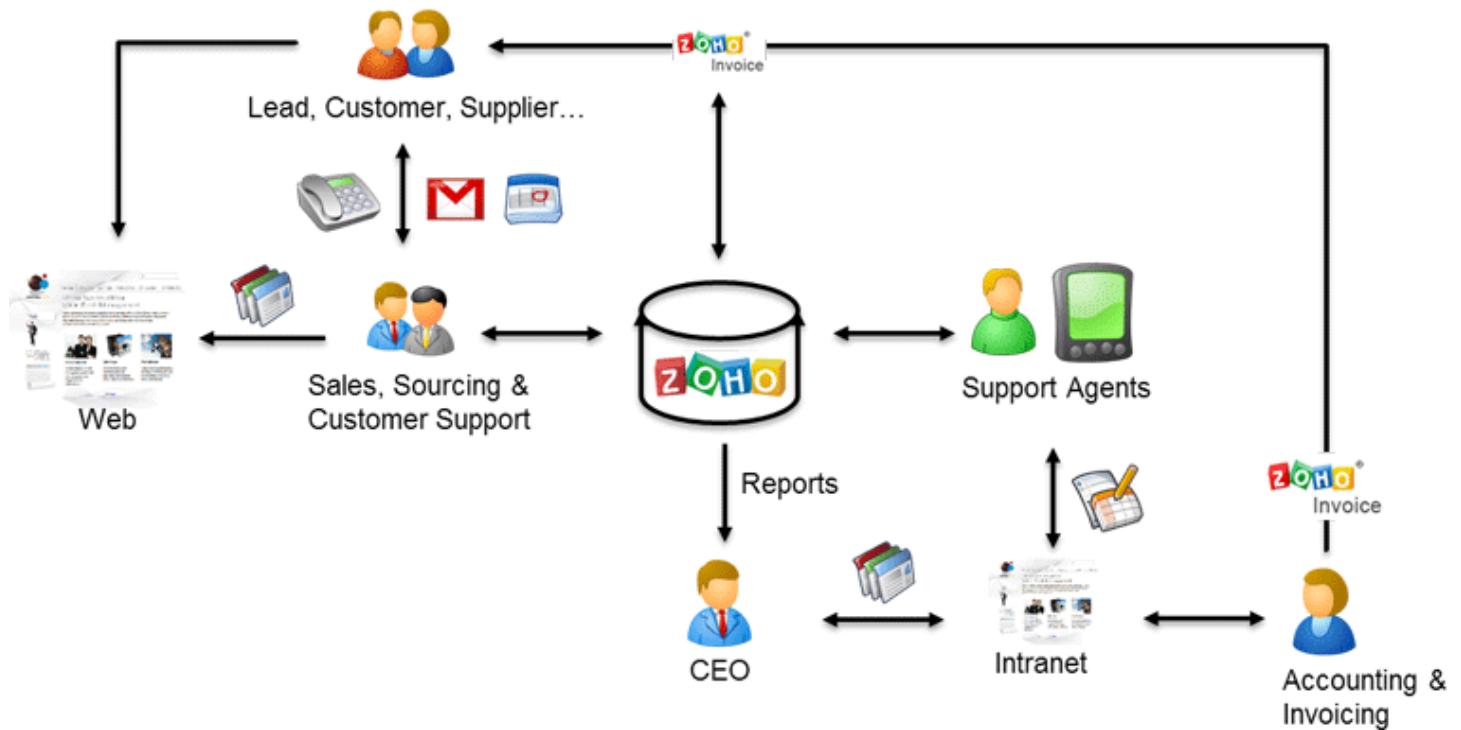




Preparation and Maintenance of  
Zoho Books of accounts for  
Fresh Bites Catering  
(Food and Beverage - Industry)

## 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:**

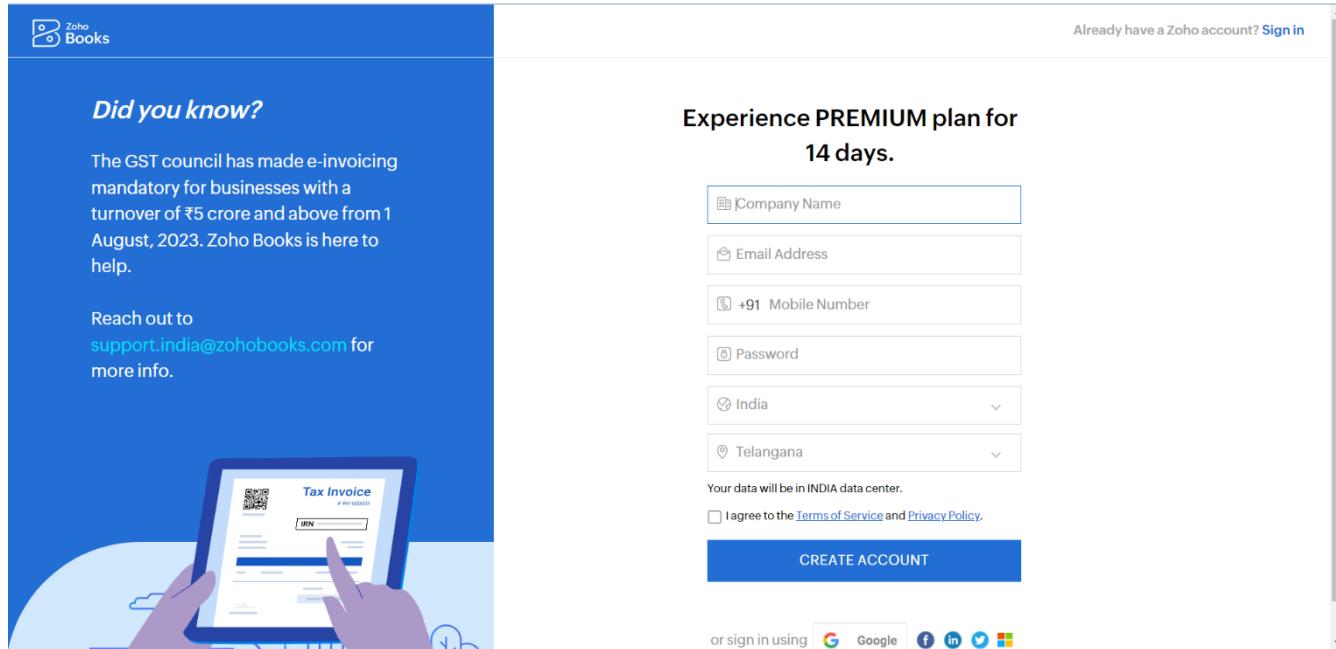
To accomplish this, we have to complete all the activities listed below,

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

**Zoho Books**  
Zoho Books is your end-to-end online accounting software.

Set up your organization profile and start accounting with Zoho Books.

**Organization Name\***  
Zylker

**Business Location\***  
India

**State/Union Territory\***  
Maharashtra

**Regional Settings**

**Time Zone**  
(GMT 5:30) India Standard Time (Asia/Calcutta)

**Currency**  
INR - Indian Rupee

**Language**  
English

My business is registered for GST.  
XXXXXXXXXXXXXX

Note: You can always change your preferences later in Settings.

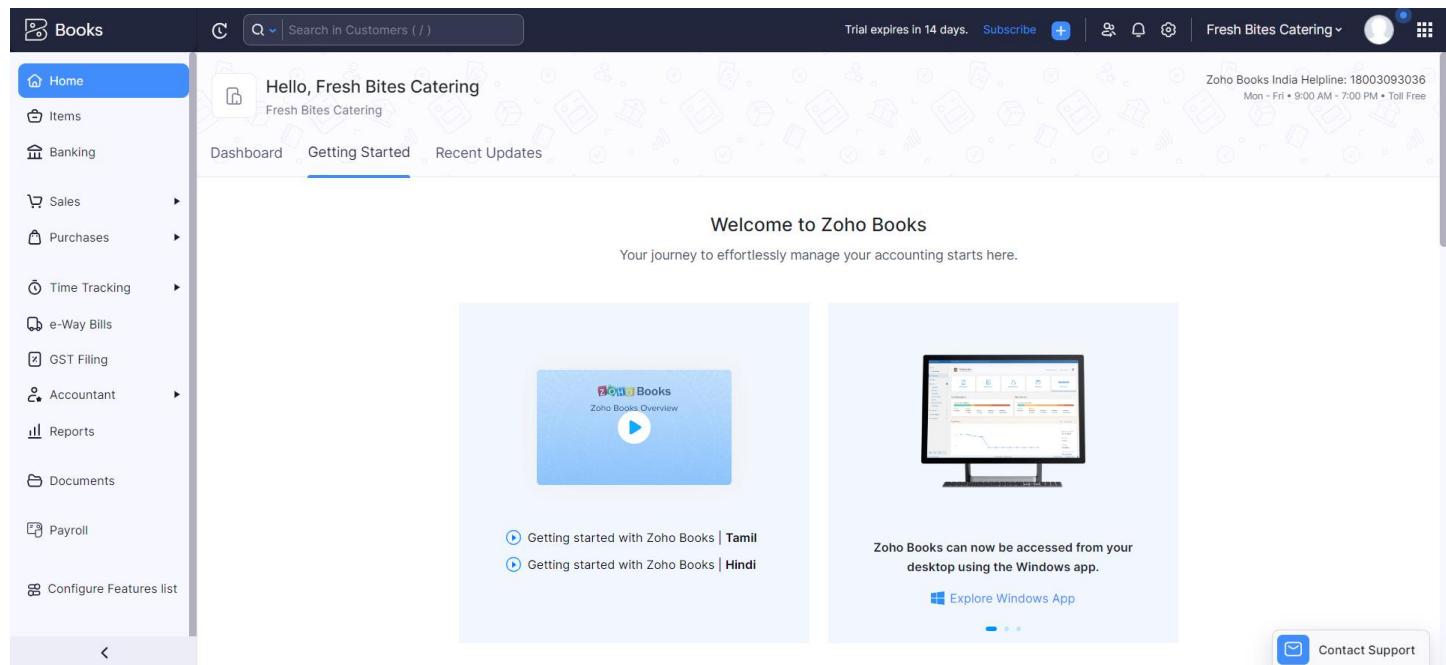
**Get started**

## 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 of 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.



The screenshot shows the Zoho Books dashboard for 'Fresh Bites Catering'. The left sidebar contains a navigation menu with 'Home' selected, followed by 'Items', 'Banking', 'Sales', 'Purchases', 'Time Tracking', 'e-Way Bills', 'GST Filing', 'Accountant', 'Reports', 'Documents', 'Payroll', and 'Configure Features list'. The top header includes a search bar, a trial expiration notice ('Trial expires in 14 days'), a 'Subscribe' button, and user profile icons. The main content area displays a welcome message 'Welcome to Zoho Books' and a sub-message 'Your journey to effortlessly manage your accounting starts here.' Below this are two promotional cards: one for 'Zoho Books Overview' with links to Tamil and Hindi guides, and another for the Windows app with a 'Explore Windows App' button. The top right corner shows contact information: 'Zoho Books India Helpline: 18003093036' and 'Mon - Fri • 9:00 AM - 7:00 PM • Toll Free'.

### 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.

The screenshot shows the Zoho Books navigation bar on the left with various modules like Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main area is titled 'All Items' with a sub-section 'Goods and Services'. It has columns for NAME, DESCRIPTION, RATE, HSN/SAC, and USAGE UNIT. A search bar and a 'New' button are at the top right. A promotional banner for 'Zoho Inventory' is at the bottom.

All Items ▾

NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
Goods and Services, if they have a price tag, put them here.				

**Zoho Inventory**  
Advanced inventory management software that works seamlessly with Zoho Books.  
Track items based on serial numbers and batches   Sell items across sales channels   Transfer items across warehouses

Learn More

Books      Search in Items ( / )      Trial expires in 14 days.      Subscribe +      Fresh Bites Catering

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

### New Item

Type  Goods  Service

Name\* Corporate Catering

Unit  Plate

SAC  996334

Tax Preference\* Taxable

Sales Information     Purchase Information

Selling Price*	INR <input type="text"/> 300	Cost Price	INR <input type="text"/>
Account*	Sales <input type="button" value="▼"/>	Account	Cost of Goods Sold <input type="button" value="▼"/>
Description	<input type="text"/>		
	Description <input type="text"/>		
	Preferred Vendor <input type="button" value="▼"/>		

Books      Search in Items ( / )      Trial expires in 14 days.      Subscribe +      Fresh Bites Catering

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

### New Item

Description  Description

Preferred Vendor

Default Tax Rates

Intra State Tax Rate	GST5 [5%] <input type="button" value="▼"/>
Inter State Tax Rate	IGST5 [5%] <input type="button" value="▼"/>

**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.

## Activity 2: Review of Items after Addition

Books      Search in Items ( / )      Trial expires in 14 days.      Subscribe +      Fresh Bites Catering

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

### Active Items

<input type="checkbox"/>	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

## 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:

All Vendors v

Business is no fun without people.

Create and manage your contacts, all in one place.

**CREATE NEW VENDOR**

Click here to import vendors from file

or using

Types of contacts

Books

Search in Vendors ( / )

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

**Edit Vendor**

Primary Contact Salutation ole Foods Market Last Name

Company Name Whole Foods Market

Vendor Display Name\* Whole Foods Market

Vendor Email

Vendor Phone Work Phone Mobile

**Other Details** Address Contact Persons Bank Details Custom Fields Reporting Tags Remarks

GST Treatment\* Registered Business - Regular

GSTIN / UIN\* 33AAAAA0000A15Z

PAN AAAAAA0000A

Source Of Supply\* [TN] - Tamil Nadu

**Save** **Cancel**

## Activity 2: Review of Vendors List

After Creating the Vendors check and review all the details:

The screenshot shows the Zoho Books interface for managing vendors. On the left sidebar, under the 'Purchases' section, the 'Vendors' option is selected. In the main content area, a vendor named 'Whole Foods Market' is selected from a list. The right side displays the vendor's details under the 'Overview' tab. It includes sections for 'ADDRESS', 'OTHER DETAILS' (Default Currency: INR, Payment Terms: Due on Receipt, GST Treatment: Registered Business - Regular, GSTIN: 33AAAAA0000A15Z, PAN: AAAAA0000A), and a 'Payables' table showing one outstanding payable of ₹0.00. A sidebar on the right provides options to create a purchase order or record a bill.

The screenshot shows the Zoho Books interface displaying a list of active vendors. The left sidebar shows the 'Vendors' option is selected. The main area lists three vendors: 'Mega Store Supplies', 'Drink Delight Beverages', and 'Whole Foods Market'. Each vendor has a checkbox next to its name. The right side of the screen shows a table with columns for NAME, COMPANY NAME, EMAIL, WORK PHONE, SOURCE OF SUPPLY, PAYABLES (BCY), and UNUSED CREDITS (BCY). All entries show a value of ₹0.00.

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:

1. 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> Create New>Provide the respective details as shown below>Click on Save Draft

The screenshot shows the Zoho Books interface for creating a new purchase order. The left sidebar navigation bar is visible, with the 'Purchases' tab selected under the 'Sales' category. The main form is titled 'New Purchase Order'.

**Vendor Name\***: Whole Foods Market

**BILLING ADDRESS**: Add new address

**SUPER ADDRESS**: Add new address

**GST Treatment**: Registered Business - Regular

**GSTIN**: 33AAAAA0000A15Z

**Source Of Supply\***: [TN] - Tamil Nadu

**Destination Of Supply\***: [TN] - Tamil Nadu

**Deliver To\***: Organization (radio button selected) Customer  
sairampulugam1999

**Tamil Nadu, India**

**Change destination to deliver**

**This transaction is applicable for reverse charge** (checkbox)

**Tax Exclusive** (dropdown) At Transaction Level (dropdown)

**Bulk Update Line Items**

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Food Ingredients	Materials	200	500	GST5 [5%]	1,00,000.00
Add a description to your item				Recent Transactions	
goods HSN Code: Update					
Type or click to select an item.	Select Account	1.00	0.00	GST5 [5%]	0.00

**Add another line**

**Sub Total**  
Total Quantity : 200  
1,00,000.00

**Discount**  
Apply after tax  
0 %

**CGST2.5 [2.5%]**  
2,500.00

**SGST2.5 [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 the click “Convert to Bill” to convert the same as bill entry by entering the same PO date as Bill date:

The screenshot shows the Zoho Books interface. On the left sidebar, under the 'Purchases' section, 'Purchase Orders' is selected. In the main area, a purchase order for 'Whole Foods Market' (PO-00001) dated 05/04/2023 is listed as 'DRAFT'. A message at the top right says 'Purchase Order has been added.' Below the list, there are buttons for 'Edit', 'Send Mail', 'PDF/Print', 'Mark as Issued', and more. A modal window titled 'Send the Purchase Order' appears, stating 'Purchase order has been created. You can email the Purchase Order to your vendor or mark it as Issued.' It includes 'Send Purchase Order' and 'Mark as Issued' buttons. To the right, a PDF preview of the 'PURCHASE ORDER' document is shown, which includes the vendor details (Fresh Bites Catering, Tamil Nadu, India, GSTIN 33AAAAA0000A1ZS, sairampulugam1999@gmail.com), vendor address (Whole Foods Market, GSTIN 33AAAAA0000A1ZS), and delivery information (sairampulugam1999). The PDF is labeled '# PO-00001'.

This screenshot shows the Zoho Books interface after conversion. The left sidebar now has 'Bills' selected under 'Purchases'. In the main area, a bill for 'Whole Foods Market' (01) dated 05/04/2023 is listed as 'OPEN'. A message at the top right says 'Trial expires in 14 days. Subscribe'. Below the list, there are buttons for 'Edit', 'PDF', 'Record Payment', and more. A modal window titled 'Record Payment' appears, stating 'This bill is in the open status. You can now record payment for this bill.' It includes a 'Record Payment' button. To the right, a PDF preview of the 'BILL' document is shown, which includes the vendor details (Fresh Bites Catering, Tamil Nadu, India, GSTIN 33AAAAA0000A1ZS, sairampulugam1999@gmail.com), vendor address (Whole Foods Market, GSTIN 33AAAAA0000A1ZS), and delivery information (sairampulugam1999). The PDF is labeled 'Bill# 01' and 'Balance Due ₹1,05,000.00'.

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

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

Next 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 panel go to :  
Purchases>Bills>Create New>Enter the details>Click on Save Open

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Beverages Add a description to your item <small>goods   HSN Code: Update</small>	Cost of Goods Sold	500	100	GST5 [5%] <input checked="" type="checkbox"/> <input type="checkbox"/>	Select Customer	50,000.00 <input checked="" type="checkbox"/> <input type="checkbox"/>
Type or click to select an item.	Select Account	1.00	0.00	GST5 [5%] <input checked="" type="checkbox"/> <input type="checkbox"/> Eligible For ITC <input checked="" type="checkbox"/>	Select Customer	0.00 <input checked="" type="checkbox"/> <input type="checkbox"/>

Sub Total: 50,000.00

Discount: 0 % 0.00

CGST2.5 [2.5%]: 1,250.00

SGST2.5 [2.5%]: 1,250.00

Total Tax Amount: 2500.00 INR

Template: 'Standard Template' Change  Make Recurring

Also we can attach the Scanned Copy of the Bill below for any future reference and documentation.

Payments for both the above purchases was made on 25<sup>th</sup> April 2023 in Bank.

## Activity 4: Reconciliation of Open & Outstanding Bills

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

The screenshot shows the FreshBooks software interface. The left sidebar is titled 'Books' and contains navigation links: Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills (selected), Payments Made, Recurring Bills, Vendor Credits, Time Tracking, and e-Way Bills. The main area is titled 'All Bills' and displays a table of three bills. The columns are: DATE, BILL#, REFERENCE NUMBER, VENDOR NAME, STATUS, DUE DATE, AMOUNT, and BALANCE DUE. The bills are:

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

## **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.

The screenshot shows the 'New Customer' creation form in the Zoho Inventory application. The left sidebar navigation includes Home, Items, Banking, Sales (selected), Customers (selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Purchases, Time Tracking, and e-Way Bills. The main form has tabs for 'New Customer' and 'Other Details'. Under 'New Customer', fields include Customer Type (Business selected), Primary Contact (Salutation dropdown, TechWise Solution, Last Name), Company Name (TechWise Solutions Pvt Ltd), Customer Display Name (TechWise Solutions Pvt Ltd), Customer Email, Customer Phone (Work Phone, Mobile), and Address. Under 'Other Details', fields include GST Treatment (Registered Business - Regular), GSTIN / UIN (33AAAAA0000A15Z), Business Legal Name, Business Trade Name, PAN (AAAAAA0000A), Place Of Supply ([TN] - Tamil Nadu), Tax Preference (Taxable selected), Currency (INR- Indian Rupee), Opening Balance (INR), Payment Terms (Due on Receipt), Enable Portal? (checkbox, Allow portal access for this customer), and Portal Language (English). Buttons at the bottom are 'Save' and 'Cancel'.

## Activity 2: Review the Customers List

The screenshot shows the Zoho Books software interface. The left sidebar has a navigation menu with options like Home, Items, Banking, Sales (selected), Customers (selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main area is titled "Active Customers" and lists three customers: Iyyer Event Planners, Raj Kamal Wedding Planners, and TechWise Solutions Pvt Ltd. Each customer entry includes fields for Name, Company Name, Email, Phone, Place of Supply, Receivables (BCY), Unused Credits (BCY), GST Treatment, and a checkbox.

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

## Milestone 6: Sales

### Activity 1: Sales Order Creation

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

1. 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

The screenshot shows the FreshBooks software interface for creating a new sales order. The left sidebar menu is visible, showing categories like Home, Items, Banking, Sales (selected), and Purchases. The main area is titled 'New Sales Order'.

**Customer Information:**

- Customer Name\*: TechWise Solutions Pvt Ltd
- BILLING ADDRESS: Add new address
- SHIPPING ADDRESS: Add new address
- GST Treatment: Registered Business - Regular
- GSTIN: 33AAAAA0000A15Z

**Order Details:**

- Place Of Supply\*: [TN] - Tamil Nadu
- Sales Order#: SO-00001
- Reference#
- Sales Order Date\*: 05/04/2023
- Expected Shipment: Add Shipment

**Item Details:**

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Corporate Catering Add a description to your item SERVICE SAC: 996334	500 Plate	300 Recent Transactions	GST5 [5%]	1,50,000.00
Type or click to select an item.	1.00	0.00	GST5 [5%]	0.00

**Summary:**

Sub Total	1,50,000.00
Discount	0 % 0.00
CGST2.5 [2.5%]	3,750.00
SGST2.5 [2.5%]	3,750.00
Adjustment	0.00
Total (₹)	1,57,500.00

**Buttons at the bottom:**

- Save as Draft
- Save and Send
- Cancel

**Bottom right corner:**

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

## 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 shows the Zoho Books interface. On the left, the navigation panel is open with the 'Sales' section selected, specifically 'Sales Orders'. A list of sales orders is visible, with one item selected: 'TechWise Solutions Pvt Ltd' with a value of ₹1,57,500.00 and status 'CLOSED'. The main workspace displays the details of this sales order. At the top right, there are buttons for 'Edit', 'Email', 'PDF/Print', and more. Below these, a section titled 'Invoices 1' shows the converted invoice. The invoice header reads 'SALES ORDER' with 'Sales Order# SO-00001'. It includes the customer information: 'Fresh Bites Catering, Tamil Nadu, India, GSTIN 33AAAAA0000A1Z, sairampulugam1999@gmail.com'. The bill-to section lists 'TechWise Solutions Pvt Ltd, GSTIN 33AAAAA0000A1Z'. The ship-to section lists 'GSTIN 33AAAAA0000A1Z'. The order date is 05/04/2023. A green ribbon banner on the left side of the invoice area says 'Closed'.

## Activity 3: Direct Sale Invoices

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

- 15-04-2023 Raj Kamal Wedding Planners- Wedding Catering for Qty 1000 Plates
- 20-04-2023 Iyyer 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 Zoho Books interface with the 'Sales' section selected in the navigation panel, specifically the 'Invoices' sub-section. A new invoice is being created, indicated by the 'New Invoice' button at the top. The form requires input for 'Customer Name\*' (Raj Kamal Wedding Planners), 'Place Of Supply\*' ([TN] - Tamil Nadu), 'Invoice#\*' (INV-000002), and 'Invoice Date\*' (15/04/2023). Other fields like 'Billing Address', 'Shipping Address', 'GST Treatment', and 'Order Number' are also present. The bottom of the screen shows standard Zoho Book navigation and search tools.

## Activity 5: Reconciliation of Open Invoices

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

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUUE DATE	AMOUNT	BALANCE DUE
20/04/2023	INV-000003		Iyyer Event Planners	DUE TODAY	03/08/2023	₹2,62,500.00	₹2,62,500.00
15/04/2023	INV-000002		Raj Kamal Wedding Planners	DUE TODAY	03/08/2023	₹4,20,000.00	₹4,20,000.00
03/08/2023	INV-000001	SO-00001	TechWise Solutions Pvt Ltd	DUE TODAY	03/08/2023	₹1,57,500.00	₹1,57,500.00

## 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 Manually and fill the necessary fields and save.

Select Account Type\*  Bank  Credit Card

Account Name\* ICICI Bank-001

Account Code

Currency\* INR

Account Number 000001

Bank Name ICICI Bank

IFSC

Description Max. 500 characters

Make this primary

Save Cancel

## **Milestone 8: Accounts & Ledgers**

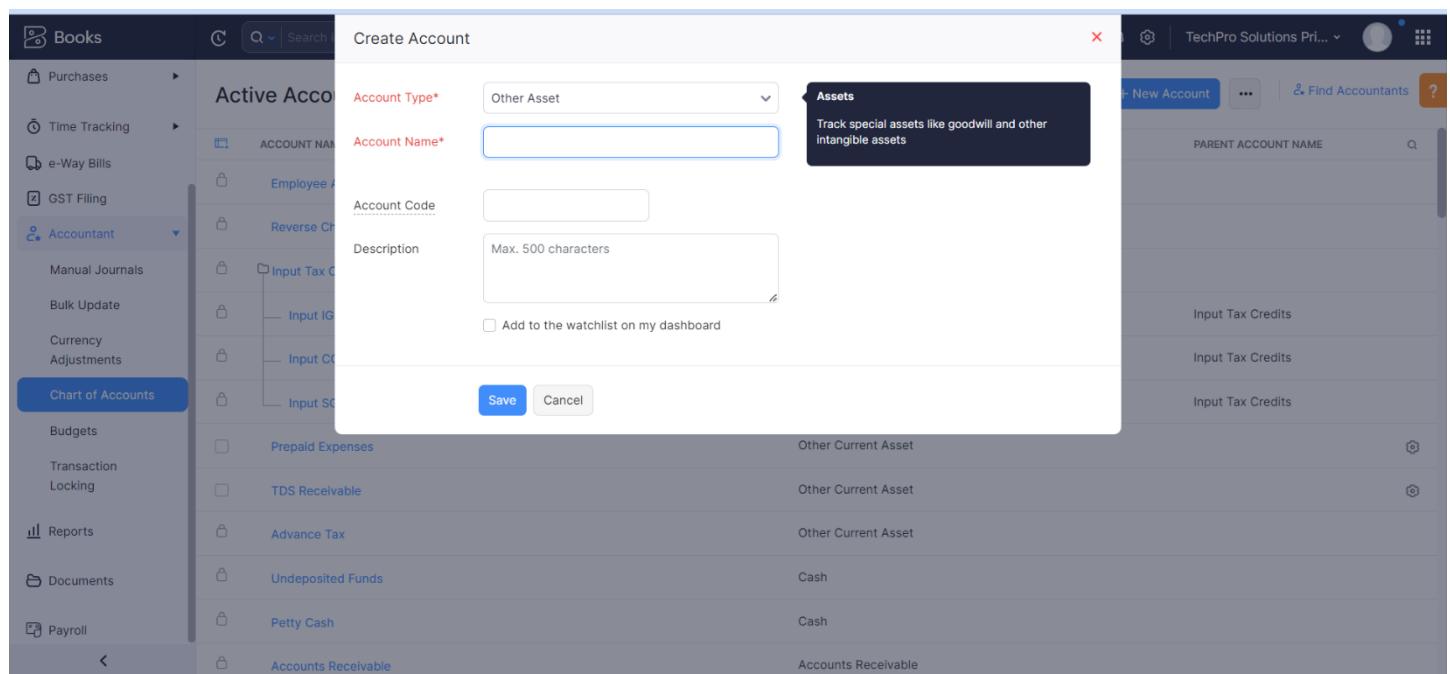
### **Activity 1: Creation of New Accounts/Ledgers:**

To Create New Account from navigation pannel go to Accountant>Chart of Accounts>+New Account, select the account type and provide the account name and save.

There will be pre created Accounts in the Zoho books we need to create the additional Accounts as per our requirement.

Create the below Ledgers:

#### **1. Salary 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:

- Employee salaries of total Rs.2,00,000/- paid through bank on 30<sup>th</sup> April 2023.

To add the Journal Entry from navigation panel go to Accountant>Add Manual Journals, provide the necessary fields and after save and publish to post the entry.

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

**Sub Total** 2,00,000.00 **Difference** 0.00

**Total (₹)** 2,00,000.00 2,00,000.00

**Add another line**

**Save and Publish** **Save as Draft** **Cancel**

The journal entry has been created.

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			

**JOURNAL** #1

Date: 30/04/2023 Amount: ₹2,00,000.00

Notes: Salary Payable for the month of April-2023 Reference Number:

## **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 Zoho Books software interface for recording an expense. The left sidebar is expanded to show various categories: Home, Items, Banking, Sales, Purchases, Vendors, and Expenses. The Expenses category is selected. The main form is titled "Record Expense".  
Fields filled in:  
- Date: 30/04/2023  
- Expense Account: Rent Expense  
- Expense Type: Services  
- SAC: (empty)  
- Amount: INR 50000  
- Paid Through: ICICI Bank 001  
- Vendor: (dropdown)  
- GST Treatment: Registered Business - Regular  
- Vendor GSTIN: 33AAAAA0000A15Z  
- Source Of Supply: [TN] - Tamil Nadu  
- Destination Of Supply: [TN] - Tamil Nadu  
- Reverse Charge: (checkbox) This transaction is applicable for reverse charge  
A dashed box highlights the "Drag or Drop your Receipts" area, which allows for file uploads. The bottom section shows fields for Tax (GST18 [18%]), Amount Is (Tax Inclusive), Invoice#, Notes, Customer Name, Reporting Tags, and Associate Tags. Buttons at the bottom include Save (alt+s), Save and New (alt+n), and Cancel.

The screenshot shows the FreshBooks accounting software interface. The top navigation bar includes 'Books', a search bar ('Search in Expenses ( / )'), and account information ('Trial expires in 14 days.', 'Subscribe', 'Fresh Bites Catering'). The left sidebar is open, showing categories like Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses (selected), Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, and e-Way Bills. The main content area is titled 'All Expenses' and lists two entries:

DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT
30/04/2023	Other Expenses			Petty Cash		NON-BILLABLE	₹5,000.00
30/04/2023	Rent Expense	Rent 01		ICICI Bank 001		NON-BILLABLE	₹59,000.00

## **Milestone 11: Bank Entries**

### **Activity 1: Recording of Bank Transactions**

The Below are the Bank Transactions occurred during the month:

Date	Paritculars	Debit	Credit	Balance
01-04-2023	Capital Deposit		100000	100000
10-04-2023	Petty Cash Withdrawl	10000		90000
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 Beverages	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

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

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:

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)

## For Vendor Payment:

The screenshot shows the Zoho Books interface for managing bank statements. On the left, there's a sidebar with various icons and a main dashboard area showing 'ICICI Bank 001' with a balance of ₹-59,000.00. A modal window titled 'Vendor Payment' is open in the center-right, allowing the user to enter details for a vendor payment. The form includes fields for 'Vendor\*', 'Payment #\*', 'Amount\*', 'Date\*', 'Reference#', 'Paid Via', and a 'Description' text area. Below the form, there's a section for 'Bill Details' and a note about a bill with PO# 01 due on 05/04/2023.

## For Salary Payment pass the journal entry:

The screenshot shows the Zoho Books interface for creating a journal entry. The left sidebar has a 'Manual Journals' section selected. The main area is titled 'New Journal' and contains fields for 'Notes\*' (Salary Paid for the month of April-2023), 'Journal Type' (Cash based journal), and 'Currency' (INR- Indian Rupee). The journal entry table lists two entries: 'Salary Payable' and 'ICICI Bank 001'. The total debit is 2,00,000.00 and the total credit is 2,00,000.00. At the bottom, there are buttons for 'Save and Publish', 'Save as Draft', 'Cancel', and 'Make Recurring'.

## **Milestone 12: Financial Reports:**

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

From the navigation panel Go to Report and select the required report, then select the desired period in the date field and generate the report

The screenshot shows the Zoho Books navigation panel on the left and the 'Reports' section on the right.

**Left Panel (Navigation):**

- Home
- Items
- Banking
- Sales
- Purchases
- Time Tracking
- e-Way Bills
- GST Filing
- Accountant
- Reports** (highlighted in blue)
- Documents
- Payroll

**Right Panel (Reports Section):**

**General Reports** (selected)    Custom Reports

**Business Overview**

**Sales**

**Receivables**

**Profit and Loss**

**Sales by Customer**

**Customer Balances**

**Profit and Loss (Schedule III)**

**Sales by Item**

**AR Aging Summary**

**Horizontal Profit and Loss**

**Sales by Sales Person**

**AR Aging Details**

**Cash Flow Statement**

**Invoice Details**

**Balance Sheet**

**Sales Order Details**

**Horizontal Balance Sheet**

**Delivery Challan Details**

**Balance Sheet (Schedule III)**

**Quote Details**

**Business Performance Ratios**

**Customer Balance Summary**

**Movement of Equity**

**Receivable Summary**

**Payments Received**

**Recurring Invoices**

**Payables**

**Receivable Details**

[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=](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=)

## 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
<b>Operating Income</b>	
Sales	6,50,000.00
<b>Total for Operating Income</b>	6,50,000.00
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	1,10,000.00
Materials	1,00,000.00
<b>Total for Cost of Goods Sold</b>	2,10,000.00
	Gross Profit
	4,40,000.00
<b>Operating Expense</b>	
Other Expenses	5,000.00
Rent Expense	50,000.00
Salaries and Employee Wages	2,00,000.00
<b>Total for Operating Expense</b>	2,55,000.00
	Operating Profit
	1,85,000.00
<b>Non Operating Income</b>	
<b>Total for Non Operating Income</b>	0.00
<b>Non Operating Expense</b>	
<b>Total for Non Operating Expense</b>	0.00
	Net Profit/Loss
	1,85,000.00

## Activity 2: Balance Sheet

To Extract the reports from zoho books, Click on Export option and select the required format (PDF or Excel) and then click export to generate and download the reports

Fresh Bites Catering  
Balance Sheet  
Basis: Accrual  
As of 30/04/2023

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

Export As: PDF, XLSX (Microsoft Excel), XLS (Microsoft Excel 1997-2004 Compatible), Export to Zoho Sheet.

## Activity 3: 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)	₹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				
<b>Total value</b>	<b>₹8,00,000.00</b>	<b>₹0.00</b>	<b>₹20,000.00</b>	<b>₹20,000.00</b>	<b>₹0.00</b>

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:

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

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 formal 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

01/04/2023 - OWNERS CONTRIBUTION 1		DEBIT	CREDIT
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)		DEBIT	CREDIT
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

## Activity 5: Accounts Receivable Aging Details

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

The screenshot shows the FreshBooks software interface with the following details:

**Report Title:** AR Aging Summary By Invoice Due Date

**Date:** As of 24/04/2023

**Customer Details:**

CUSTOMER NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	TOTAL (FCY)
Iyyer Event Planners	₹2,62,500.00	₹0.00	₹0.00	₹0.00	₹0.00	₹2,62,500.00	₹2,62,500.00
Raj Kamal Wedding Planners	₹4,20,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹4,20,000.00	₹4,20,000.00
Total	₹6,82,500.00	₹0.00	₹0.00	₹0.00	₹0.00	₹6,82,500.00	₹6,82,500.00

## Activity 6: Accounts Payable Aging Details

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

The screenshot shows the FreshBooks software interface with the following details:

**Report Title:** AP Aging Summary By Bill Due Date

**Date:** As of 24/04/2023

**Vendor Details:**

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	₹2,17,500.00

