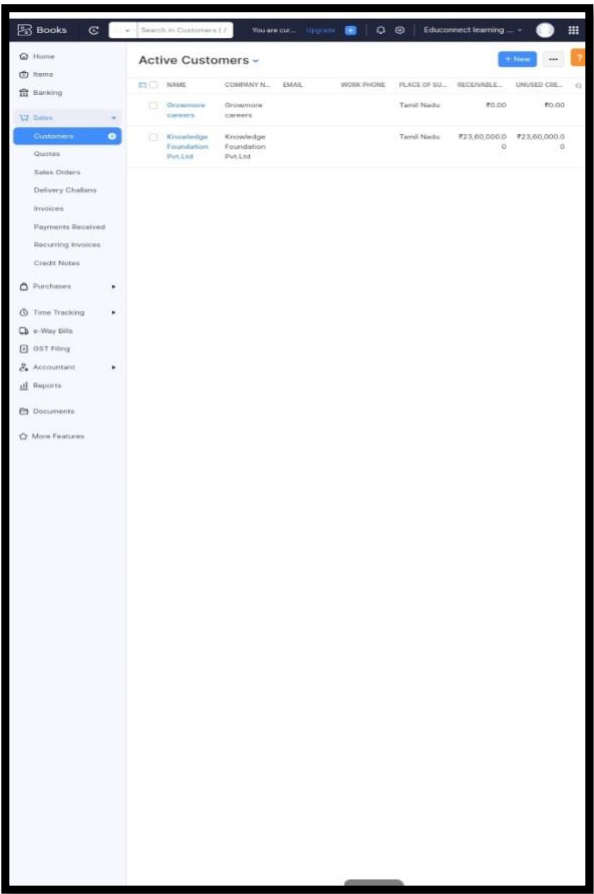
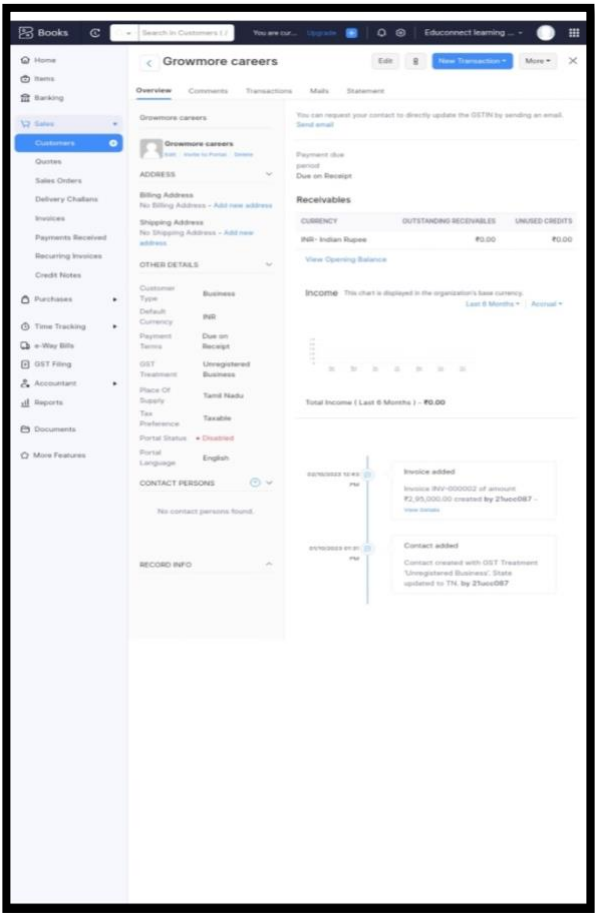
More Features

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	₹18,000.00	₹1,800.00

STEP 4: SALES

CUSTOMER CREATION



SALES ORDER CREATION

Books

Search in Sales Orders

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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

Comments

Educonnect learning center
Tamil Nadu
India
GSTIN 33AAAA0000A1GZ
95062034
25ac087@gmail.com@educonnect.in

SALES ORDER

Sales Order# SO-00002

Bill To

Knowledge Foundation Pvt Ltd
GSTIN 33AAAA0000A1GZ

Ship To

GSTIN 33AAAA0000A1GZ

Order Date: 05/04/2023

Place Of Supply: Tamil Nadu (33)

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	competitive Exam coaching	999294	200.00	10,000.0	20,00,000.00
Sub Total					20,00,000.00
GSTN (%)					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

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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
You are currently on Upgrade
Educonnect learning ...

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INV-000001

Attachments | Comments & History

Edit | Send | Share | Reminders | PDF/Print | Record Payment | ⋮

Credits 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.

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

Associated sales orders 1

TAX INVOICE

Educonnect learning center									
Tamil Nadu									
India									
GSTIN XXXXXXXXXX1Z									
REGD OFFICE									
21st Street, Anna Nagar, Chennai - 600 002									
#	INV-000001				Place Of Supply		Tamil Nadu (33)		
Invoice Date:	01/10/2023				Terms:		EOM or Receipt		
Due Date:	01/10/2023								
Folio#	000-000001								
Bill To					Ship To				
Knowledge Foundation Pvt Ltd					GSTIN XXXXXXXXXX1Z				
GSTIN XXXXXXXXXX1Z									

#	Item & Description	HSN/SAC	Qty	Rate	COST		SIST		Amount		
					%	Amnt	%	Amnt			
1	Competition exam coaching	999294	200.00	10,000.00	0%	0.00	0%	0.00	20,00,000.00		
					Sub Total					20,00,000.00	
					Total In Words					Twenty (₹) 2,00,00,000.00	
					Indian Rupee Twenty One Lakh Forty Thousand Only					SIXTY (₹) 2,00,00,000.00	
					Thanks for your business.					Total	₹23,60,000.00
										Balance Due	₹23,60,000.00
										Authorized Signature	

Template : Spreadsheet Template Change

Journal

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

Books

Search in Invoices (/)

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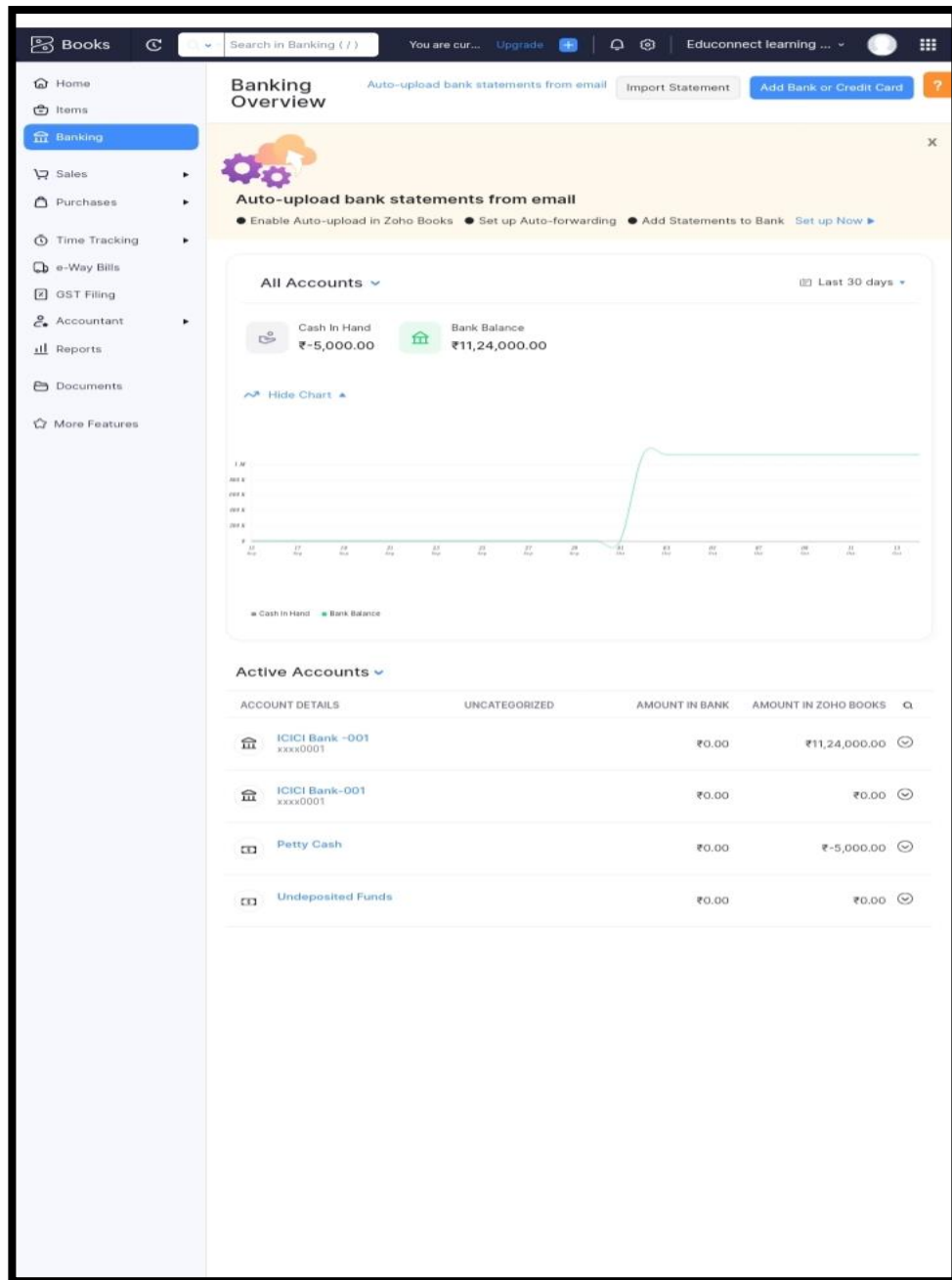
More Features

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

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1

Attachments Payment History

1

PDF/Print

Educonnect learning center

Tamil Nadu

India

GSTIN 33AAAAA0000A1S2

9585630194

21ucc07@gmail.com@college.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 33AAAAA0000A1S2

Over payment: ₹1,18,000.00

Journal

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

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All Payments

+ New

?

	DATE	PAYMENT #	REFERENCE...	VENDOR N...	BILL#	MODE	AMOUNT	UNUSED A...
<input type="checkbox"/>	02/10/2023	1		Mega Stationery Mart		Bank Transfer	₹1,18,000.00	₹1,18,000.00

STEP 7: JOURNAL ENTRIES

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1

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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

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Manual Journals

+ New Journal

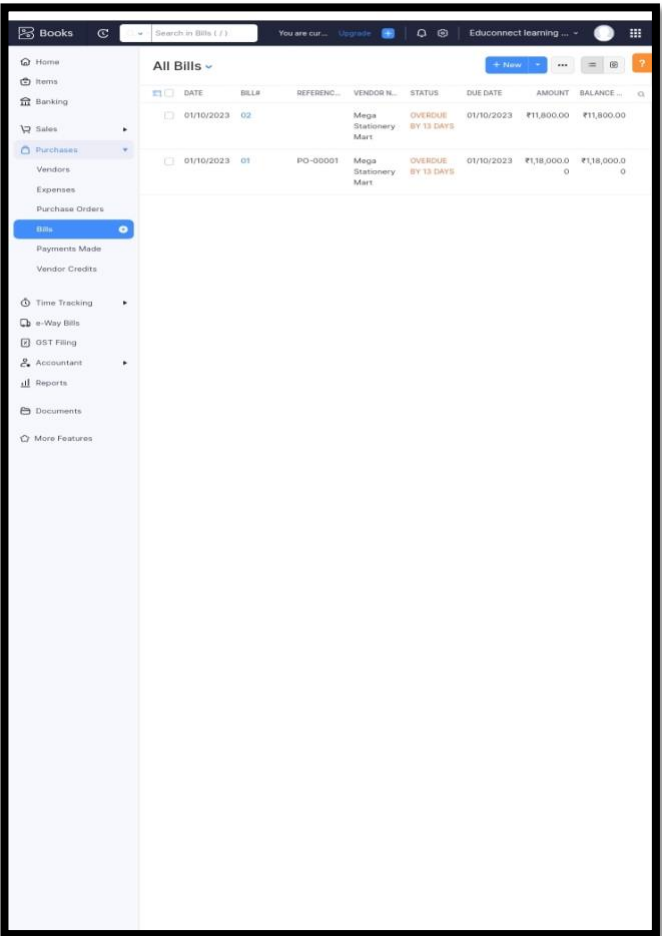
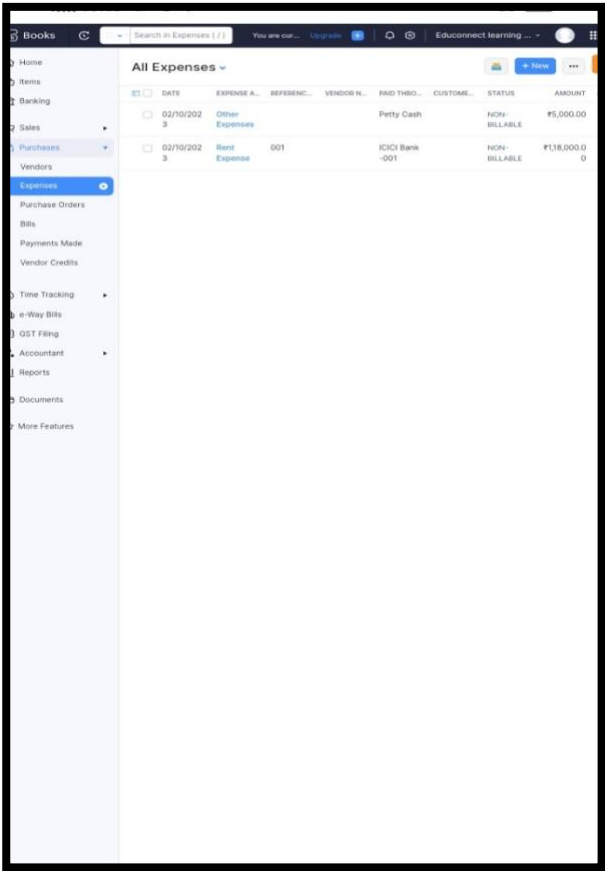
Find Accountants

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



STEP 9: BALANCE SHEET / PROFIT AND LOSS

Educonnect learning center
Balance Sheet
Basis: Accrual
As of 31/10/2023

+ Add Temporary Note

Collapse all Expand All

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	-5,000.00
Total for Cash	-5,000.00
Bank	
ICICI Bank -001	11,24,000.00
Total for Bank	11,24,000.00
Accounts Receivable	23,60,000.00
Other current assets	
Prepaid Expenses	1,18,000.00
Input Tax Credits	0.00
Input COST	18,900.00
Input SGST	18,900.00
Total for Input Tax Credits	37,800.00
Total for Other current assets	1,55,800.00
Total for Current Assets	36,34,800.00
Total for Assets	36,34,800.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
Accounts Payable	1,29,800.00
Unearned Revenue	23,60,000.00
GST Payable	0.00
Output COST	1,80,000.00
Output SGST	1,80,000.00
Total for GST Payable	3,60,000.00
Total for Current Liabilities	28,49,800.00
Total for Liabilities	28,49,800.00
Equities	
Current Year Earnings	7,85,000.00
Total for Equities	7,85,000.00
Total for Liabilities & Equities	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
Operating Income	
Sales	20,00,000.00
Total for Operating Income	20,00,000.00
Cost of Goods Sold	
Cost of Goods Sold	1,10,000.00
Total for Cost of Goods Sold	1,10,000.00
Gross Profit	18,90,000.00
Operating Expense	
Other Expenses	5,000.00
Rent Expense	1,00,000.00
Salaries and Employee Wages	10,00,000.00
Total for Operating Expense	11,05,000.00
Operating Profit	7,85,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	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 ...

This Month

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				
Total value	₹20,00,000.00	₹0.00	₹1,80,000.00	₹1,80,000.00	₹0.00

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