

Preparation and Maintenance of Zoho Books of Accounts  
for


# **Keerthi Sweets**

## **(Manufacturing and Trade - Industry)**



**Make Accounting Easy !**


## Milestone 1: Set up your account



**Did you know?**

The GST council has made e-invoicing mandatory for businesses with a turnover of ₹5 crore and above from 1 August, 2023. Zoho Books is here to help.

Reach out to [support.india@zohobooks.com](mailto:support.india@zohobooks.com) for more info.



Already have a Zoho account? [Sign In](#)

### Experience PREMIUM plan for 14 days.

Company Name

Email Address

+91 Mobile Number

Password






India

Telangana

Your data will be in INDIA data center.

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#).

CREATE ACCOUNT

or sign in using  Google    

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll


Hello, Booma devi

Keerthisweets

DashboardGetting StartedRecent UpdatesAnnouncements

SEPTEMBER 2023

28 SEP




Join us at Zoholics India 2023

Our signature user conference is back. Meet the teams behind the products you use every day, discover what's new and upcoming at Zoho, learn from industry experts, and more.

Oct 10 - 11 | Bangalore

Buy Ticket

19 SEP



iOS17, iPadOS 17, and macOS Sonoma updates for Zoho Books

We've updated Zoho Books to support iOS 17, iPadOS 17, and macOS Sonoma. Learn how we've leveraged the latest updates to enable you to perform tasks directly from your Home Screen and

Read Blog

Zoho Books India Helpline: 18003093036

Mon - Fri • 9:00 AM - 7:00 PM • Toll Free

## Milestone 2: Service Creation:

Books

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Trial expire...Subscribe+

Keerthisweets

Edit Item

Type☒ Goods ☐ Service

Name\*

Unit\*

X

HSN Code

Tax Preference\*

☒ Sales Information

☐ Purchase Information

Selling Price\*

Cost Price

Account\*

Account

SaveCancel

Books

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Q

Search in Items ( / )

Trial expire...

Subscribe

+

Keerthisweets ~

B

Edit Item

☒ Sales Information

Selling Price\*

INR1200

Account\*

Sales

Description

Sweets

Default Tax Rates

Intra State Tax Rate

GST0 [0%]

Inter State Tax Rate

IGST0 [0%]

☐ Purchase Information

Cost Price

INR0

Account

Select an account

Description

Preferred Vendor

Save

Cancel

Books

Search in Items ( / )

Trial expire...Subscribe

Keerthisweets

HomeItemsBankingSalesPurchasesTime Trackinge-Way BillsGST FilingAccountantReportsDocumentsPayroll

All Items

NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
Athirasam	Sweets	₹1,200.00	56789235	kg
Dry Fruits		0	98765432	kg
Flavourings and Spices		0	12456798	kg
Flour		0	98765432	kg
Ghee and oil		0	12345678	kg
Gulab Jamun	Sweets	₹500.00	98765432	kg
Jangri	Sweets	₹800.00	12983476	kg
Kaju Barfi	Sweets	₹1,000.00	12345678	kg
Mysore Pak	Sweets	₹1,000.00	12345678	kg
		0	12345678	kg

Milestone 3: Vendors

Books

Search in Vendors ( / )

Trial expire...Subscribe

Keerthisweets

HomeItemsBankingSalesPurchasesVendorsExpensesRecurring ExpensesPurchase OrdersBillsPayments MadeRecurring BillsVendor Credits

Active Vendors

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
Quality Delights Suppliers	Quality Delights Suppliers			Tamil Nadu	₹0.00	₹0.00
Raj Essence Suppliers	Raj Essence Suppliers			Tamil Nadu	₹0.00	₹0.00
Sweet Treats Raw Materials	Sweet Treats Raw Materials			Tamil Nadu	₹0.00	₹0.00
Quality Sweets Ingredients	Quality Sweets Ingredients			Tamil Nadu	₹0.00	₹0.00
Iyyangar Sugar Traders	Iyyangar Sugar Traders			Tamil Nadu	₹0.00	₹0.00

Books

Search in Vendors ( / )

Trial expire...Subscribe

Keerthisweets

HomeItemsBankingSalesPurchasesVendorsExpensesRecurring ExpensesPurchase OrdersBillsPayments MadeRecurring BillsVendor Credits

Active Vendors

Quality Delights Suppliers

OverviewCommentsTransactionsMailsStatement

Quality Delights Suppliers

There is no primary contact information.  
Add New

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

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

Books	Search in Vendors ( / )	Trial expire... Subscribe	Keerthisweets
Home	Active Vendors		
Items	+ New		
Banking			
Sales			
Purchases			
Vendors			
Expenses			
Recurring Expenses			
Purchase Orders			
Bills			
Payments Made			
Recurring Bills			
Vendor Credits			

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/> Quality Delights Suppliers	Quality Delights Suppliers			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Raj Essence Suppliers	Raj Essence Suppliers			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Sweet Treats Raw Materials	Sweet Treats Raw Materials			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Quality Sweets Ingredients	Quality Sweets Ingredients			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Iyyangar Sugar Traders	Iyyangar Sugar Traders			Tamil Nadu	₹0.00	₹0.00

Milestone 4: Purchases

Purchase Order Creation:

Books	Search in Purchase Orders ( / )	Trial expire... Subscribe	Keerthisweets
-------	---------------------------------	---------------------------	---------------

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Edit Purchase Order

Vendor Name\*

Iyyangar Sugar Traders

INR

BILLING ADDRESS

SHIPPING ADDRESS

Add new address

Add new address

GST Treatment: Registered Business - Regular

GSTIN: 33ABCEFGH12345

Source Of Supply\*

[TN] - Tamil Nadu

Destination Of Supply\*

[TN] - Tamil Nadu

Deliver To\*

Organization

Customer

Booma devi

Save

Save and Send

Cancel

Template: 'Standard Template' Change

Books

Search in Purchase Orders (/)

Trial expire...Subscribe

Keerthisweets

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Shipment Preference

Choose the shipment preference or type to add

☐ This transaction is applicable for reverse charge

Tax Exclusive

At Transaction Level

Bulk Update Line Items

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Sugar	Transportation Expense	200	50	GST5 [5%]	10,000.00
raw material		kg			
HSN Code: 12345678					
Add another line					
Sub Total					10,000.00
Total Quantity : 200					
Discount					0.00
Apply after tax					

SaveSave and SendCancel

Template: 'Standard Template'Change

## Purchase Order to Purchase Bills Conversion:

Books

Search in Purchase Orders (/)

Trial expire...Subscribe

Keerthisweets

Home

Items

Banking

Sales

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Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

All Purchase Ord...

+ New

PO-00001

AttachmentsComments & History

EditSend MailPDF/Print

Bills 1

Bill Status : BILLED

Show PDF View

Closed

Keerthisweets  
Tamil Nadu  
India  
GSTIN 33ABCDEFGH12345  
kalaidevi928@gmail.com

PURCHASE  
ORDER  
# PO-00001

Books

Search in Bills (/)

Trial expire...Subscribe

Keerthisweets

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

All Bills

+ New

1

AttachmentsComments & History

EditPDF

Payments Made 1

Show PDF View

Paid

Keerthisweets  
Tamil Nadu  
India  
GSTIN 33ABCDEFGH12345  
kalaidevi928@gmail.com

BILL  
Bill# 1  
Balance Due  
₹0.00

Direct Vendor Purchases Bills Creation:

Books

Search in Bills ( / )

Trial expire...[Subscribe](#)

Keerthisweets

Home

Items

Banking

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Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Edit Bill

Vendor Name\*  
Raj Essence Suppliers  
[View Vendor Details](#)

GST Treatment: [Unregistered Business](#)

Source Of Supply\*  
[TN] - Tamil Nadu

Destination Of Supply\*  
[TN] - Tamil Nadu

Bill#\*  
1

Order Number

Bill Date\*  
03/10/2023

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

Template: 'Standard Template' [Change](#)

Books

Search in Bills ( / )

Trial expire...[Subscribe](#)

Keerthisweets

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Flavourings and Spices raw material <a href="#">HSN Code: 12456798</a>	Cost of Goods Sold	5 kg	500	Select a Tax	Select Customer	2500.00
<div><div>+ Add another line</div><div><div>Sub Total</div><div>2500.00</div></div><div><div>Discount</div><div>0 %</div><div>0.00</div></div><div><div><input checked="" type="radio"/> TDS <input type="radio"/> TCS</div><div>Select a Tax</div><div>-0.00</div></div><div><div>Adjustment</div><div>0</div><div>0.00</div></div><div><div>Total ( ₹ )</div><div>2500.00</div></div></div>						

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

Template: 'Standard Template' [Change](#)

Reconciliation of Open & Outstanding Bills:





Books

Search in Customers ( / )

Trial expire...
Subscribe
+

Keerthisweets

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Other Details

Address

Contact Persons

Custom Fields

Reporting Tags

Remarks

GST Treatment\*
Registered Business - Regular

GSTIN / UIN\*
33ABCEFGH12345
Get Taxpayer details

Business Legal Name

Business Trade Name

PAN

Place Of Supply\*
[TN] - Tamil Nadu

Tax Preference\*
☒ Taxable
☐ Tax Exempt

Currency
INR- Indian Rupee

Payment Terms
Due on Receipt

Save
Cancel

## Review the Customers List:

Books

Search in Customers ( / )

Trial expire...
Subscribe
+

Keerthisweets

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

All Customers

Mr. Aravindan Mani

Mr. Suresh Kumar Iyer

Mr.karthik Krishnan

Mrs. Priya Ranganathan

Mrs.kavitha Rajendran

Mrs. Priya Ranganathan

Edit

0

New Transaction

More

X

Overview

Comments

Transactions

Mails

Statement

Priya Sweets

Mrs. Priya Ranganathan

Edit

Invite to Portal

Delete

ADDRESS

Billing Address

No Billing Address - Add new address

Shipping Address

No Shipping Address - Add new address

OTHER DETAILS

Customer Type

Business

Default

Currency

INR

Due on

40 K

You can request your contact to directly update the GSTIN by sending an email. Send email

Payment due period

Due on Receipt

Receivables

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

View Opening Balance

Income

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

Last 6 Months

Accrual

## Milestone 6: Sales

## Sales Order Creation:

Books

Search in Sales Orders (/)

Trial expire... Subscribe

Keerthisweets

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Customer Name\*

Mr. Suresh Kumar Iyer

View Customer Details

BILLING ADDRESS

Add new address

SHIPPING ADDRESS

Add new address

GST Treatment: Registered Business - Regular

GSTIN: 33ABCDEFGH12345

Place Of Supply\*

[TN] - Tamil Nadu

Sales Order#\*

SO-00001

Reference#

Save

Save and Send

Cancel

Total Amount: ₹ 1,05,000.00

Total Quantity: 100

Books

Search in Sales Orders (/)

Trial expire... Subscribe

Keerthisweets

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

ITEM DETAILS

Kaju Barfi

Sweets

HSN Code: 12345678

QUANTITY

100

kg

RATE

1000

TAX

GST5 [5%]

AMOUNT

1,00,000.00

Recent Transactions

Add another line

Sub Total

1,00,000.00

Discount

0 %

0.00

CGST2.5 (2.5%)

2,500.00

SGST2.5 (2.5%)

2,500.00

Save

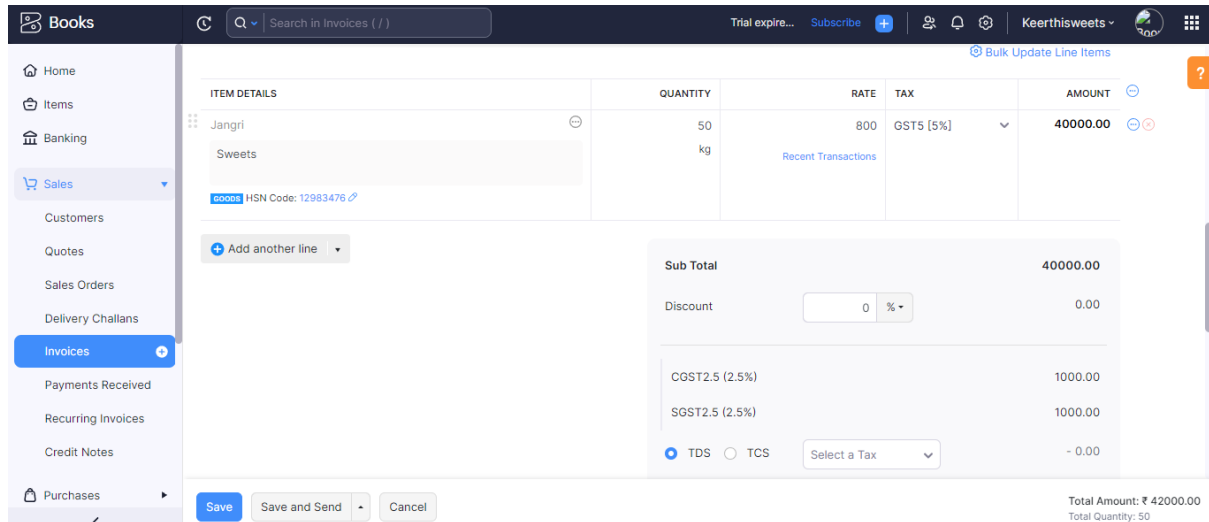
Save and Send

Cancel

Total Amount: ₹ 1,05,000.00

Total Quantity: 100

Sales Order to Sale Invoice Conversion:



## Reconciliation of Open Invoices:

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Trial expire...Subscribe

Keerthisweets

All Invoices

+ New

<input type="checkbox"/>	DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE	
<input type="checkbox"/>	15/04/2023	INV-000005		Mr.karthik Krishnan	PAID	15/04/2023	₹20,000.00	₹0.00	
<input type="checkbox"/>	20/04/2023	INV-000004		Mrs.kavitha Rajendran	PAID	20/04/2023	₹6,000.00	₹0.00	
<input type="checkbox"/>	20/04/2023	INV-000003		Mr. Aravindan Mani	PAID	20/04/2023	₹5,000.00	₹0.00	
<input type="checkbox"/>	10/04/2023	INV-000002	SO-00001	Mr. Suresh Kumar Iyer	PAID	25/04/2023	₹1,05,000.00	₹0.00	
<input type="checkbox"/>	20/04/2023	INV-000001	SO-00002	Mrs. Priya Ranganathan	PAID	20/04/2023	₹42,000.00	₹0.00	

## Milestone 7: Bank Account

### Adding Bank Account:

Books		Search in Banking ( / )		Trial expire... Subscribe		Keerthisweets							
Home	Edit Bank												
Items													
Banking													
Sales													
Purchases													
Time Tracking													
e-Way Bills													
GST Filing													
Accountant													
Reports													
Documents													
Payroll													

Account Name*	ICICI BANK - 001
Account Code	
Currency*	INR
Account Number	000001
Bank Name	ICICI BANK
IFSC	
Description	Max. 500 characters
	<input type="checkbox"/> Make this primary

## Milestone 8: Accounts & Ledgers

## Creation of New Accounts/Ledgers:

Books

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction

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 special assets like goodwill and other intangible assets

Prepaid Expenses

Other Current Asset

TDS Receivable

Other Current Asset

Advance Tax

Other Current Asset

## Milestone 9: Journal Entries:

## Recording of Journal Entries:

Books

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction

Edit Journal

Reference#

Notes\*

Being employee salaries for the month of April-23

Journal Type

☐ Cash based journal

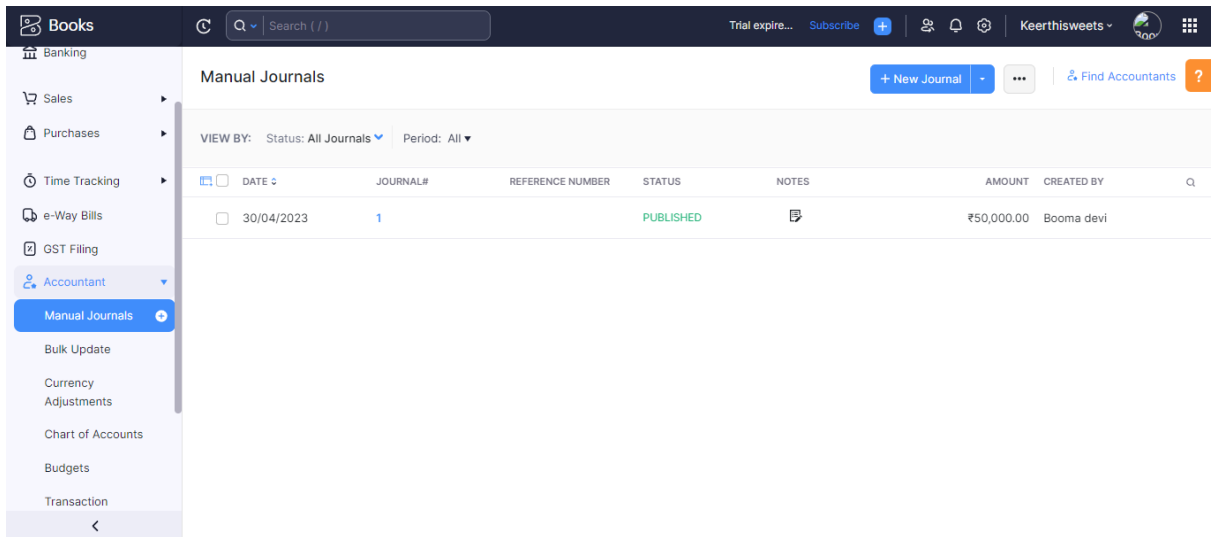
Currency

INR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salaries and Employee Wages	Being employee salaries for the month of April-23	Select Contact	50000	
Salary Payable	Being employee salaries for the month of April-23	Select Contact		50000

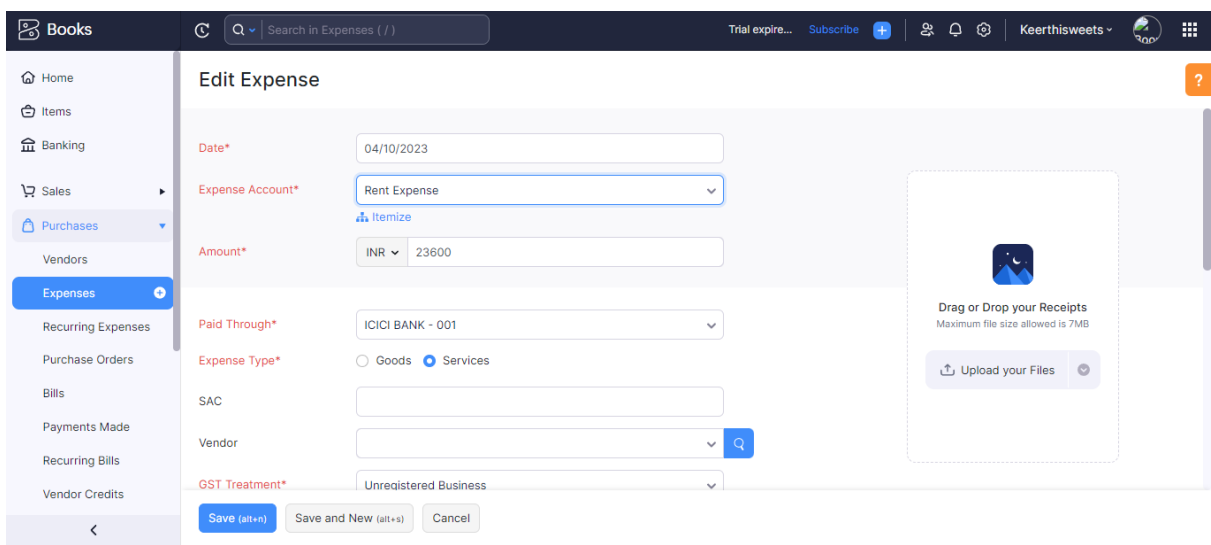
Save

Cancel



## Milestone 10: Expense & Bills

### Expense & Bills Entry:





Books

Search in Banking (/)

Trial expire...Subscribe

Keerthisweets

Home

Items

Banking

Sales

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Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Connect your bank accounts to Zoho Books or add them manually

Connect your bank accounts to fetch the bank feeds using one of our third-party bank feeds service providers. Or, you can add your bank accounts manually and import bank feeds.

Partner Banks Fetch feeds directly

ICICI Bank Business Banking

Standard Chartered

HSBC

Kotak

YES BANK

Automatic Bank Feeds Supported Banks

Connect your bank accounts and fetch the bank feeds using one of our third-party bank feeds service providers.

Connect Now

PayPal PayPal

ICICI Bank (India)

HDFC Bank (India)

State Bank of India (India...

Kotak Mahindra Bank (Ind...

Axis Bank (India)

HDFC Bank (India) - Cred...

Citi Citibank (India) - Credit C...

State Bank of India Credit...

Books

Search in Banking (/)

Trial expire...Subscribe

Keerthisweets

ICICI BANK - 001

Account Number: xxxx0001

Add Transaction

Amount in Zoho Books

₹1,83,900.00

Dashboard

Account Summary

0 Uncategorized Transactions

From Bank Statements

All Transactions

In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWA...	RUNNING BA...
04/10/2023		Rent Expense	Manually Added		₹23,600.00	₹1,83,900.00
30/04/2023		Deposit From Account: Petty Cash	Manually Added	₹50,000.00		₹2,07,500.00
25/04/2023		Customer Payment Customer: Mr. Suresh Kumar	Manually Added	₹1,05,000.00		₹1,57,500.00

TRANSACTION DETAILS

COMMENTS & HISTORY

₹23,600.00

on 04/10/2023

Rent Expense

GST Treatment  
Unregistered Business

Source Of Supply  
Tamil Nadu

Destination Of Supply  
Tamil Nadu

Books

Search (/)

Trial expire...Subscribe

Keerthisweets

Banking

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Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction

Edit Journal

Reference#

Notes\*

Being employee salaries for the month of April-23

Journal Type

Cash based journal

Currency

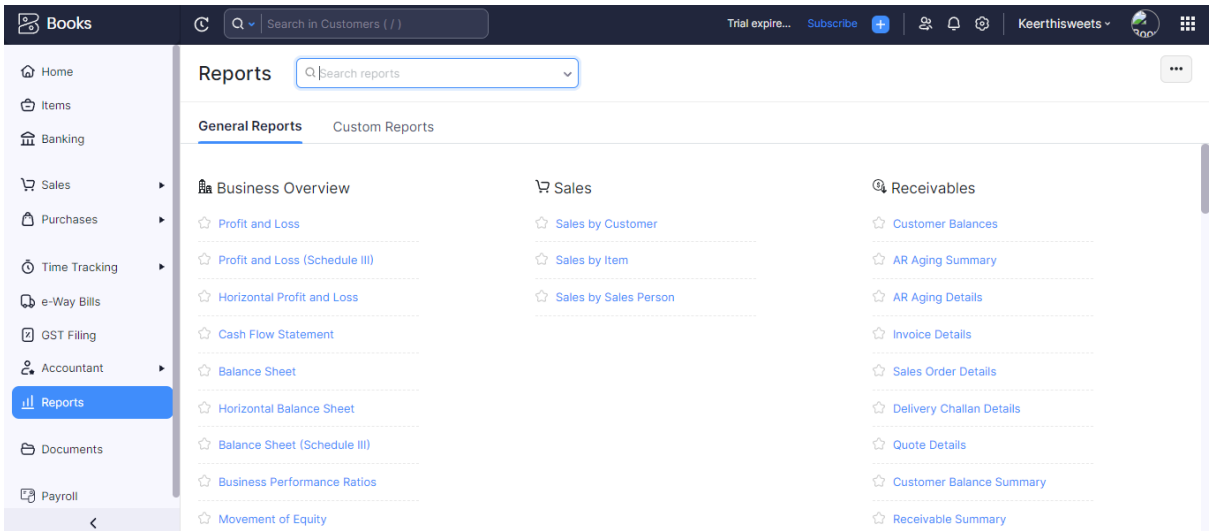
INR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salaries and Employee Wages	Being employee salaries for the month of April-23	Select Contact	50000	
Salary Payable	Being employee salaries for the month of April-23	Select Contact		50000

SaveCancel



# Milestone 12: Financial Reports



## Profit and Loss Account:

A screenshot of the Keerthisweets Profit and Loss report. The report title is 'Keerthisweets Profit and Loss' with a basis of 'Accrual' for the period 'From 01/04/2023 To 31/03/2024'. The report is displayed in a table with two columns: 'ACCOUNT' and 'TOTAL'. The data shows Operating Income of 1,71,000.00 and Cost of Goods Sold of 31,500.00.

Keerthisweets Profit and Loss	
Basis: Accrual	
From 01/04/2023 To 31/03/2024	
<a href="#">+ Add Temporary Note</a>	
ACCOUNT	TOTAL
<b>Operating Income</b>	
Sales	1,71,000.00
<b>Total for Operating Income</b>	1,71,000.00
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	31,500.00
<b>Total for Cost of Goods Sold</b>	31,500.00

Balance Sheet:

Search in Customers ( / )

Trial expire...[Subscribe](#)

Keerthisweets

☰

This Year

Customize Report

Schedule Report

Export As

✕

Keerthisweets

Balance Sheet

Basis: Accrual

As of 31/03/2024

+ Add Temporary Note

Collapse all

Expand All

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	12,350.00

GST Reports:

Search in Customers ( / )

Trial expire...[Subscribe](#)

Keerthisweets

☰

This Year

Export As

✕

?

GSTR-3B Summary

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

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)	₹1,40,000.00	₹0.00	₹3,500.00	₹3,500.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹0.00	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, exempted)	₹31,000.00				
(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	₹1,71,000.00	₹0.00	₹3,500.00	₹3,500.00	₹0.00

3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act



