

## **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

Jega@co  
Profit and Loss  
Basis: Accrual  
From 01/10/2023 To 31/10/2023

[+ Add Temporary Note](#)

ACCOUNT	TOTAL
<strong>Operating Income</strong>	
Total for Operating Income	0.00
<strong>Cost of Goods Sold</strong>	
Total for Cost of Goods Sold	0.00
Gross Profit	0.00
<strong>Operating Expense</strong>	
Other Expenses	5,000.00
Rent Expense	2,00,000.00
Salaries and Employee Wages	25,00,000.00
Total for Operating Expense	27,05,000.00
Operating Profit	-27,05,000.00
<strong>Non Operating Income</strong>	
Total for Non Operating Income	0.00
<strong>Non Operating Expense</strong>	
Total for Non Operating Expense	0.00
Net Profit/Loss	-27,05,000.00

\*\*Amount is displayed in your base currency [BRL](#)

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Balance Sheet	
Basis: Accrual	
As of 18/10/2023	
<a href="#">+ Add Temporary Note</a>	
ACCOUNT	TOTAL
<strong>Assets</strong>	
<strong>Current Assets</strong>	
<strong>Cash</strong>	
Petty Cash	45,000.00
Total for Cash	45,000.00
<strong>Bank</strong>	
icici bank	11,76,000.00
icici bank 001	-2,00,000.00
Total for Bank	9,76,000.00
<strong>Other current assets</strong>	
Prepaid Expenses	54,000.00
Total for Other current assets	54,000.00
Total for Current Assets	10,75,000.00
Total for Assets	10,75,000.00
<strong>Liabilities &amp; Equities</strong>	
<strong>Liabilities</strong>	
<strong>Current Liabilities</strong>	
Accounts Payable	25,50,000.00
Unearned Revenue	11,80,000.00
Total for Current Liabilities	37,30,000.00
Total for Liabilities	37,30,000.00
<strong>Equities</strong>	
Capital Stock	1,00,000.00
Current Year Earnings	-27,55,000.00
Total for Equities	-26,55,000.00
Total for Liabilities & Equities	10,75,000.00

\*\*Amount is displayed in your base currency [BRL](#)