



Course Name	Zoho Books	
College Name	Mangayarkarasi College of Arts and Science for Women Paravai, Madurai - 625002	
College Code	MKU251	
Skill Offering Id	NM2023TMID36650	
Project Title	Preparation and Maintenance of ZOH0 Books for Fresh Bites Catering	
Project Submitted To	Madurai Kamaraj University (Naan Mudhalvan Scheme(TNSDC))	
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Department	B.COM Computer Application	
Semester	5	
Group Number	4	
Total Members of the Group	4	
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Preparation and Maintenance of ZOHO Books for Fresh Bites Catering

1. Introduction.

1.1 Overview

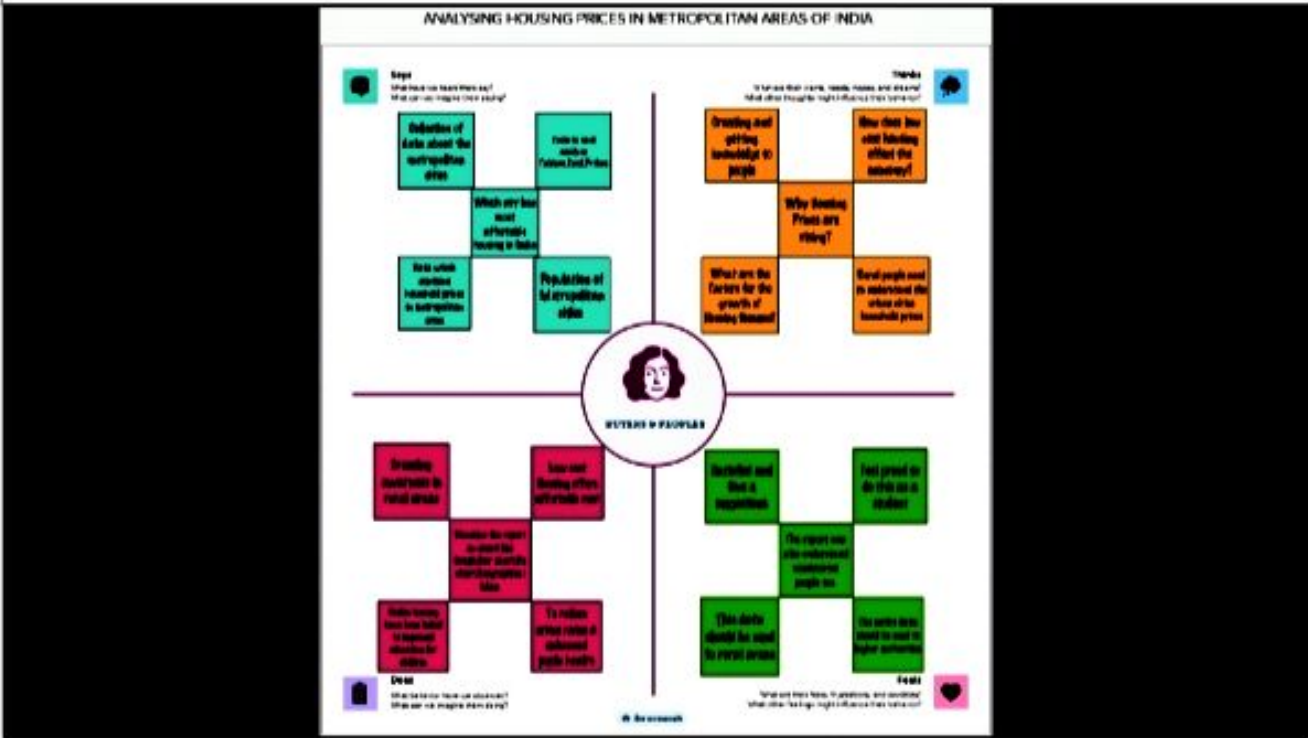
Fresh Bites Catering, a catering service, utilizes Zoho Books to manage their sales, track inventory, and handle invoicing. They can generate professional invoices for clients and track expenses related to ingredients and supplies.

1.2 Purpose

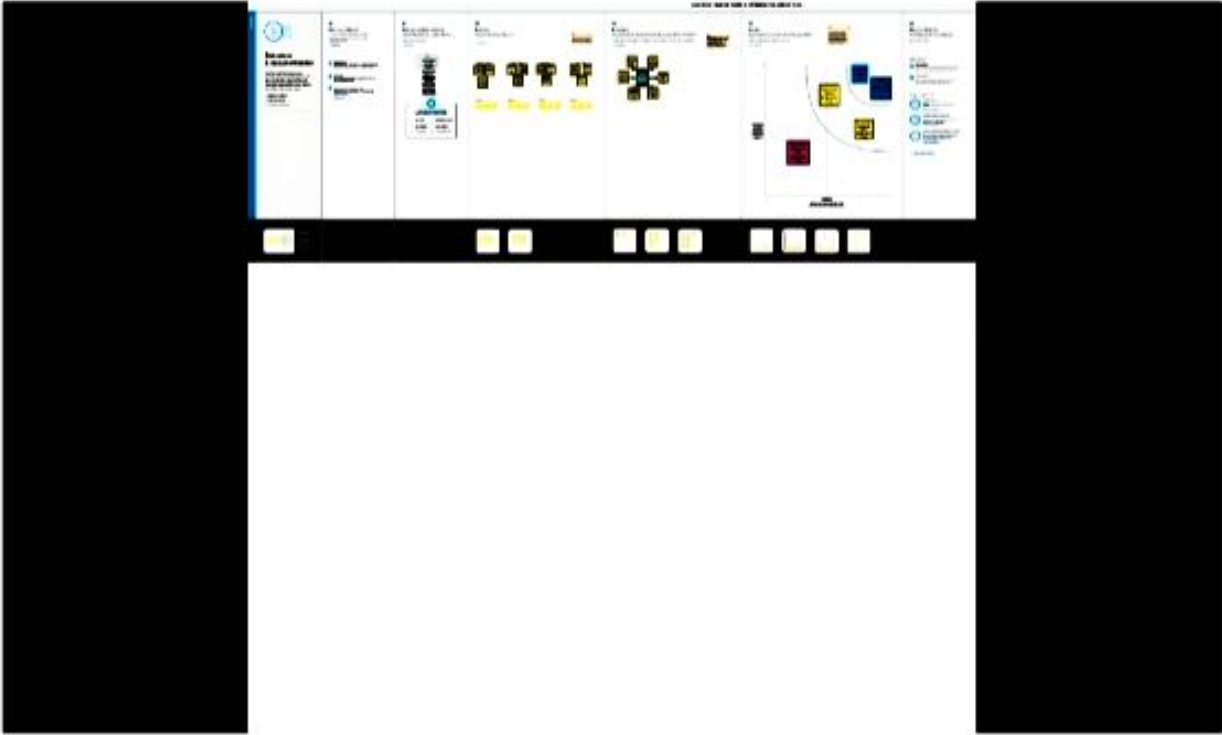
Zoho Books helps them maintain accurate financial records and streamline their Catering Operations.

2. Problem Definition and Design Thinking

a. Empathy Map

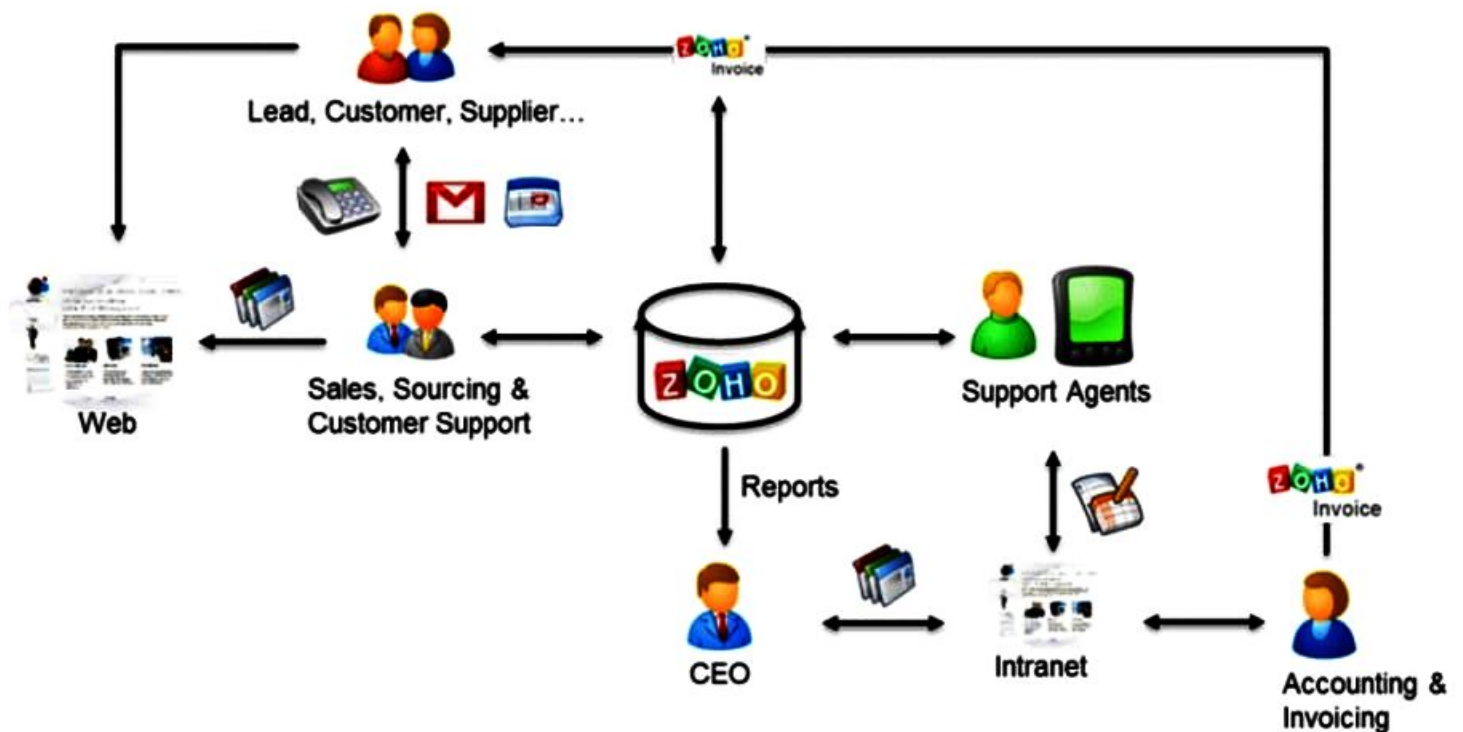


2.2 Ideation and Brainstorming Map



Preparation and Maintenance of ZOHO Books for Fresh Bites Catering

Fresh Bites Catering, a catering service, utilizes Zoho Books to manage their sales, track inventory, and handle invoicing. They can generate professional invoices for clients and track expenses related to ingredients and supplies. Zoho Books helps them maintain accurate financial records and streamline their catering operations.



Project Flow:

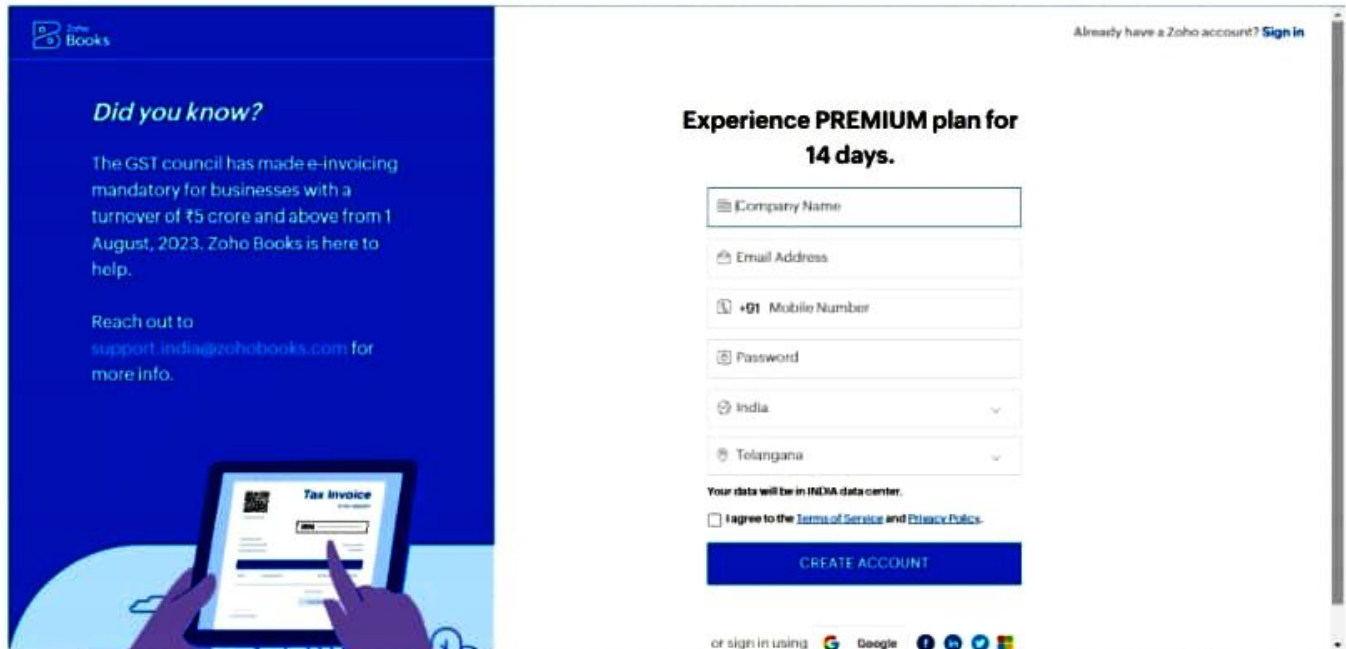
To accomplish this, we have to complete all the activities listed below,

- 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

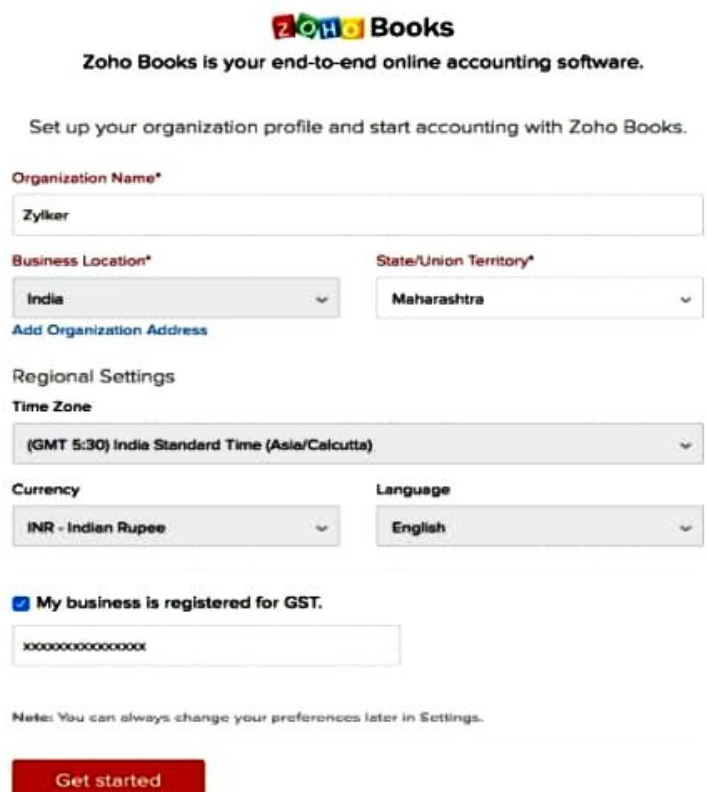
Activity 1: Sign up for a Zoho Books account and Login

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 to and click Get Started.
- Eg GSTN:33AAAAA0000A15Z

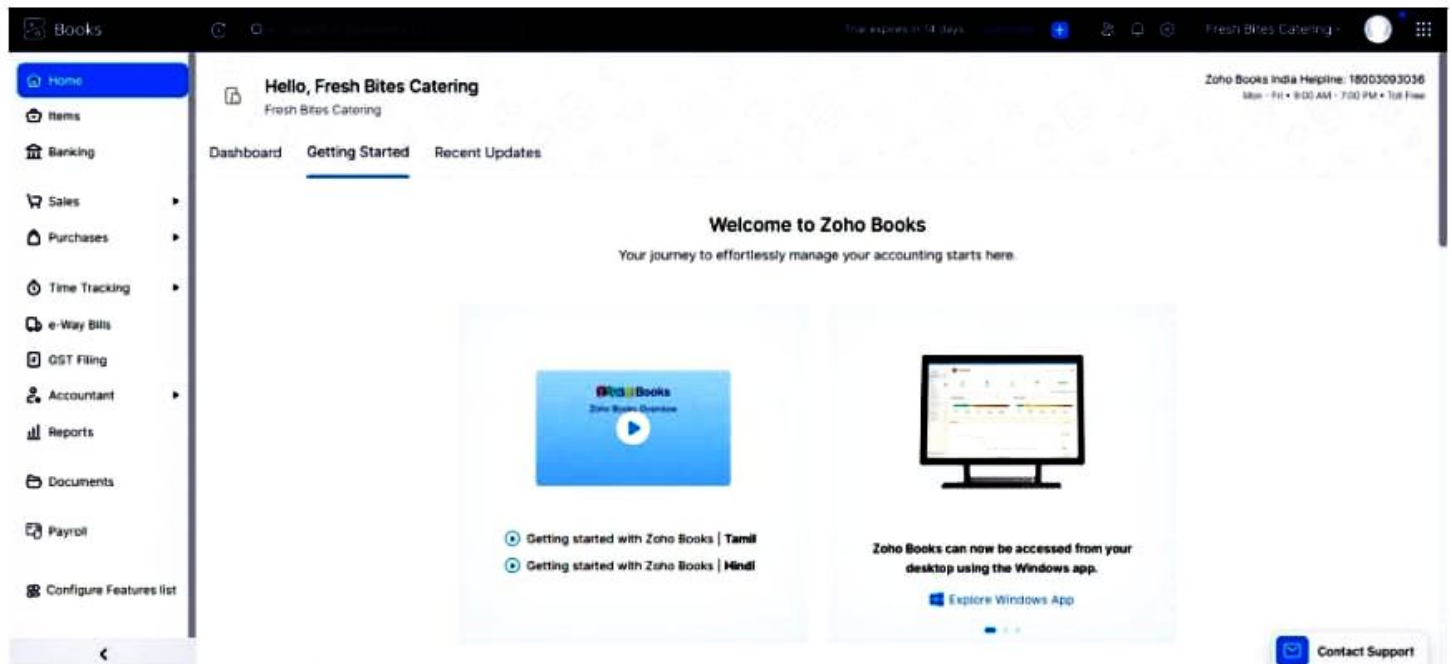


Activity 2: Introduction

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 and more.



Books Tran expires in 14 days Refresh Bites Catering

New Item

Type: ☐ Goods ☒ Service

Name*: Corporate Catering

Unit: Plate

SAC: 996334

Tax Preference*: Taxable

☒ Sales Information ☐ Purchase Information

Selling Price*: INR 300

Cost Price: INR

Account*: Sales

Account: Cost of Goods Sold

Description:

Preferred Vendor:

Books Tran expires in 14 days Refresh Bites Catering

New Item

Default Tax Rates

Intra State Tax Rate: IGST5 [5%]

Inter State Tax Rate: IGST5 [5%]

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.

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: Rewiew of Items after Addition

Books Tran expires in 14 days Refresh Bites Catering

Active Items

NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	PURCHASE RATE
<input type="checkbox"/> Catering Supplies		₹0.00			₹300.00
<input type="checkbox"/> Beverages		₹0.00			₹100.00
<input type="checkbox"/> Food Ingredients		₹0.00			₹500.00
<input type="checkbox"/> Buffet Catering		₹500.00	996334	Plate	0
<input type="checkbox"/> Wedding Catering		₹400.00	996334	Plate	0
<input type="checkbox"/> Corporate Catering		₹300.00	996334	Plate	0

Activity 3: Lets get started

Lets Assume Fresh Bites Catering is offering below services:

1. Corporate Catering Rs.300/- per plate
2. Wedding Catering Rs.400/- per plate
3. Buffet Catering Rs.500/- per Plate

Output GST @ 5% is applicable for the above services.

It requires below Purchase items for the supply of above services:

1. Food Ingredients (Cost price is Rs.500/- per Kg)
2. Beverages (CP is Rs.100/- each)
3. Catering Supplies (CP is Rs.300/- each)

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 Price for Sale Products
- 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.

Activity 2: Review of Vendors List

After Creating the Vendors check and review all the details:

Books

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 Store Supplies
₹0.00

Drink Delight Beverages
₹0.00

Whole Foods Market
₹0.00

Whole Foods Market

Overview

Comments

Transactions

Mails

Statement

Whole Foods Market

What's Next for Your Vendor?

New Purchase Order

Now Bill

Payables

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

Books

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	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
Mega Store Supplies	Mega Store Supplies			Tamil Nadu	₹0.00	₹0.00
Drink Delight Beverages	Drink Delight Beverages			Tamil Nadu	₹0.00	₹0.00
Whole Foods Market	Whole Foods Market			Tamil Nadu	₹0.00	₹0.00

Milestone 4: Purchases

Activity 1: Purchase Order Creation

Next Fresh Bites Catering has raised below purchase orders from the vendors:

- 05-04-2023 Whole Foods Market – Food Ingredients - Qty 200 - GST @ 5%

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

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

New Purchase Order

Vendor Name*
Whole Foods Market
Open Purchase Orders

BILLING ADDRESS
Add new address

SHIPPING ADDRESS
Add new address

GST Treatment: Registered Business - Regular
GSTIN: 33AAAAA00004152

Source Of Supply*
[TN] - Tamil Nadu

Destination Of Supply*
[TN] - Tamil Nadu

Deliver To*
Organization
sairampulugam1999
Tamil Nadu
India
Change destination to deliver

☐ This transaction is applicable for reverse charge

Tax Exclusive

At Transaction Level

Bulk Update Line Items

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Food Ingredients Add a description to your item HSN Code: Update	Materials	200	500	GST5 [5%]	1,00,000.00
Type or click to select an item.	Select Account	1.00	0.00	GST5 [5%]	0.00
Sub Total					1,00,000.00
Total Quantity : 200					
Discount					0.00
Apply after tax					
COST2.5 [2.5%]					2,500.00
SOST2.5 [2.5%]					2,500.00

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 and then click "Convert to Bill" to convert the same as bill entry by entering the same PO date as Bill date:

The screenshot shows the 'Books' application interface. The sidebar on the left contains navigation options: Home, Items, Banking, Sales, Purchases (selected), Bills, Payments Made, Recurring Bills, and Vendor Credits. The main area displays a list of Purchase Orders under the heading 'All Purchase Ord...'. A specific PO is selected, showing details: 'Whole Foods Market', 'PO-00001', '05/04/2023', and an amount of '₹1,05,000.00'. The status is 'DRAFT'. A notification at the top says 'Purchase Order has been added.' Below the PO details, there is a section titled 'Send the Purchase Order' with a button 'Send Purchase Order' and a link 'Mark as Issued'. A preview of the PO document is shown at the bottom, with a 'Draft' label and the title 'PURCHASE ORDER'.

The screenshot shows the 'Books' application interface with the 'Bills' section selected in the sidebar. The main area displays a list of Bills under the heading 'All Bills'. A specific bill is selected, showing details: 'Whole Foods Market', '01', '05/04/2023', and an amount of '₹1,05,000.00'. The status is 'OPEN'. A notification at the top says 'Purchase Order has been added.' Below the bill details, there is a section titled 'Record Payment' with a button 'Record Payment' and a link 'Record Payment'. A preview of the bill document is shown at the bottom, with an 'Open' label and the title 'BILL'.

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

Milestone 6: Sales

Activity 1: Sales Order Creation

Fresh Bites Catering received below Sales Order from the mentioned Customer:

- 10/04/2023 Techwise Solutions – Corporate Catering for 1000 plates - 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 as Draft>Mark as Confirmed

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

New Sales Order

Customer Name*
TechWise Solutions Pvt Ltd
View Customer Details

BILLING ADDRESS
Add new address

SHIPPING ADDRESS
Add new address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAAD000A1SZ

Place Of Supply*
[TN] - Tamil Nadu

Sales Order#*
SO-00001

Reference#

Sales Order Date*
05/04/2023
To create transaction dated before 01/07/2017, click here

Expected Shipment

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

Bulk Update Line Items

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Corporate Catering Add a description to your item SAC: 996334	500 Plate	300	GST5 [5%]	1,50,000.00
Type or click to select an item.	1.00	0.00	GST5 [5%]	0.00
Sub Total				1,50,000.00
Discount				0.00
CGST2.5 [2.5%]				3,750.00
SGST2.5 [2.5%]				3,750.00
Adjustment				0.00
Total (₹)				1,57,500.00

Customer Notes
Enter any notes to be displayed in your transaction

Save as Draft Save and Send Cancel

Total Amount: ₹ 1,57,500.00
Total Quantity: 500

Milestone 5: Customers

Activity 1: Customers Creation:

The below are the list of customers:

1. TechWise Solutions Pvt Ltd (GST Registered).
2. Raj Kamal Wedding Planners (GST Registered).
3. Iyyer Event Planners (Non GST)

- 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 ☐ Individual

Primary Contact

Company Name

Customer Display Name*

Customer Email

Customer Phone

Other Details | Address | Contact Persons | Custom Fields | Reporting Tags | Remarks

GST Treatment*

GSTIN / UIN* [Get Taxpayer details](#)

Business Legal Name

Business Trade Name

PAN

Place Of Supply*

Tax Preference* ☒ Taxable ☐ Tax Exempt

Currency

Opening Balance

Payment Terms

Enable Portal? ☐ Allow portal access for this customer

Portal Language

[Save](#) [Cancel](#)

Milestone 7: Bank Account

Activity 1: Adding Bank Account

Fresh Bites Catering 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.

Home
Items
Banking
Sales
Purchases
Time Tracking
e-Way Bills
GST Filing
Accountant
Reports
Documents
Payroll

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

18

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

Purchases
Time Tracking
e-Way Bills
GST Filing
Accountant
Manual Journals
Bulk Update
Currency Adjustments
Budgets
Transaction Locking
Reports
Documents
Payroll

Create Account

Account Type* Other Asset

Account Name*

Account Code

Description Max. 500 characters

☐ Add to the watchlist on my dashboard

Save Cancel

Assets
Track several assets like goodwill and other intangible assets.

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 • OFX • QIF • PDF

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

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

₹-59,000.00

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*

TechWise Solutions Pvt Ltd

Amount Received*

INR 157500

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

Payment(INR)

Milestone 10: Expense & Bills

Activity 1: Expense & Bills Entry

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

1. Office Rent Rs.50,000/- excluding GST @ 18% Total Invoice Value Rs.59,000/- paid in Bank.
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

The screenshot shows the 'Record Expense' form in a software application. The form is titled 'Record Expense' and 'Record Mileage'. It contains various fields for entering expense details, including Date, Expense Account, Expense Type, SAC, Amount, Paid Through, Vendor, GST Treatment, Vendor GSTIN, Source of Supply, Destination of Supply, Reverse Charge, Tax, Amount Is, Invoice#, Notes, Customer Name, and Reporting Tags. The form is partially filled with data for an expense incurred on 30/04/2023, categorized as Rent Expense, with an amount of 50,000 INR, paid through ICICI Bank 001. The tax is GST18 (18%), and the total tax amount is 9,000.00 INR. The form also includes a section for uploading receipts and a 'Save' button.

Record Expense **Record Mileage**

Date* 30/04/2023

Expense Account* Rent Expense

Expense Type* ☐ Goods ☒ Services

SAC

Itemize

Amount* INR 50000

Paid Through* ICICI Bank 001

Vendor

GST Treatment* Registered Business - Regular

Vendor GSTIN* 33AAAAA0000A15Z [Get Taxpayer details](#)

Source Of Supply* [TN] - Tamil Nadu

Destination Of Supply* [TN] - Tamil Nadu

Reverse Charge ☐ This transaction is applicable for reverse charge

Tax* GST18 (18%)
Tax Amount = 9000.00 INR
Eligible for ITC

Amount Is ☐ Tax Inclusive ☒ Tax Exclusive

Invoice#

Notes Max. 500 characters

Customer Name

Reporting Tags [Associate Tags](#)

[Save \(Alt+S\)](#) [Save and New \(Alt+N\)](#) [Cancel](#)

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

[Upload your Files](#)

For Vendor Payment:

ICICI Bank 001

Amount in Zoho Books
₹-59,000.00

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 OUT

Expense

Vendor Advance

Vendor Payment

Transfer To Another Account

Card Payment

Owner Drawings

Credit Note Refund

Payment Refund

MONEY IN

Customer Advance

Vendor Payment

Vendor*
Whole Foods Market

Payment #*
1

Amount*
INR 105000

Date*
25/04/2023

Reference#

Paid Via
Cash

Description
Max. 500 characters

Clear Applied Amount

Bill Details

01

Show PO#

Due ₹1,05,000.00

05/04/2023

Payment(INR)

105000.00

Pay in Full

For Salary Payment pass the journal entry:

Books

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction

New Journal

Notes*
Salary Paid for the month of April-2023

Journal Type
☐ Cash based journal

Currency
INR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salary Payable	Description	Select Contact	200000	
ICICI Bank 001	Description	Select Contact		200000
Sub Total			2,00,000.00	2,00,000.00
Total (₹)			2,00,000.00	2,00,000.00
Difference				0.00

Add another line

Save and Publish

Save as Draft

Cancel

Make Recurring

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 for a company named "Fresh Bites Catering". The main heading is "Balance Sheet" with the basis set to "Accrual" and the date "As of 30/04/2023". A sidebar on the left contains navigation icons. At the top right, there are options to "Schedule Report", "Print", and "Export As". The "Export As" dropdown menu is open, showing options for "PDF", "XLSX (Microsoft Excel)", "XLS (Microsoft Excel 1997-2004 Compatible)", and "Export to Zoho Sheet". The "XLSX" option is highlighted. Below the heading, there are buttons for "Collapse all" and "Expand All". The balance sheet table has two columns: "ACCOUNT" and "TOTAL".

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
ICICI Bank 001	4,53,500.00

Activity 3: GST Reports

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

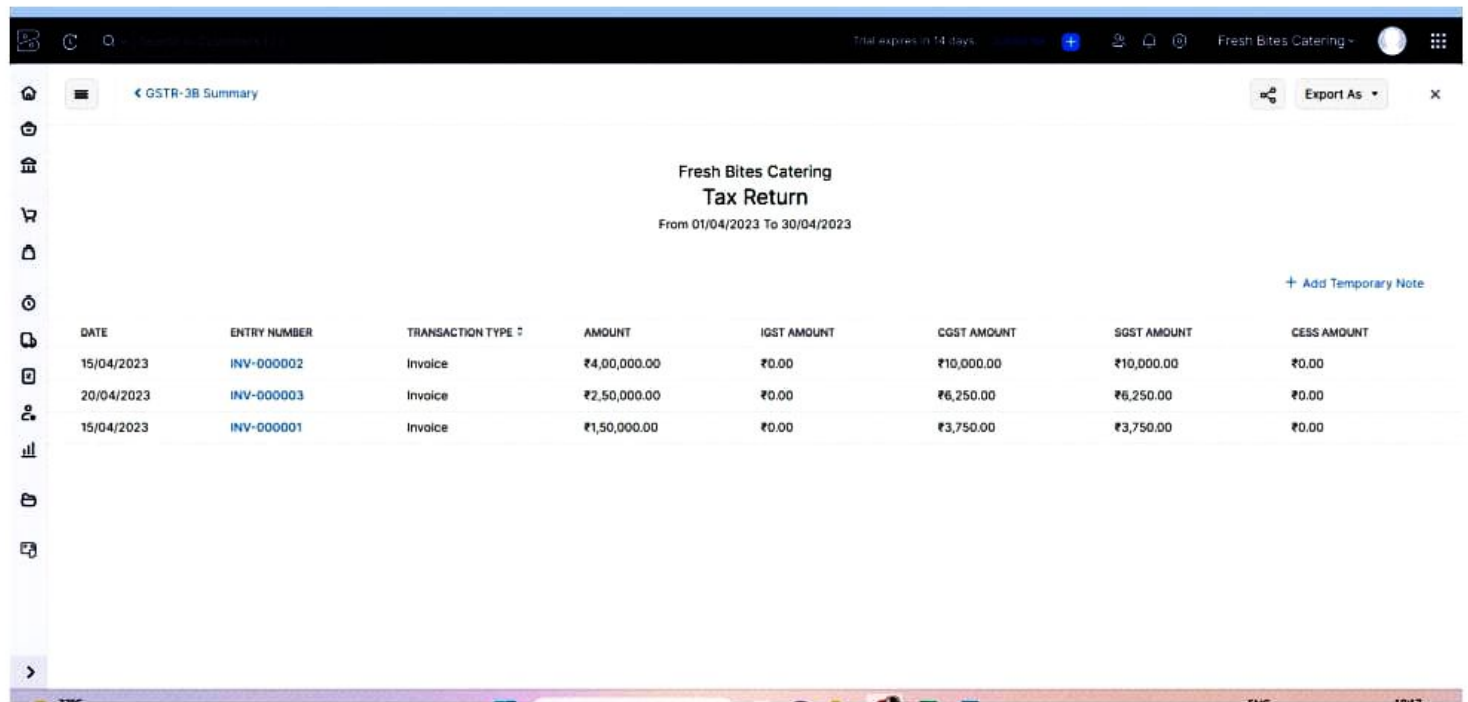
The screenshot shows the Zoho Books interface for a company named "Fresh Bites Catering". The main heading is "GSTR-3B Summary" with the period "From 01/04/2023 To 30/04/2023". At the top right, there are options to "Print" and "Export As". The "Export As" dropdown menu is open, showing options for "PDF", "XLSX (Microsoft Excel)", "XLS (Microsoft Excel 1997-2004 Compatible)", and "Export to Zoho Sheet". The "XLSX" option is highlighted. Below the heading, there is a section titled "3.1 Details of Outward Supplies and inward supplies liable to reverse charge". This section contains a table with 6 columns: "Nature of Supply", "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)	₹8,00,000.00	₹0.00	₹20,000.00	₹20,000.00	₹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	₹8,00,000.00	₹0.00	₹20,000.00	₹20,000.00	₹0.00

Below this table, there is a section titled "3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act". This section contains a table with 6 columns: "Description", "Taxable Value", "Integrated Tax", "Central Tax", "State/UT Tax", and "CESS Tax".

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:



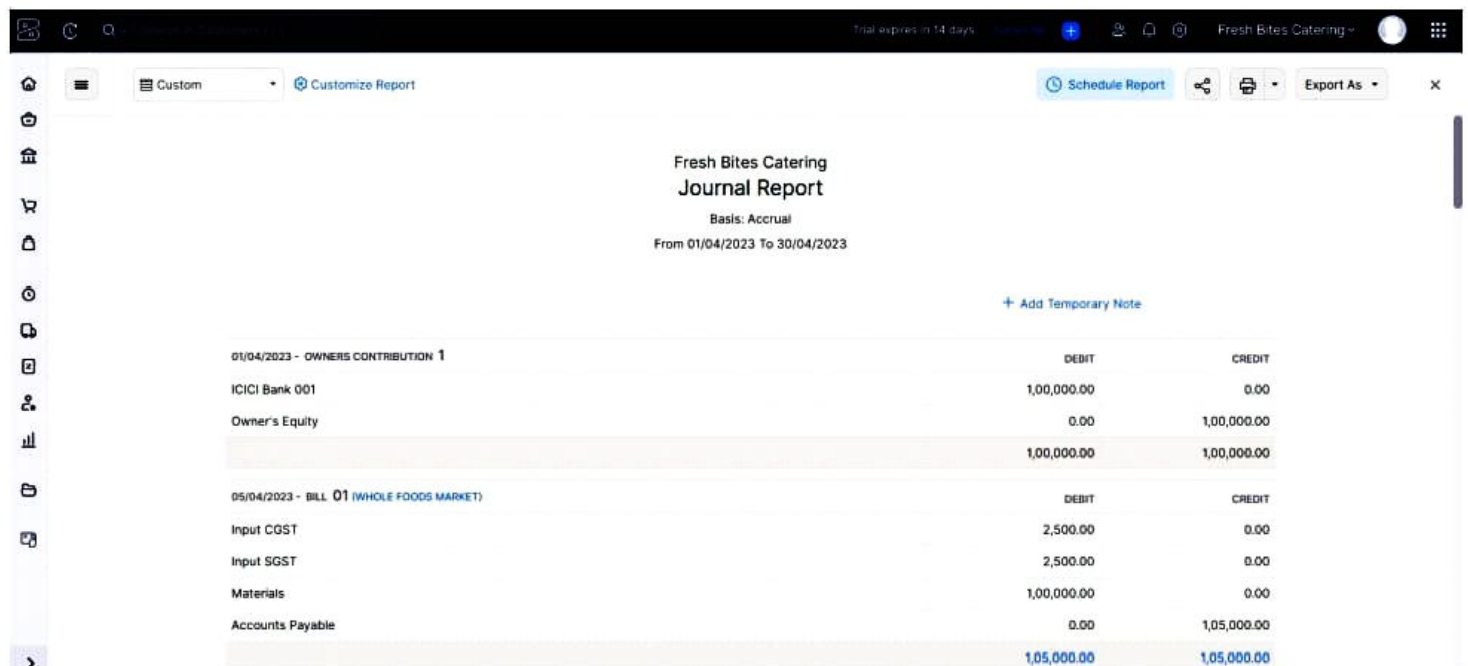
Fresh Bites Catering
Tax Return
From 01/04/2023 To 30/04/2023

+ Add Temporary Note

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	IGST AMOUNT	CGST AMOUNT	SGST AMOUNT	CESS AMOUNT
15/04/2023	INV-000002	Invoice	₹4,00,000.00	₹0.00	₹10,000.00	₹10,000.00	₹0.00
20/04/2023	INV-000003	Invoice	₹2,50,000.00	₹0.00	₹6,250.00	₹6,250.00	₹0.00
15/04/2023	INV-000001	Invoice	₹1,50,000.00	₹0.00	₹3,750.00	₹3,750.00	₹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 format 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.



Fresh Bites Catering
Journal Report
Basis: Accrual
From 01/04/2023 To 30/04/2023

+ Add Temporary Note

	DEBIT	CREDIT
01/04/2023 - OWNERS CONTRIBUTION 1		
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 (WHOLE FOODS MARKET)		
Input CGST	2,500.00	0.00
Input SGST	2,500.00	0.00
Materials	1,00,000.00	0.00
Accounts Payable	0.00	1,05,000.00
	1,05,000.00	1,05,000.00

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

Activity 6: Accounts Payable Aging Details

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

Fresh Bites Catering
AP Aging Summary By Bill Due Date
 As of 24/04/2023

[+ Add Temporary Note](#)

VENDOR NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	FCY
Drink Delight Beverages	₹52,500.00	₹0.00	₹0.00	₹0.00	₹0.00	₹52,500.00	₹52,500.00
Mega Store Supplies	₹60,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹60,000.00	₹60,000.00
Whole Foods Market	₹1,05,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹1,05,000.00	₹1,05,000.00
Total	₹2,17,500.00	₹0.00	₹0.00	₹0.00	₹0.00	₹2,17,500.00	

Activity 1: Profit and Loss Account

Fresh Bites Catering	
Profit and Loss	
Basis: Accrual	
From 01/04/2023 To 30/04/2023	
+ Add Temporary Note	
ACCOUNT	TOTAL
Operating Income	
Sales	6,50,000.00
Total for Operating Income	6,50,000.00
Cost of Goods Sold	
Cost of Goods Sold	1,10,000.00
Materials	1,00,000.00
Total for Cost of Goods Sold	2,10,000.00
Gross Profit	4,40,000.00
Operating Expense	
Other Expenses	5,000.00
Rent Expense	50,000.00
Salaries and Employee Wages	2,00,000.00
Total for Operating Expense	2,55,000.00
Operating Profit	1,85,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	1,85,000.00

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

Home

Items

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Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Reports

Search reports

General Reports

Custom Reports

Business Overview

Profit and Loss

Profit and Loss (Schedule III)

Horizontal Profit and Loss

Cash Flow Statement

Balance Sheet

Horizontal Balance Sheet

Balance Sheet (Schedule III)

Business Performance Ratios

Movement of Equity

Sales

Sales by Customer

Sales by Item

Sales by Sales Person

Receivables

Customer Balances

AR Aging Summary

AR Aging Details

Invoice Details

Sales Order Details

Delivery Chalan Details

Quote Details

Customer Balance Summary

Receivable Summary

Receivable Details

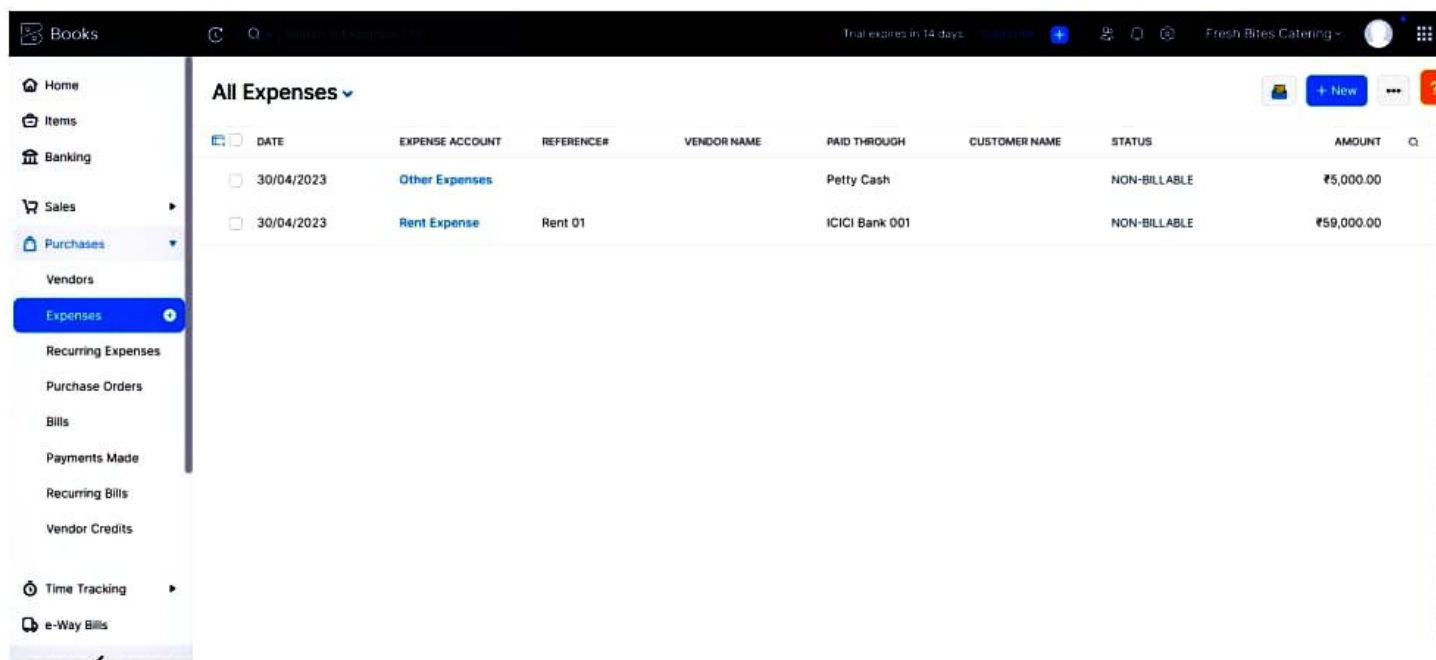
Payments Received

Recurring Invoices

Payables

Configure Report Layout

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=



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
15-04-2023	Amount received from Techwise Solutions Pvt Ltd		157500	247500
25-04-2023	Paid to Whole Foods Mart	105000		142500
25-04-2023	Amount received from Raj Kamal Wedding Planners		420000	562500
25-04-2023	Paid to Drink Delight Bevarages	52500		510000
25-04-2023	Paid to Mega Store Supplies	60000		450000
25-04-2023	Amount received from Iyyer Event Planners		262500	712500
30-04-2023	Rent Paid	59000		653500
30-04-2023	Salary Paid	200000		453500

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

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.2,00,000/- 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

Notes* Salary Payable for the month of April-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 April-2023	Select Contact	200000	
Salary Payable	Being Salary Payable for the month of April-2023	Select Contact		200000

+ Add another line

Sub Total 2,00,000.00 2,00,000.00

Total (₹) 2,00,000.00 2,00,000.00

Difference 0.00

Save and Publish Save as Draft Cancel

Journals

Status: All Journals

30/04/2023 ₹2,00,000.00 PUBLISHED

The journal entry has been created.

JOURNAL #1

Date: 30/04/2023

Amount: ₹2,00,000.00

Notes: Salary Payable for the month of April-2023

Reference Number:

Account	Contact	Debits	Credits
Salaries and Employee Wages		2,00,000.00	
Being Salary Payable for the month of April-2023			
Salary Payable			2,00,000.00
Being Salary Payable for the month of April-2023			
Sub Total		2,00,000.00	2,00,000.00

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 displays the 'Books' application interface. On the left, a navigation menu shows 'Sales' > 'Sales Orders' selected. The main area shows a 'Sales Order' for 'TechWise Solutions Pvt Ltd' with ID 'SO-00001' and a value of '₹1,57,500.00'. The status is 'CLOSED'. Below this, the 'Invoices' section shows the order has been converted to an invoice with status 'INVOICED'. A 'Show PDF View' toggle is visible. The PDF preview shows a 'SALES ORDER' document for 'Fresh Bites Catering' and 'TechWise Solutions Pvt Ltd', dated '05/04/2023'.

Activity 3: Direct Sale Invoices

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

1. 15-04-2023 Raj Kamal Wedding Planners- Wedding Catering for Qty 1000 Plates
2. 20-04-2023 Iyer Event Planners – Buffet Catering for Qty 500 plates

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 'New Invoice' form in the 'Books' application. The 'Customer Name' is 'Raj Kamal Wedding Planners'. The 'Invoice#' is 'INV-000002'. The 'Order Number' field is empty. The 'Invoice Date' is '15/04/2023'. The 'Terms' are set to 'Due on Receipt' and the 'Due Date' is '15/04/2023'. The 'Place Of Supply' is '[TN] - Tamil Nadu'. The 'GSTIN' is '33AAAAA0000A15Z'. The 'GST Treatment' is 'Registered Business - Regular'.

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

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

All Bills

DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
05/04/2023	03		Mega Store Supplies	OPEN	03/08/2023	₹60,000.00	₹60,000.00
05/04/2023	02		Drink Delight Bevarages	OPEN	03/08/2023	₹52,500.00	₹52,500.00
05/04/2023	01	PO-00001	Whole Foods Market	OPEN	03/08/2023	₹1,05,000.00	₹1,05,000.00

Activity 2: Review the Customers List

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

Active Customers

NAME	COMPANY NAME	EMAIL	PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)	GST TREATMENT
Iyyer Event Planners	Iyyer Event Planners			Tamil Nadu	₹0.00	₹0.00	Unregistered Business
Raj Kamal Wedding Planners	Raj Kamal Wedding Planners			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular
TechWise Solutions Pvt Ltd	TechWise Solutions Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular

Activity 2: Purchase Order to Purchase Bills Conversion

After Creating the Purchase orders, Mark as issued and then click "Convert to Bill" to convert the same as bill entry by entering the same PO date as Bill date:

Books

Home Items Banking Sales Purchases Vendors Expenses Recurring Expenses Bills Payments Made Recurring Bills Vendor Credits Time Tracking e-Way Bills

All Purchase Ord... **+ New** PO-00001

Whole Foods Market ₹1,05,000.00 PO-00001 05/04/2023 DRAFT

Send the Purchase Order
Purchase order has been created. You can email the Purchase Order to your vendor or mark it as issued. **Send Purchase Order** **Mark as Issued**

PURCHASE ORDER
PO-00001

Fresh Bites Catering
Tamil Nadu
India
GSTIN 33AAAAA0000A1Z3
sarampulangam1999@gmail.com

Vendor Address
Whole Foods Market
GSTIN 33AAAAA0000A1Z3

Deliver To
sarampulangam1999

Books

Home Items Banking Sales Purchases Bills Payments Made Recurring Bills Vendor Credits Time Tracking e-Way Bills

All Bills **+ New** 01

Whole Foods Market ₹1,05,000.00 01 05/04/2023 OPEN

Record Payment
This bill is in the open status. You can now record payment for this bill. **Record Payment**

BILL
Bill# 01
Balance Due ₹1,05,000.00

Fresh Bites Catering
Tamil Nadu
India
GSTIN 33AAAAA0000A1Z3
sarampulangam1999@gmail.com

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 Fresh Bites Catering purchased directly from the below Suppliers:

1. 05-04-2023 Drink Delight Beverages – Beverages- Qty 500
2. 05-04-2023 Mega Store Supplies- Catering Supplies- 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

New Bill

Vendor Name* Drink Delight Beverages [View Vendor Details](#) INR

GST Treatment: Registered Business - Regular [View Vendor Details](#)

GSTIN: 33AAAAA0000A15Z [View Vendor Details](#)

Source Of Supply* [TN] - Tamil Nadu

Destination Of Supply* [TN] - Tamil Nadu

Bill#* 02

Order Number

Bill Date* 05/04/2023
To create transaction dated before 01/07/2017, click here

Due Date 05/04/2023

Payment Terms Due on Receipt

Line Items

Tax Exclusive At Transaction Level [Bulk Update Line Items](#)

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Beverages <small>Add a description to your item</small> Recent Transactions HSN Code: Update	Cost of Goods Sold	500	100	GST5 [5%] Eligible For ITC	Select Customer	50,000.00
Type or click to select an item.	Select Account	1.00	0.00	GST5 [5%] Eligible For ITC	Select Customer	0.00
Sub Total						50,000.00
Discount <small>Apply after tax</small>						0.00
COST2.5 [2.5%]						1,250.00
SGST2.5 [2.5%]						1,250.00
Total Tax Amount						2,500.00 INR

[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 25th April 2023 in Bank.

Activity 2: Review of Vendors List

After Creating the Vendors check and review all the details:

Books

Home

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Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Active Vendors

Mega Store Supplies
₹0.00

Drink Delight Beverages
₹0.00

Whole Foods Market
₹0.00

Whole Foods Market

Overview

Comments

Transactions

Mails

Statement

Whole Foods Market

ADDRESS

Billing Address

Shipping Address

OTHER DETAILS

Default Currency

Payment Terms

GST Treatment

GSTIN

PAN

What's Next for Your Vendor?

Payables

Expenses

Books

Home

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Sales

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Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Active Vendors

NAME

COMPANY NAME

EMAIL

WORK PHONE

SOURCE OF SUPPLY

PAYABLES (BCY)

UNUSED CREDITS (BCY)

Mega Store Supplies

Drink Delight Beverages

Whole Foods Market

Milestone 3: Vendors

Activity 1: Vendors Creation

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

1. Whole Foods Market (GST registered)
2. Drink Delight Beverages (GST registered)
3. Mega Store Supplies (Non GST)

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

The screenshot displays the 'All Vendors' page in a software application. The left sidebar contains a navigation menu with options: Home, Items, Banking, Sales, Purchases (selected), Vendors (selected), Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, and e-Way Bills. The main content area shows 'All Vendors' with a '+ New' button and a 'Business is no fun without people.' message. Below this is a 'CREATE NEW VENDOR' button and a link to 'Click here to import vendors from file'. A diagram titled 'Types of contacts' is also visible.

The bottom part of the screenshot shows the 'Edit Vendor' form. The form has a sidebar with the same navigation menu. The main content area is titled 'Edit Vendor' and contains the following fields:

- Primary Contact: Salutation (dropdown), First Name (text input), Last Name (text input)
- Company Name: Whole Foods Market (text input)
- Vendor Display Name*: Whole Foods Market (dropdown)
- Vendor Email: (text input)
- Vendor Phone: Work Phone (text input), Mobile (text input)
- Other Details: GST Treatment* (Registered Business - Regular), GSTIN / UIN* (33AAAAA0000A15Z), PAN (AAAAA0000A), Source of Supply* (TNI - Tamil Nadu)

At the bottom of the form are 'Save' and 'Cancel' buttons.