



Course Name	Zoho Books	
College Name	Mangayarkarasi College of Arts and Science for Women Paravai, Madurai - 625002	
College Code	MKU251	
Skill Offering Id		
Project Title	Preparation and maintenance of ZOHO Books for Techpro solution	
Project Submitted To	Madurai Kamaraj University (Naan Mudhalvan Scheme(TNSDC))	
Year	2023	
Department	B.COM	
Semester	5	
Group Number	25	
Total Members of the Group	4	
Group Members Details		
Name of the Member	University Register. No	Student NM ID
D.Gayathri	C1C15617	NM2023TMID37213
J.Abirami	C1C15602	NM2023TMID37213
S.Preethi	C1C15642	NM2023TMID37213
M.Sahadhuna Fathima	C1C15649	NM2023TMID37213
Under the Guidance	Ms R. Anu	
SPOC	Ms.P.UMADEVI	

1. Introduction.

1.1 Overview

TechPro Solutions, an IT services company, utilizes Zoho Books to efficiently manage their client billing and invoicing. They track project expenses, record billable hours, and generate professional invoices using Zoho Books. The software helps them streamline their financial processes and provides insights into their profitability

1.2 Purpose

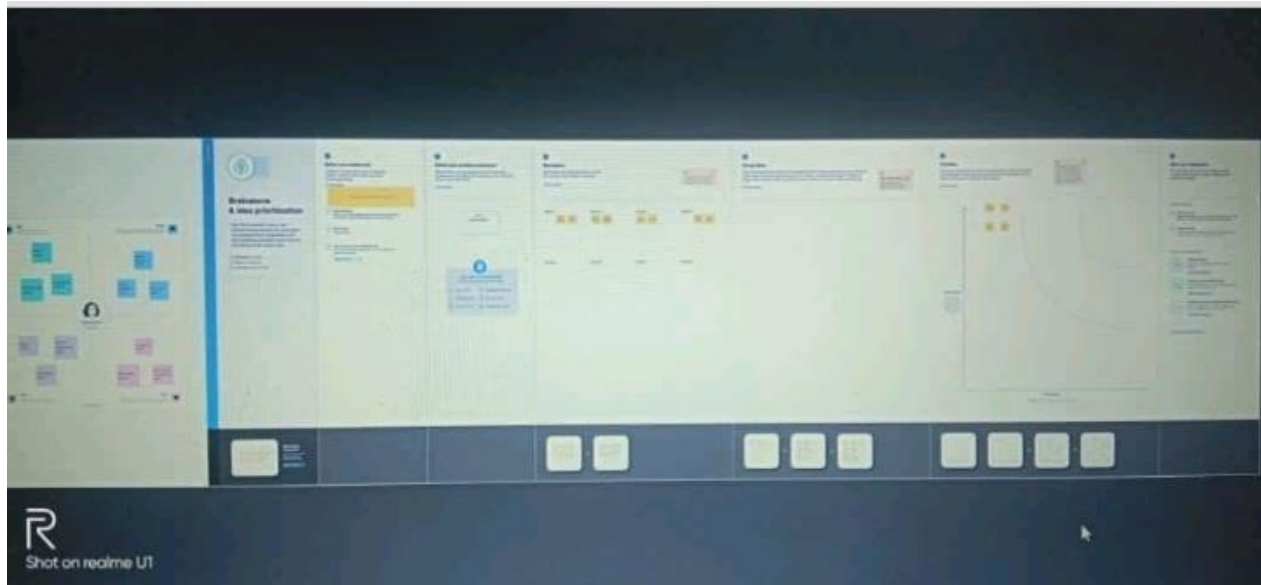
TechPro Solutions is a Private Limited company also registered under GST in Tamil Nadu. TechPro Solutions offers various expert IT consulting services in India and outside India.

2. Problem Definition and Design Thinking

a. Empathy Map



2.2 Ideation and Brainstroming Map



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

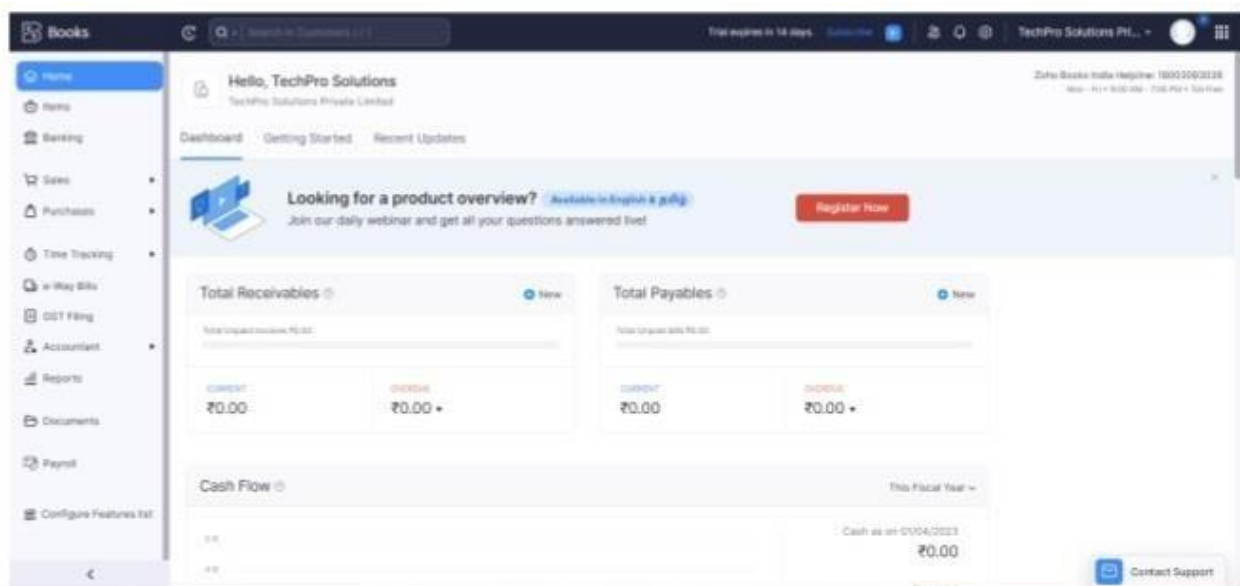
Activity 2: Introduction

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 a 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



Activity 3: Lets get started

Lets Assume Techpro Solutions is offering below list of various services:

1. IT Consulting – Selling Price Rs. 10,000/- per Hr.
 2. Software Development – Selling Price Rs. 20,000/- per Hr.
 3. Web Maintenance – Selling Price Rs. 30,000/- per Hr.
 4. Cloud Services – Selling Price Rs. 15,000/- per Hr.
 5. Cybersecurity – Selling Price Rs. 10,000/- per Hr.
- Output GST @ 18% is applicable for all the above services.

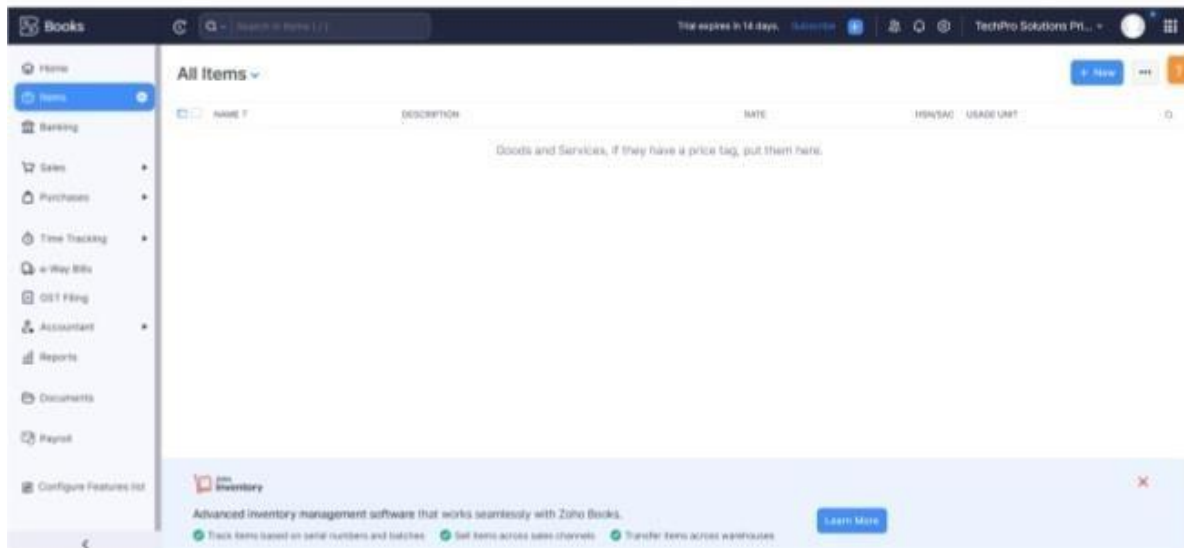
Milestone 2: Products/Service Creation:

Activity 1: Creation

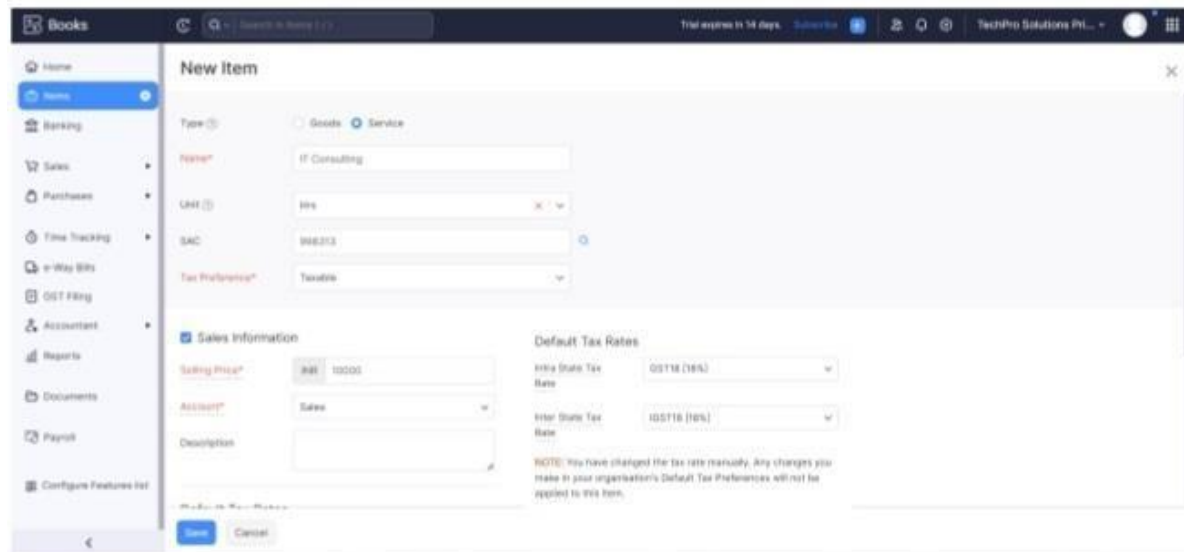
To Create the above both sale products and purchase items in Books go to “Items” from the Navigation Panel and click on “+ New” Button and give the respective fields such as

- Item Name
- Units (eg. Hrs)
- SAC Code of the Item (Eg: 998313)
- Selling Info/ Product 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



6



Activity 2: Review of Items after Addition



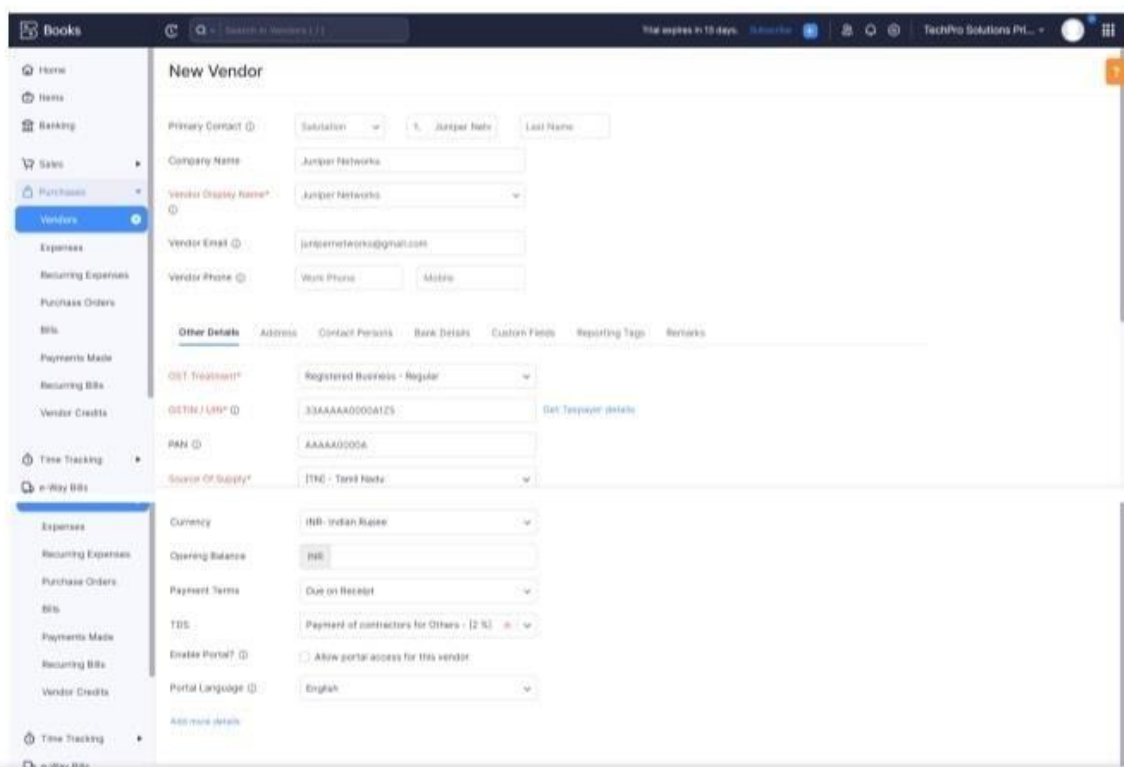
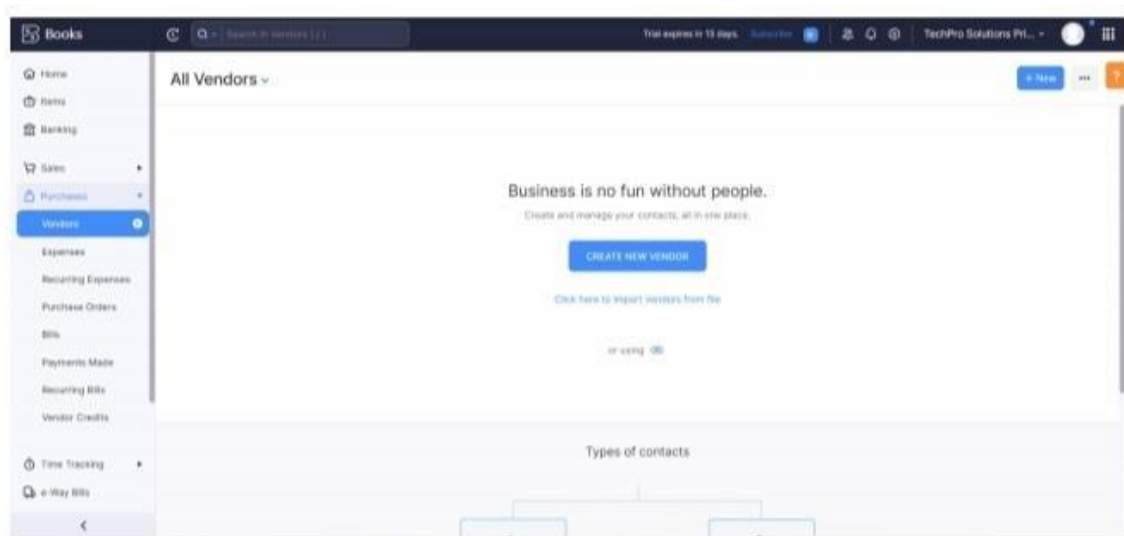
Milestone 3: Vendors

Activity 1: Vendors Creation

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

1. Juniper Networks (GST registered)
2. Amazon Web Services (AWS) (GST registered)
3. IBM Cloud (GST registered)
4. Comcast Telecom and Internet (GST registered)
5. Randstad Technologies (Non GST)

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



Milestone 4: Purchases

Activity 1: Purchase Order Creation

Next Techpro solutions has raised below purchase orders from the vendors:

1. 05-04-2023 Juniper Networks- Networkig Equipment- Qty 200 @ Rs.1000/- each GST @ 18%

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

The screenshot shows the 'New Purchase Order' form in the Books application. The form is for a purchase order from Juniper Networks. It includes fields for Vendor Name, Billing Address, Shipping Address, GST Treatment, and Source/Destination of Supply. The 'Source of Supply' is set to 'TNE - Tamil Nadu' and the 'Destination of Supply' is also 'TNE - Tamil Nadu'. The 'Delivery To' is set to 'Organization' with the name 'sahampulugam' and location 'Tamil Nadu, India'. The form has buttons for 'Save as Draft', 'Save and Send', and 'Cancel'.

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Networking Equipm	Cost of Goods Sold	200	1000	GST18 (18%)	2,00,000.00

Sub Total: 2,00,000.00
Total Tax Amount: 36,000.00
Total (₹): 2,36,000.00

Milestone 5: Customers

Activity 1: Customers Creation:

The below are the list of customers:

1. TechWise Solutions Pvt Ltd (GST Registered).
2. DigitalEdge Technologies PVT Ltd (GST Registered).
3. SmartTech Innovations Pvt Ltd (GST Registered).
4. ApexTech Consultants (Export) Currency in USD "\$".

• Firstly, to create Customers Accounts: Go to SALES>CUSTOMERS>CREATE NEW CUSTOMER

- Books

Home

Items

Banking

Tools

Customers

Quotes

Sales Orders

Delivery Chitans

Invoices

Payments Received

Purchases

Time Tracking

o-Way Bills

Search in Customers (12)

New Customer

Customer Type

☒ Business ☐ Individual

Primary Contact

Solution

TechWave Solutions

Last Name

Company Name

TechWave Solutions Pvt Ltd

Customer Display Name

TechWave Solutions 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

33AAAAA0000GAT5Z

Get Taxpayer details

Business Legal Name

Business Trade Name

PIN

AAAAA0000A

Place Of Supply

DTN - Tamil Nadu

Tax Implication

☒ 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

Save

Cancel

Activity 1: Sales Order Creation

1. 10/04/2023 DigitalEdge Technologies PVT Ltd - 100 Hrs of IT Consultation - paid through bank
on 25/04/2023

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

Books | Search in Sales Orders (1/1) | Trial expires in 3 days | TechPro Solutions Pvt. Ltd.

Customer Name* Digital Age Technologies PVT Ltd
[Add](#) [View Customer Details](#)

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

GST Treatment: Registered Business - Regular
 GSTIN: SRAAAH0000ATGZ

Place Of Supply* ITND - Tamil Nadu

Sales Order# SO-00001

Reference#

Sales Order Code* 10/04/2023
 To create transaction dated before 01/07/2023, click here

Expected Shipment Date 20/04/2023

Payment Terms Due on Receipt

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

Total Amount: ₹ 11,80,000.00
 Total Quantity: 100

Books | Search in Sales Orders (1/1) | Trial expires in 3 days | TechPro Solutions Pvt. Ltd.

ITEM DETAILS **QUANTITY** **RATE** **TAX** **AMOUNT**

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
IT Consulting	100	10000	GST 18%	10,00,000.00
Service	100			

[Bulk Update Line Items](#)

[Add another line](#)

Summary:

Sub Total	10,00,000.00
Discount	0.00
COST@ 9%	90,000.00
GST@ 9%	90,000.00
Adjustment	0.00
Total (₹)	11,80,000.00

Customer Notes
 Enter any notes to be displayed in your transaction

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

Total Amount: ₹ 11,80,000.00
 Total Quantity: 100

Milestone 7: Bank Account

Activity 1: Adding Bank Account

Techpro Solutions has opened an account in ICICI Bank with A/c no 000001. 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.

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
2. Rent Payable under Other Current Liabilities

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.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

Books | Search | Total expires in 3 days | TechPro Solutions Pvt. Ltd.

Edit Journal

Name* Salary for the Month of April-2023

Journal Type ☐ Cash based journal

Currency INR-Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (MR)	DEBITS	CREDITS
Salaries and Employee Wages	Being Salary for the month of April-2023	Select Contact	2500000	
Salaries Payable	Being Salary for the month of April-2023	Select Contact		2500000

+ Add another line

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

Total (₹) 25,00,000.00 25,00,000.00

Difference 0.00

Attachments

Save Cancel

Books | Search | Total expires in 3 days | TechPro Solutions Pvt. Ltd.

Journals | + New Journal | 1 | Attachments | Comments & History

Status: All Journals | All

30/04/2023 ₹25,00,000.00

JOURNAL #1

Date: 30/04/2023

Amount: ₹25,00,000.00

Reference Number:

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

Sub Total: 25,00,000.00 25,00,000.00

Milestone 10: Expense & Bills

Activity 1: Expense & Bills Entry

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

1. Office Rent Rs.2,00,000/- excluding GST @ 18% Total Invoice Value Rs.2,36,000/- TDS @ 10%

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

Edit Expense

Date*: 30/04/2023

Expense Account*: Rent Expense

Expense Type*: ☐ Goods ☒ Services

SAC:

Amount*: INR ₹ 200000

Paid Through*: Rent Payable

Vendor:

GST Treatment*: Registered Business - Regular

Vendor GSTIN*: 33AAAAA0000A152 [Get Taxpayer details](#)

Source of Supply*: ITNE - Tamil Nadu

Destination of Supply*: ITNE - Tamil Nadu

Reverse Charge: ☐ This transaction is applicable for reverse charge

All Expenses

DATE	EXPENSE ACCOUNT	REFERENCE	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT
30/04/2023	Other Expenses	02		Petty Cash		NON-BILLABLE	₹5,000.00
30/04/2023	Rent Expense	01		Rent Payable		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 Particulars Debit Credit Balance

01-04-2023 Capital Deposit 100000 100000

10-04-2023 Paid to Amazon Web Services 54000 944000

15-04-2023 Received from DigitalEdge Technologies Pvt Ltd 1180000 1280000

15-04-2023 Petty Cash Withdrawal 50000 1230000

20-04-2023 Paid to Juniper Networks 232000 998000

25-04-2023

Received from ApexTech Consultants \$9130.5 @

Rs.81.99185 748627 1692627

25-04-2023 Received from Techwise Solutions 1620000 3312627

30-04-2023 Salary Paid 2500000 812627

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

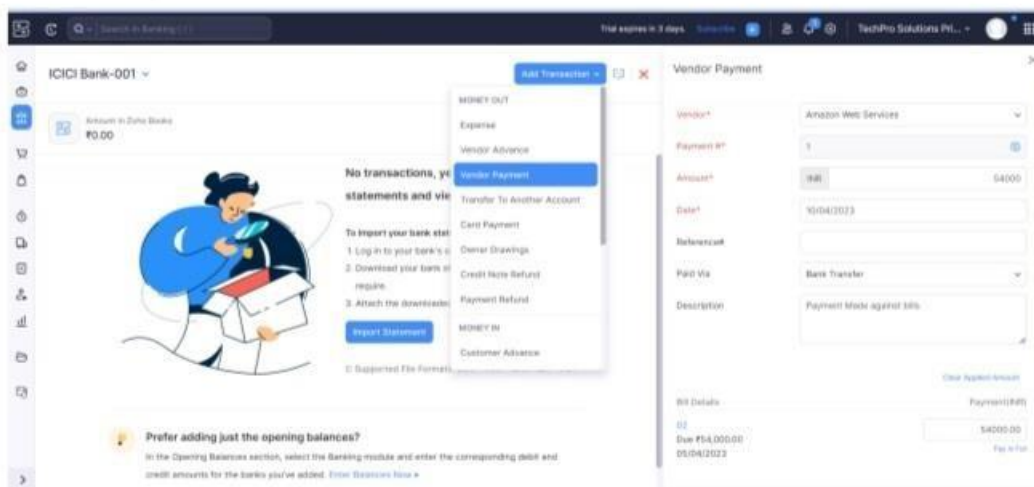
Amount received from customer Money In – Customer payment



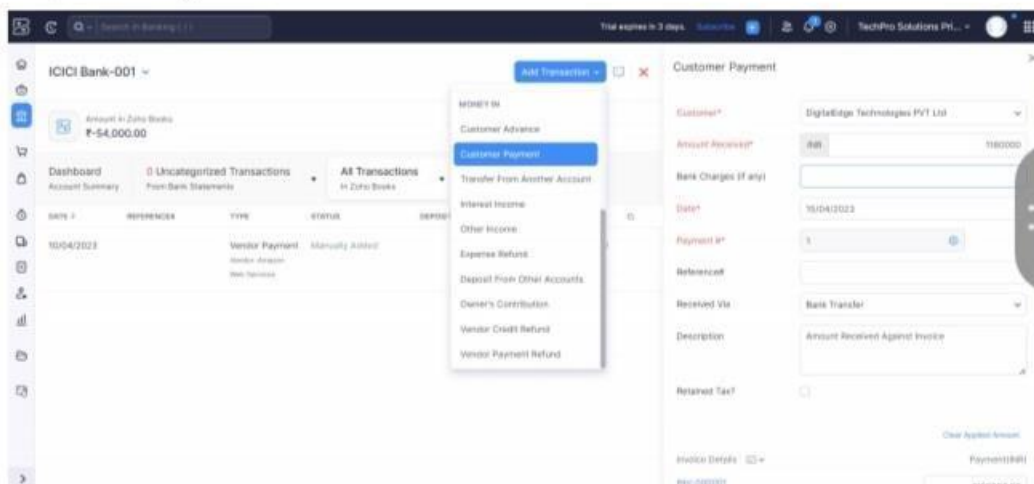
For Vendor payment and Customer payment select the appropriate Vendor or customer and mark the payment against the open Bills and Invoices to close and mark completed.

24

For Vendor Payment:



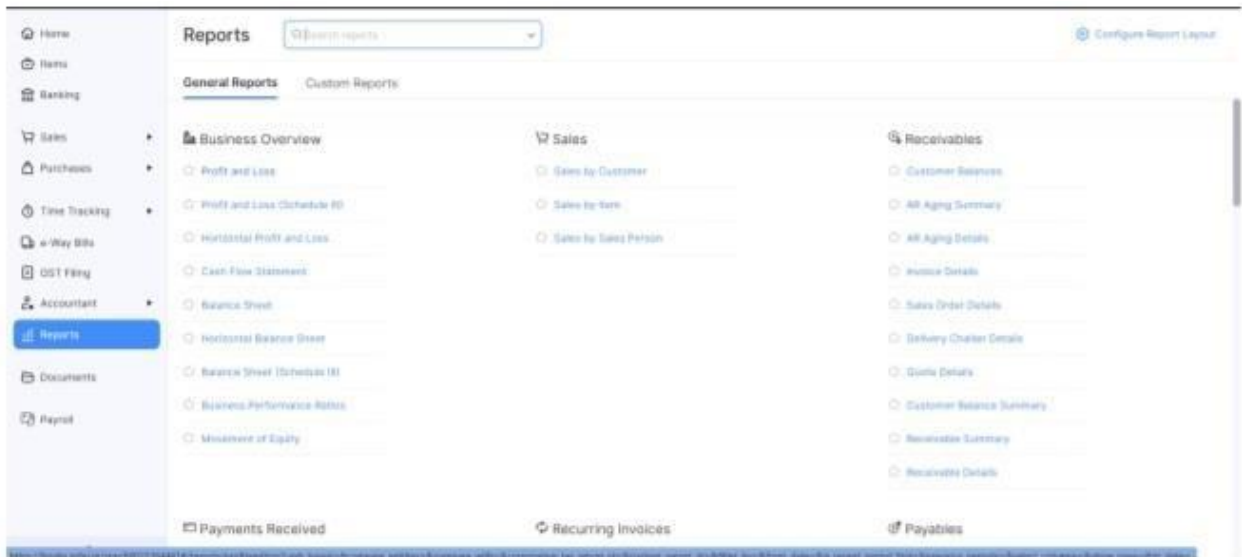
For Customer Payment:



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



Activity 1: Profit and Loss Account

Search for Custom Reports

Custom Customer Report

Schedule Report

Export As

TechPro Solutions Private Limited

Profit and Loss

Basic Account

From 01/04/2023 To 30/04/2023

+ Add Temporary Note

Account	100%
Operating Income	
Sales	42,49,989.81
Total for Operating Income	42,49,989.81
Cost of Goods Sold	
Cost of Goods Sold	3,50,000.00
Total for Cost of Goods Sold	3,50,000.00
Gross Profit	38,99,989.81
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	11,94,989.81
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Exchange Gain or Loss	1,363.25
Total for Non Operating Expense	1,363.25
Net Profit/Loss	11,93,626.56

GST Reports

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

GSTR-3B Summary
From 01/04/2023 To 30/04/2023

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)	₹35,00,000.00	₹0.00	₹3,15,000.00	₹3,75,000.00	₹0.00
(b) Outward taxable supplies (zero-rated)	₹7,40,968.81	₹0.00			₹0.00
(c) Other outward supplies (nil rated, exempted)	₹5.00				
(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	₹42,40,968.81	₹0.00	₹3,15,000.00	₹3,75,000.00	₹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

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

TechPro Solutions Private Limited
Tax Return
From 01/04/2023 To 30/04/2023

+ Add Temporary Note

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	GST AMOUNT	CGST AMOUNT	SGST AMOUNT	CESS AMOUNT
30/04/2023	INV-000001	Invoice	₹10,00,000.00	₹0.00	₹90,000.00	₹90,000.00	₹0.00
20/04/2023	INV-000003	Invoice	₹15,30,000.00	₹0.00	₹1,35,000.00	₹1,35,000.00	₹0.00
20/04/2023	INV-000002	Invoice	₹10,30,000.00	₹0.00	₹90,000.00	₹90,000.00	₹0.00

Conclusion:

Techpro is the best IT solutions provider in Chennai. We provide complete IT services, we are a leading software development company in Chennai with a team of highly trained and experienced software professionals.

