



Course Name	Zoho Books	
College Name	Mangayarkarasi College of Arts and Science for Women Paravai, Madurai - 625002	
College Code	MKU251	
Skill Offering Id		
Project Title	Preparation and maintenance of ZOH0 Books for Techpro solution	
Project Submitted To	Madurai Kamaraj University ( Naan Mudhalvan Scheme(TNSDC))	
Year	2023	
Department	B.COM	
Semester	5	
Group Number	7	
Total Members of the Group	4	
Group Members Details		
Name of the Member	University Register. No	Student NM ID
S .Lakitha	C1C15377	3D4ED8B273CFEA5B72745B1A242A7E7D / NM2023TMID36301
D .Nandhini	C1C15385	BE2F27ADE4032749FFA47D9E2962B6F4
S .Durga devi	C1C15359	A046B25D4BF5018A86C4CDEA43898BA4
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Under the Guidance	Ms R. Anu	
SPOC	Ms.P.UMADEVI	

# **1. Introduction.**

## *1.1 Overview*

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

## *1.2 Purpose*

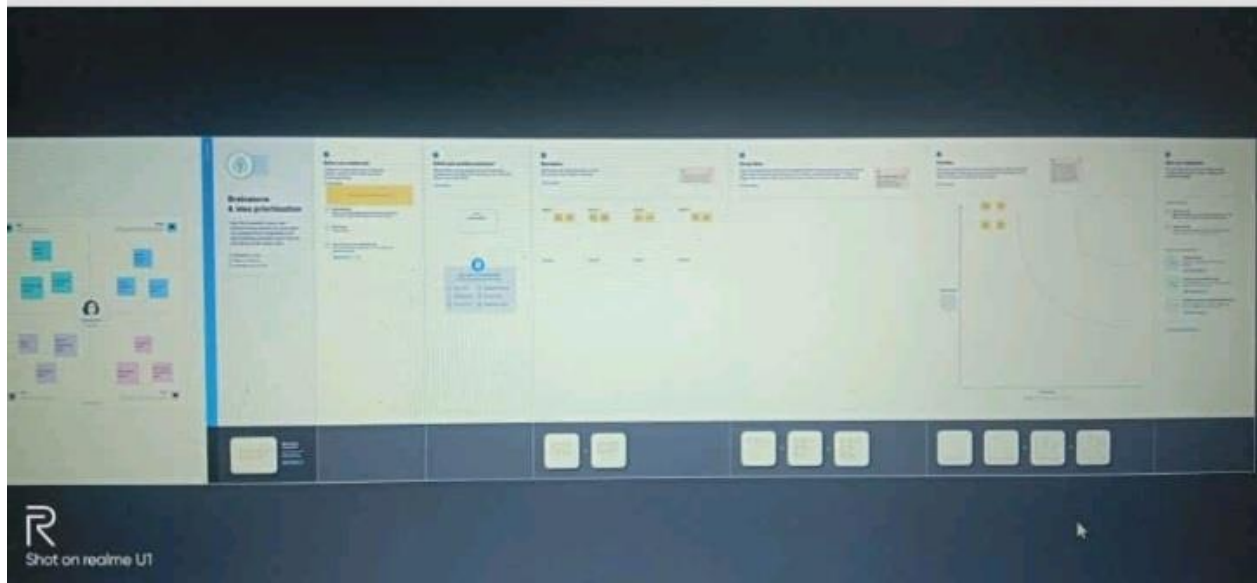
TechPro Solutions is a Private Limited company also registered under GST in Tamil Nadu. TechPro Solutions offers various expert IT consulting services in India and outside India.

# **2. Problem Definition and Design Thinking**

## **a. Empathy Map**



## 2.2 Ideation and Brainstroming Map



### **Milestone 1: Set up your account**

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

**Click on the link to create your Zoho Books account**

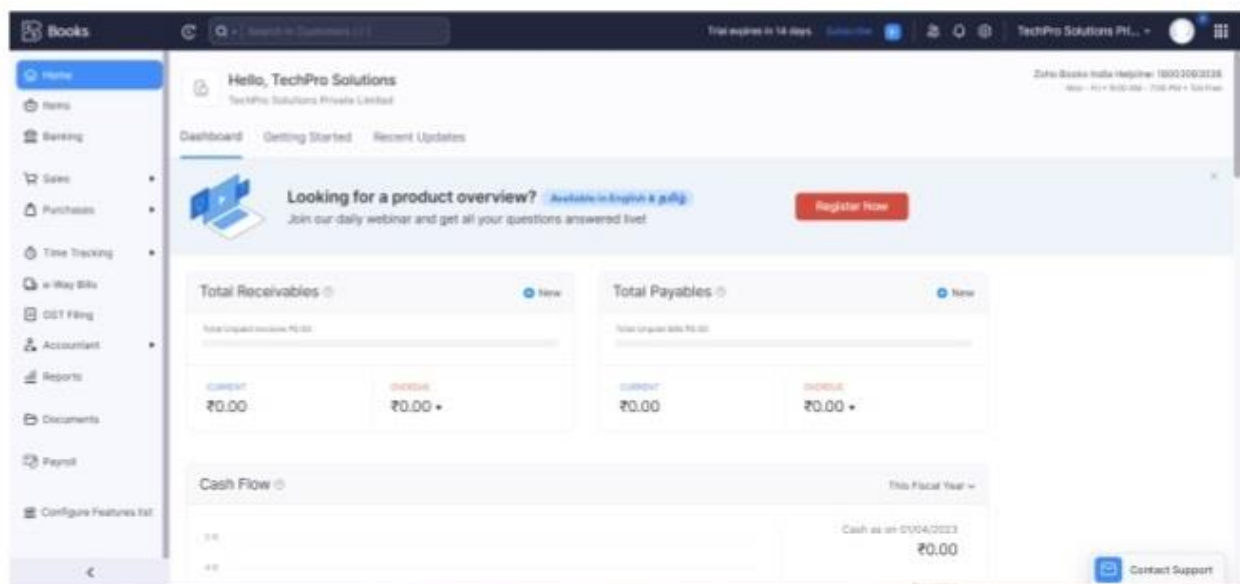
### **Activity 2: Introduction**

Before we get into the specifics, see where you'll find what.

Introduction:

1. The Navigation Panel on the left-hand side lists all the modules of Zoho Books.
2. Get into the Sales tab and the Purchases tab to manage Quotes, Invoices, Expenses, Bills, and more.

3. The Quick Create button by the respective modules is the shortcut to create new transactions.
4. The Quick Create option can be used to create a transaction on the fly from anywhere in Zoho Books.
5. Clicking on the Recent Activities option will display a list of most recent transactions you have carried out in your organization.
6. Use the Search bar to quickly find a specific transaction, contact, item or more.
7. The Notifications Section will notify you of any customer activity on the customer portal as well as announcements from the Zoho Books team.
8. Click on the Settings icon to manage your Organization Profile, Users, Subscriptions



### Activity 3: Lets get started

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

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

## Milestone 2: Products/Service Creation:

### Activity 1: Creation

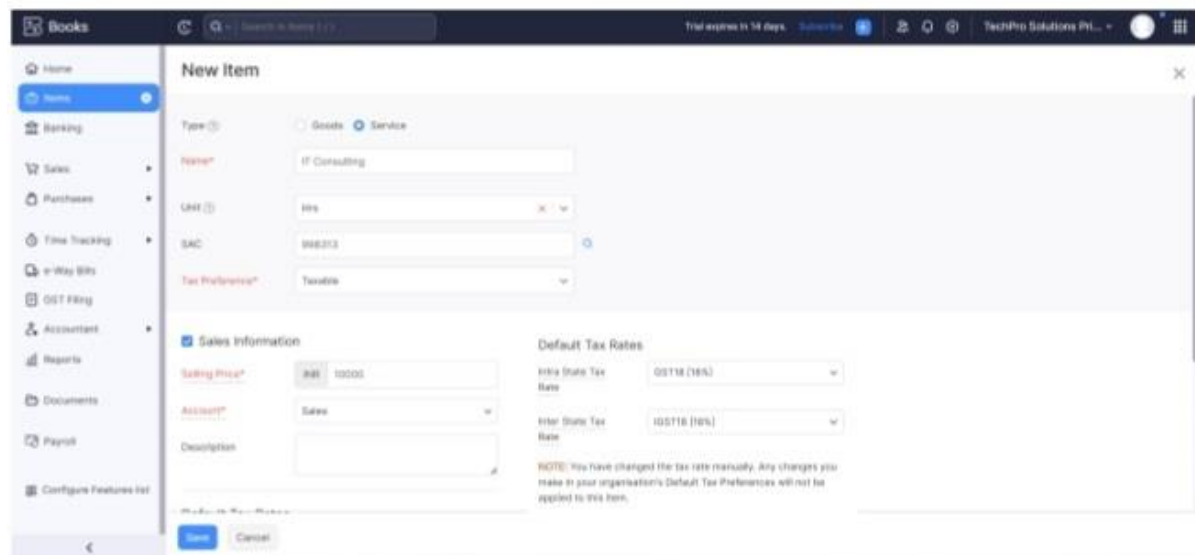
To Create the above both sale products and purchase items in Books go to “Items” from the Navigation Panel and click on “+ New” Button and give the respective fields such as

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

After providing all the required details click on save and add the next item as per the given services



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## Activity 2: Review of Items after Addition



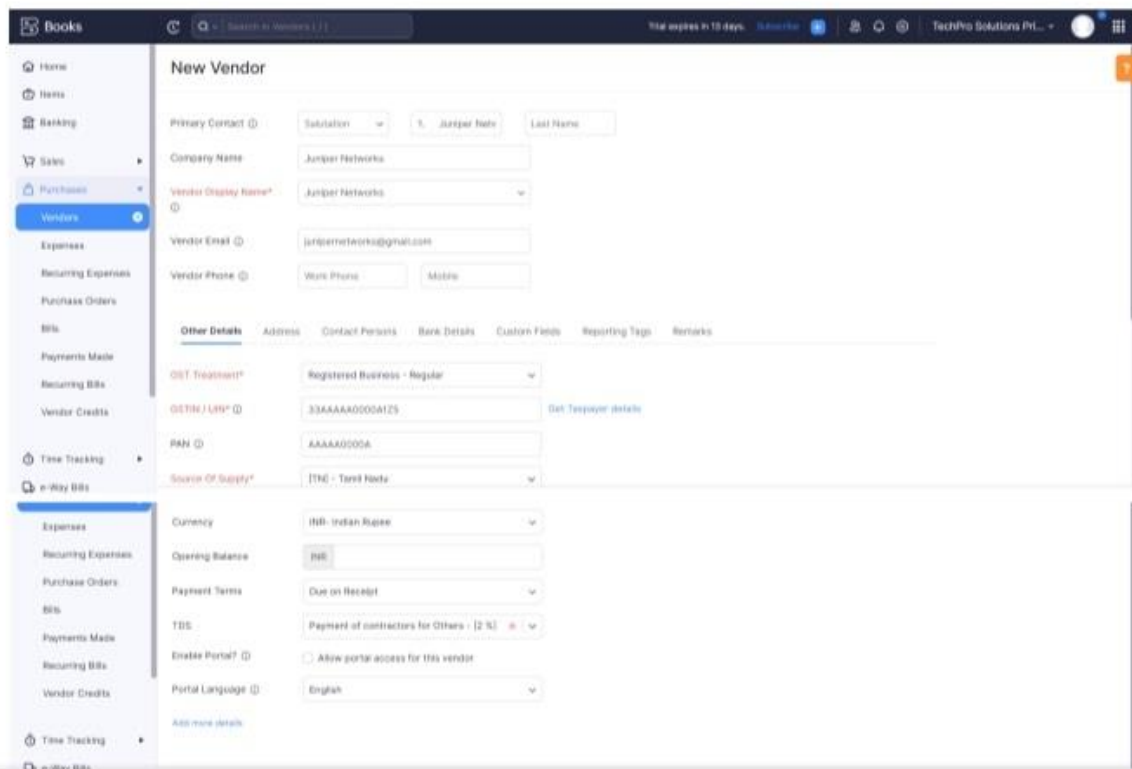
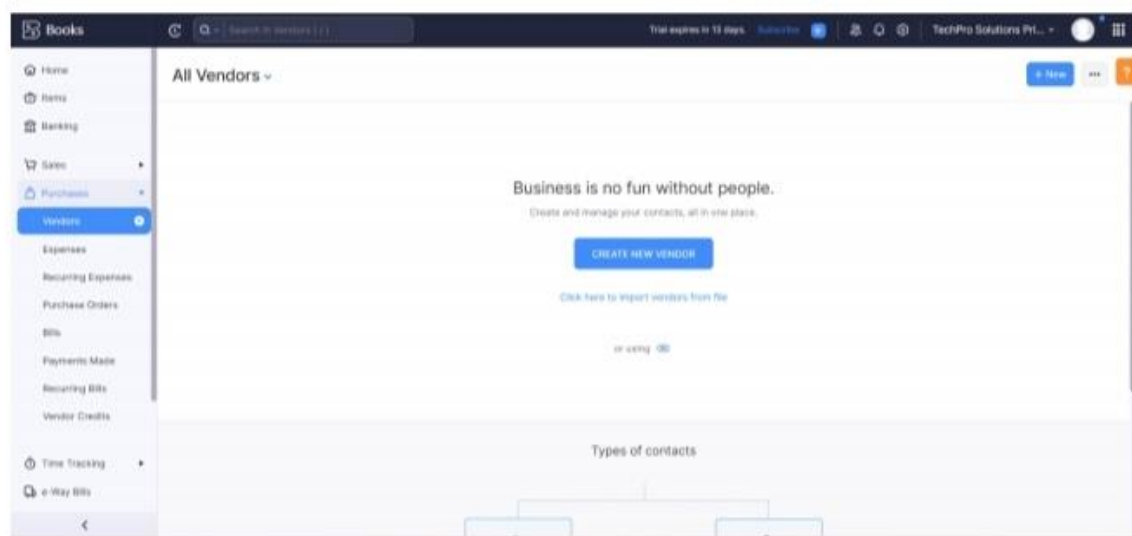
### Milestone 3: Vendors

#### Activity 1: Vendors Creation

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

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

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





## Milestone 4: Purchases

### Activity 1: Purchase Order Creation

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

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

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

The screenshot shows the 'New Purchase Order' form in the Books application. The form is for a purchase order from Juniper Networks. It includes fields for Vendor Name, Billing Address, Shipping Address, GST Treatment, Source of Supply, and Destination of Supply. The 'Organisation' checkbox is selected, and the 'Tax' field is set to 'Tamil Nadu'.

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

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

## Milestone 5: Customers

### Activity 1: Customers Creation:

The below are the list of customers:

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

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

- In Customer Type for GST registered customer select Business and for unregistered person select Individual and give the required fields and click on Save.

Books

Search in Customers (13)

This expires in 3 days. [Subscribe](#)

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Chitans

Invoices

Payments Received

New Customer

Customer Type

☒ Business ☐ Individual

Primary Contact

Solution

TechWave Solutions

Last Name

Company Name

TechWave Solutions Pvt Ltd

Customer Display Name\*

TechWave Solutions Pvt Ltd

Customer Email

Customer Phone

Work Phone

Mobile

Other Details

Address

Contact Persons

Custom Fields

Reporting Tags

Remarks

GST Treatment\*

Registered Business - Regular

GSTIN / UIN\*

23AAAAA0000GAT1S2

Get Taxpayer details

Business Legal Name

Business Trade Name

PAN

AAAAA0000A

Place Of Supply\*

IND - Tamil Nadu

Tax Preference\*

☒ Taxable ☐ Tax Exempt

Currency

INR - Indian Rupee

Opening Balance

INR

Payment Terms

Due on Receipt

Enable Portal?

☐ Allow portal access for this customer

Portal Language

English

Save

Cancel

## Milestone 6: Sales

## Activity 1: Sales Order Creation

Techpro Solutions received below Sales Order from the mentioned Customer:

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

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

**Books**

Total expires in 3 days. [Subscribe](#)

TechPro Solutions Pvt.,

- Home
- Items
- Banking
- Sales
  - Customers
  - Quotes
  - Sales Orders**
  - Delivery Challans
  - Invoices
  - Payments Received
  - Recurring Invoices
  - Credit Notes
- Purchases
- Time Tracking
- e-Way Bills

Search in Sales Orders (1)

Bulk Update Line Items

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
IT Consulting Service <small>SAC 999999.00</small>	100 Mts	10000	GST18 (18%)	10,00,00.00

Add another line

Sub Total: 10,00,00.00

Discount: 0.00

GST18 (18%): 18,00,00.00

GST18 (18%): 18,00,00.00

Adjustment: 0.00

**Total ( ₹ ) 11,80,00.00**

Customer Notes  
Enter any notes to be displayed in your transaction.

Save as Draft Save and Send Cancel

Total Amount: ₹ 11,80,00.00  
Total Quantity: 100

Techpro Solutions has opened an account in ICICI Bank with A/c no 000001. To add the bank account go to Banking from the navigation panel and select add Bank account Mauully and fill the necessary fields and save.

## Milestone 8: Accounts & Ledgers

Activity 1: Creation of New Accounts/Ledgers:

To Create New Account from navigation pannel go to Accountant>Chart of Accounts>+New Account,

select the account type and provide the account name and save.

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

Create the below Ledgers:

1. Salary Payable under Other Current Liabilities
2. Rent Payable under Other Current Liabilities

## Milestone 9: Journal Entries:

## Activity 1: Recording of Journal Entries

The below are the Transactions occurred at the end of month:

1. Employee salaries of total Rs.25,00,000/- paid through bank on 30th April 2023.

To add the Journal Entry from navigation panel go to Accountant>Add Manual Journals, provide the

necessary fields and after save and publish to post the entry

**Edit Journal**

Notes\* Salary for the Month of April-2023

Journal Type ☐ Cash based journal

Currency INR- Indian Rupee

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

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

Total (₹) 25,00,000.00 25,00,000.00

Difference 0.00

**Journals**

Status: All Journals

30/04/2023 ₹25,00,000.00

**JOURNAL #1**

Date: 30/04/2023

Amount: ₹25,00,000.00

Notes: Salary for the Month of April-2023

Reference Number:

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

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

## Milestone 10: Expense & Bills

### Activity 1: Expense & Bills Entry

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

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

2. Other Miscellaneous Expenses Rs.5,000/- paid in cash

To create an expense entry from navigation panel go to Purchases>Expenses>Record

Expense, add the expense by providing the necessary fields and Save

**Edit Expense**

Date\* 30/04/2023

Expense Account\* Rent Expense

Expense Type\* ☐ Goods ☒ Services

SAC

Amount\* INR ₹ 200000

Paid Through\* Rent Payable

Vendor

GST Treatment\* Registered Business - Regular

Vendor GSTIN\* 33AAAAA00000102 [Get Taxpayer details](#)

Source of Supply\* ITNE - Tamil Nadu

Destination of Supply\* ITNE - Tamil Nadu

Reverse Charge ☐ This transaction is applicable for reverse charge

Drag or Drop your Receipts  
Maximum file size allowed is 7MB  
[Upload your Files](#)

**All Expenses**

DATE	EXPENSE ACCOUNT	REFERENCE	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT
30/04/2023	Other Expenses	02		Petty Cash		NON-BILLABLE	₹5,000.00
30/04/2023	Rent Expense	01		Rent Payable		NON-BILLABLE	₹2,38,000.00

## Milestone 11: Bank Entries

### Activity 1: Recording of Bank Transactions

The Below are the Bank Transactions occurred during the month:

Date Particulars Debit Credit Balance

01-04-2023 Capital Deposit 100000 100000

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

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

15-04-2023 Petty Cash Withdrawal 50000 1230000

20-04-2023 Paid to Juniper Networks 232000 998000

25-04-2023

Received from ApexTech Consultants \$9130.5 @

Rs.81.99185 748627 1692627

25-04-2023 Received from Techwise Solutions 1620000 3312627

30-04-2023 Salary Paid 2500000 812627

To Add the bank transaction go to Banking>Add Transaction and select the appropriate type

to record

the transactions:

Particulars Transaction Type

Capital Deposit Money In- Owner's Contribution

Cash Withdrawl for petty cash Money Out- Transfer to Another Account

Paid to Supplier/Vendor Money Out- Vendor Payment

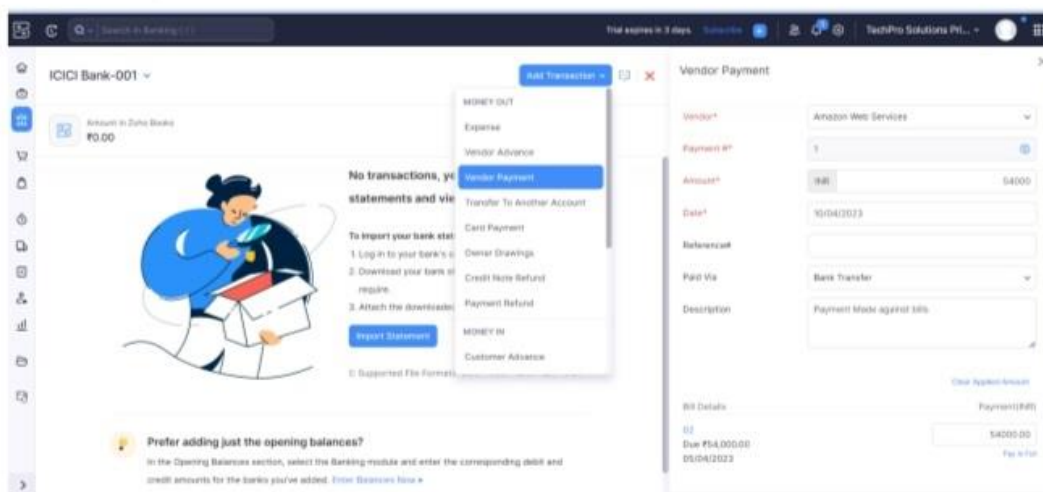
Amount received from customer Money In – Customer payment



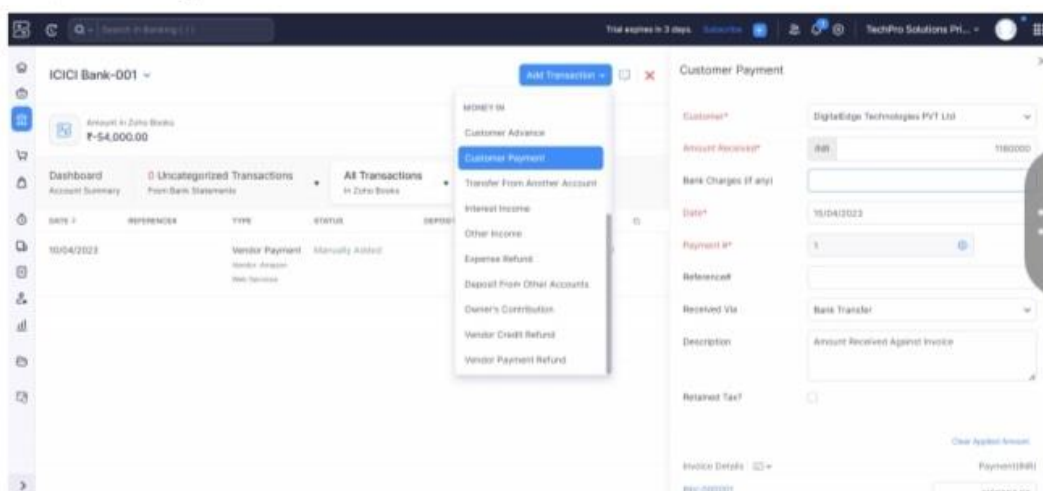
For Vendor payment and Customer payment select the appropriate Vendor or customer and mark the payment against the open Bills and Invoices to close and mark completed.

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For Vendor Payment:



For Customer Payment:

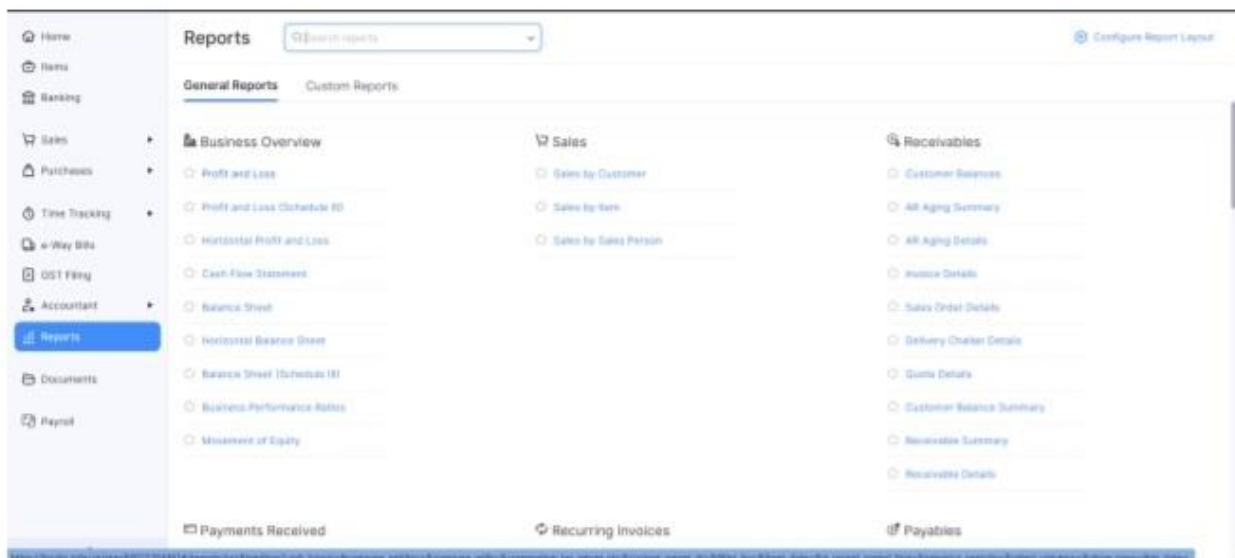




## Milestone 12: Financial Reports:

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

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



## Activity 1: Profit and Loss Account

The screenshot shows the 'Profit and Loss' report for 'TechPro Solutions Private Limited'. The report is for the period 'From 01/04/2023 To 30/04/2023'. The report is titled 'Profit and Loss' and 'Basis: Actual'. The report is generated on '01/05/2023'. The report is a 'Custom Report' and can be 'Scheduled' or 'Exported'. The report shows the following data:

Account	Amount
<strong>Operating Income</strong>	
Sales	42,49,969.81
<strong>Total for Operating Income</strong>	42,49,969.81
<strong>Cost of Goods Sold</strong>	
Cost of Goods Sold	3,50,000.00
<strong>Total for Cost of Goods Sold</strong>	3,50,000.00
<strong>Gross Profit</strong>	38,99,969.81
<strong>Operating Expense</strong>	
Other Expenses	5,000.00
Rent Expense	2,00,000.00
Salaries and Employee Wages	25,00,000.00
<strong>Total for Operating Expense</strong>	27,05,000.00
<strong>Operating Profit</strong>	11,94,969.81
<strong>Non Operating Income</strong>	
<strong>Total for Non Operating Income</strong>	0.00
<strong>Non Operating Expense</strong>	
Exchange Gain or Loss	1,363.25
<strong>Total for Non Operating Expense</strong>	1,363.25
<strong>Net Profit/Loss</strong>	11,93,606.56

## GST Reports

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

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

3.1 Details of Outward Supplies and inward supplies liable to reverse charge

Nature of Supply	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESG Tax
1	2	3	4	5	6
(a) Outward taxable supplies (other than zero-rated, nil-rated and exempted)	₹35,00,000.00	₹0.00	₹3,15,000.00	₹3,15,000.00	₹0.00
(b) Outward taxable supplies (zero-rated)	₹7,48,989.81	₹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>₹42,48,989.81</b>	<b>₹0.00</b>	<b>₹3,15,000.00</b>	<b>₹3,15,000.00</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	CESG Tax
1	2	3	4	5	6

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

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

+ Add Temporary Note

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

## Conclusion:

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



