

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	Dream Homes Realty	
Project Submitted To	Madurai Kamaraj University (Naan Mudhalvan Scheme(TNSDC))	
Year	2023	
Department	B.COM Computer Application	
Semester	6	
Group Number	4	
Total Members of the Group	4	
Group Members Details		
Name of the Member	University Register. No	Student NM ID
S. Siva priya	C1C15783	84C006B58A8A6ACB4C644B66A2DD649A
N. Loga lakshimi	C1C15763	DDF1AF6619BAE1ABAC0412DD2FFEDE58
B. Kaleeshwari	C1C15761	27E51A8E8EB24FFA88A4D0C8A960B558
M. Yasika lakshimi	C1C15793	A2F3555214C54F0BB42413945F1D6769
Under the Guidance	PUNITHA MARTINA NESAMANI J	
SPOC	Ms.P.UMADEVI	

Preparation and Maintenance of Zoho Books for Dream Homes Realty

1. Introduction.

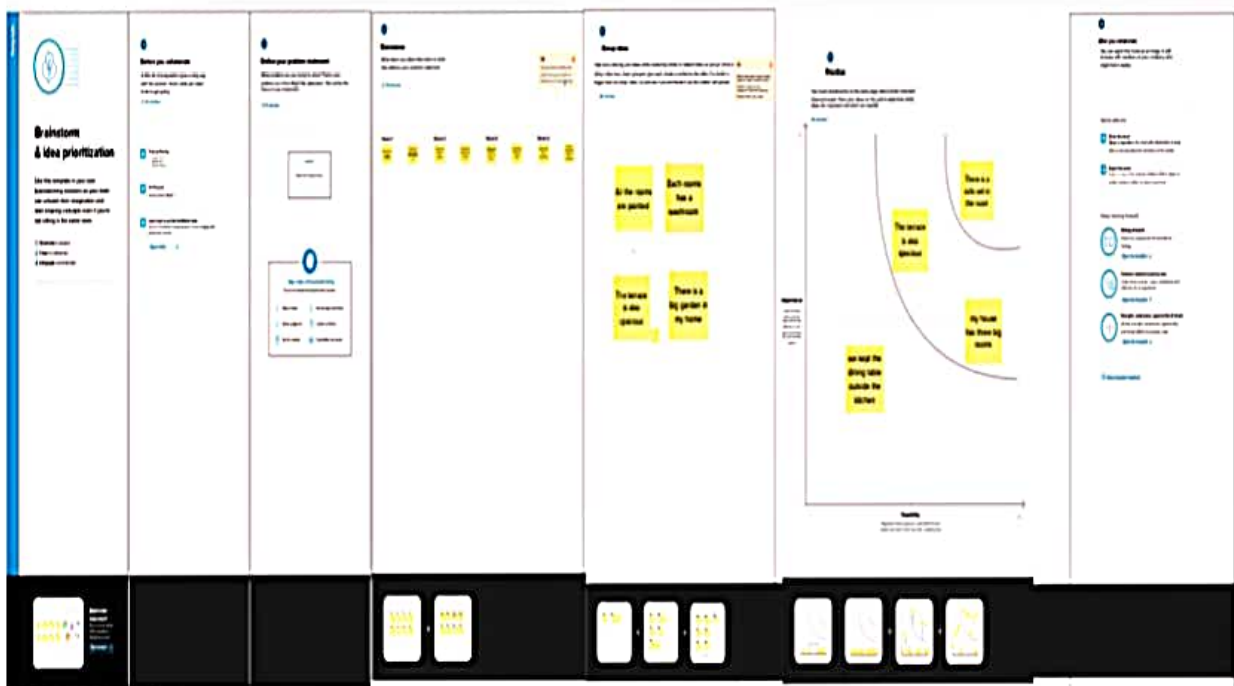
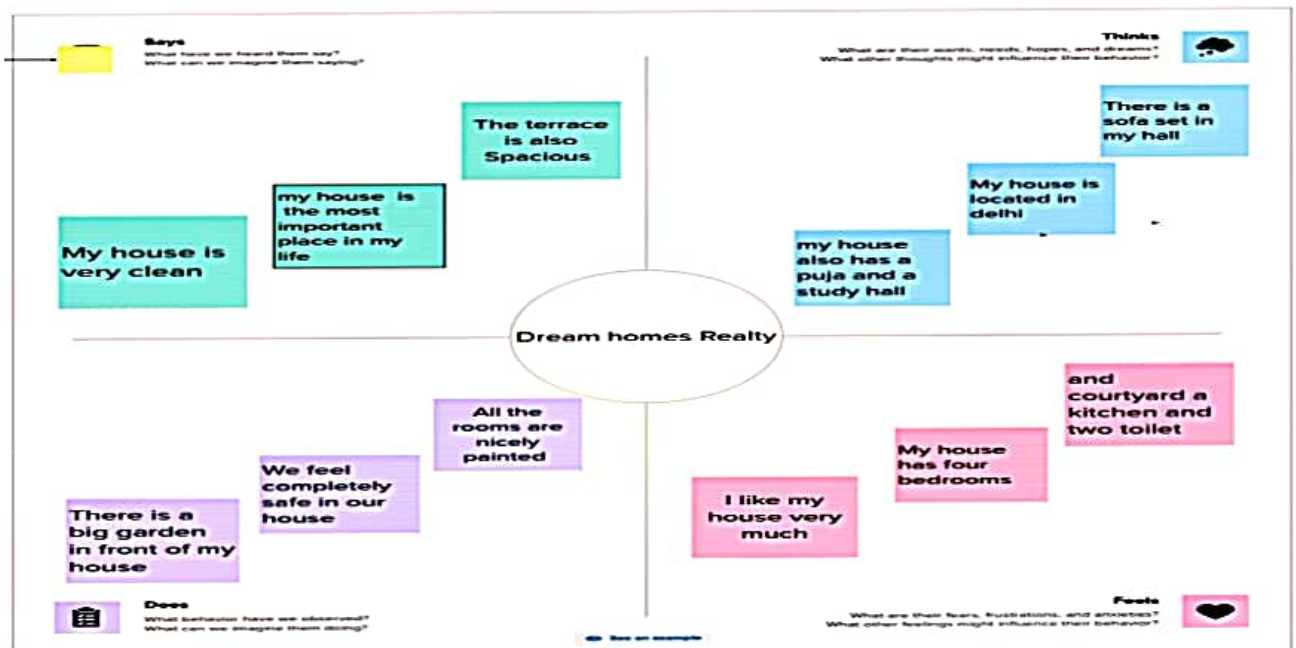
1.1 Overview

Dream Homes Realty, a construction company, uses Zoho Books to track project expenses, manage subcontractor payments, and handle invoicing. They can generate estimates and invoices for clients, track job costing, and monitor the profitability of each project. Zoho Books provides them with financial insights to make informed decisions.

1.2 Purpose

Residential Broking & Advisory, Retail, land service., warehousing, industrial & Logistics, Investment Management and Strategic Consulting.

2. Problem Definition and Design Thinking



- Home
- Items
- Banking
- Sales
- Purchases
- Time Tracking
- Accountant
- Reports
- Documents
- Payroll

Hello, saravananpriya216
Dream homes realty

Zoho Books India Helpline: 18003093036
Mon - Fri • 9:00 AM - 7:00 PM • Toll Free

Dashboard Getting Started Recent Updates Announcements

Welcome to Zoho Books

Your journey to effortlessly manage your accounting starts here.



- Getting started with Zoho Books | Tamil
- Getting started with Zoho Books | Hindi

Zoho Books can now be accessed from your desktop using the Windows app.

Explore Windows App

Let's get Zoho Books up and running for your business

Set up your Customer Portal name ?

dreamhomesrealty60024617475

<https://books.zoho.in/portal/dreamhomesrealty60024617475>

Use the default [Customer Portal name](#)

- Configure Chart of Accounts**
Create new accounts or edit existing accounts to suit your business needs. [Configure →](#)
- Set up Opening Balances**
Enter the closing balance from your previous accounting system. [Configure →](#)
- Update Your GST Settings**
Setup your taxes to create transactions and file your returns from Zoho Books. [Configure →](#)
- Configure Banks and Credit Cards**
Reconcile transactions with live feeds from your bank and credit card easily. [Configure →](#)



Have a question?

Write to us at support.india@zohobooks.com and we'll answer you.

[Mail us →](#)



Searching for an accountant?

Find Zoho Books certified financial advisors who can help you run your business



Learn more from our webinars

Gain in-depth understanding from our collection of recorded webinars.

[Watch](#)

Follow us and stay up to date




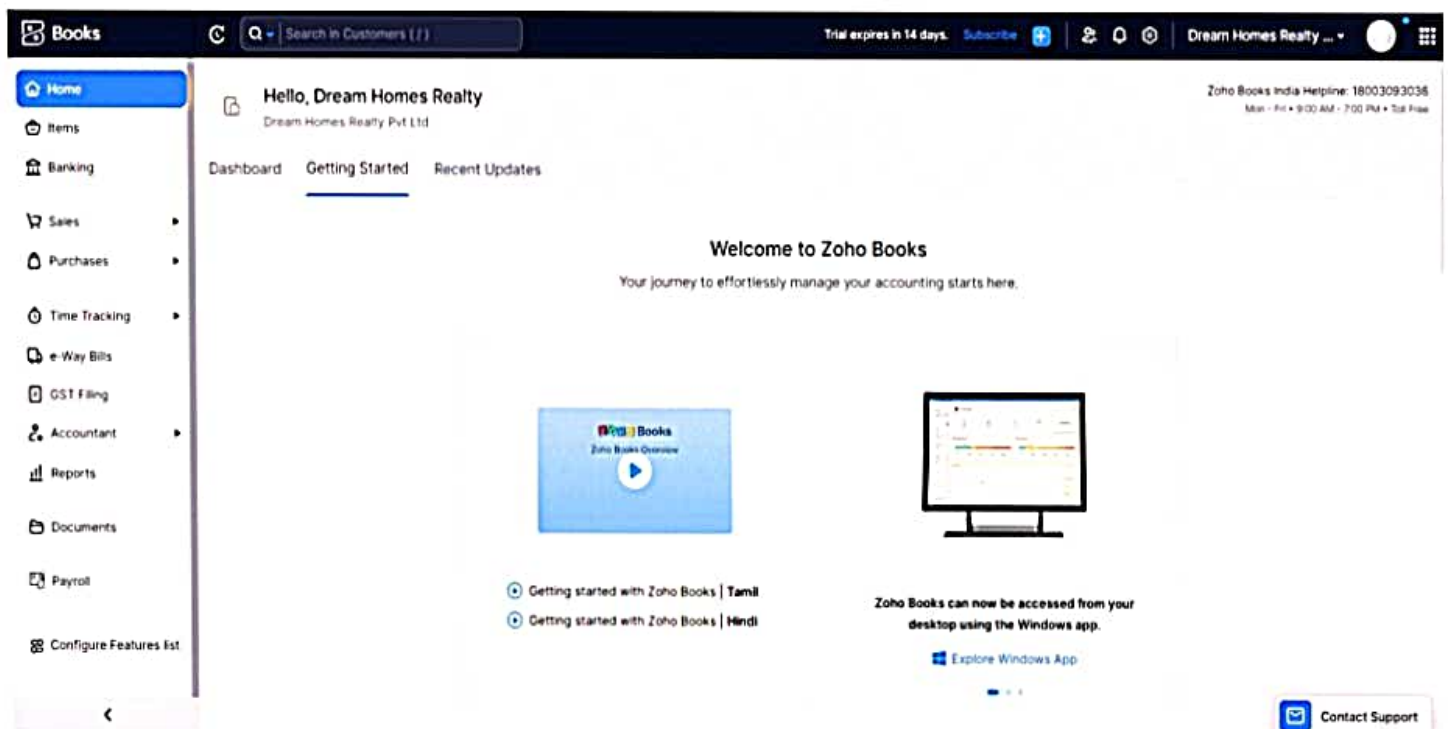
Contact Support

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.



Activity 3: Lets get started

Lets Assume Dream Homes Realty is offering below services:

1. Real Estate Development - Selling Price Rs. 5,000/- per sft.

Output GST @ 18% is applicable for the above services.

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

1. Bricks (Cost price is Rs.10/- per brick)
2. Cement (CP is Rs.500/- per Bag)
3. Iron & Steel (CP is Rs.100/- per Kg)
4. Sand (CP Rs.10,000/- per one Load)

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.



Milestone 4: Purchases

Activity 1: Purchase Order Creation

Next Dream Homes Realty has raised below purchase orders from the vendors:

1. 05-04-2023 Juniper Traders- Bricks- Qty 20,000 @ Rs.10/- each GST @ 18%

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

Books | Search in Purchase Orders (1) | Trial expires in 14 days | Subscribe | Dream Homes Realty ...

New Purchase Order

Vendor Name* Juniper Traders | Open Purchase Orders

BILLING ADDRESS: Add new address | SHIPPING ADDRESS: Add new address

GST Treatment: Registered Business - Regular | GSTIN: 33AAAA0000A1S2

Source Of Supply* [TN] - Tamil Nadu | Destination Of Supply* [TN] - Tamil Nadu

Deliver To* Organization Customer | sarampulangam | Tamil Nadu, India | Change destination to deliver

Tax Exclusive | At Transaction Level | Bulk Update Line Items

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Bricks	Materials	20000	10	GST18 [18%]	20,00,000.00
Add a description to your item					
HSN Code: Update					
Type or click to select an item	Select Account	1.00	0.00	GST18 [18%]	0.00
Add another line					
Sub Total					20,00,000.00
Total Quantity: 20000					
Discount					0.00
Apply after tax					
CGST@ [9%]					1,80,000.00
SGST@ [9%]					1,80,000.00
Total Tax Amount					3,60,000.00 INR

Save as Draft | Save and Send | Cancel | Template: Standard Template | Change

Activity 3: Direct Vendor Purchases Bills Creation:

Next Dream Homes Realty purchased directly from the below Suppliers:

1. 05-04-2023 Iyer Iron and Steel Traders- Iron and Steel – Qty 10,000 kgs GST @ 18%
2. 05-04-2023 Bhavya Cement Traders- Cement- Qty 500 Bags GST @ 18%

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* Iyer Iron and Steel Traders [View Vendor Details](#)

GST Treatment: Registered Business - Regular [GSTIN: 33AAAAA0000A152](#)

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

ITEM DETAILS

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Iron & Steel	Materials	10000	100	GST18 [18%]	Select Customer	10,00,000.00
Add a description to your item						
Recent Transactions						
High Code Update						
Type or click to select an item	Select Account	1.00	0.00	GST18 [18%]	Select Customer	0.00
Eligible For ITC						
Add another line						
Sub Total						10,00,000.00
Discount						0.00
Apply after tax						
CGST9 [9%]						90,000.00
SGST9 [9%]						90,000.00
Total Tax Amount						1,80,000.00

Template: Standard Template [Change](#) [Make Recurring](#)

[Save as Draft](#) [Save as Open](#) [Cancel](#)

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 the Customers List

Books

Search in Customers (/)

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

[Dream Homes Realty](#)

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Chitans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

Active Cust...

+

DigitalEdge Technologies Pvt Ltd

Edit

New Transaction

More

X

DigitalEdge Technologies Pvt Ltd

₹0.00

Techwise Solutions Pvt Ltd

₹0.00

Overview

Comments

Transactions

Mails

Statement

DigitalEdge Technologies Pvt Ltd

DigitalEdge Technologies

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

Payment Terms

Due on Receipt

GST Treatment

Registered Business - Regular

GSTIN

33AAAAA0000415Z

What's Next for Your Customer?

Your customer has been added. Create and send an quote or an invoice to your customer for the items you want to sell to them.

New Quote

New Invoice

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

Actual

Books

Search in Customers (/)

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

[Dream Homes Realty](#)

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Chitans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

Active Customers

+ New

?

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
DigitalEdge Technologies Pvt Ltd	DigitalEdge Technologies Pvt Ltd			Tamil Nadu	₹0.00	₹0.00
Techwise Solutions Pvt Ltd	Techwise Solutions Pvt Ltd			Tamil Nadu	₹0.00	₹0.00

Milestone 4: Purchases

Activity 1: Purchase Order Creation

Next Dream Homes Realty has raised below purchase orders from the vendors:

1. 05-04-2023 Juniper Traders- Bricks- Qty 20,000 @ Rs.10/- each GST @ 18%

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

New Purchase Order

Vendor Name* Juniper Traders

Open Purchase Orders

BILLING ADDRESS SHIPPING ADDRESS
Add new address Add new address

GST Treatment Registered Business - Regular
GSTIN 33AAAA0000452

Source Of Supply* [TN] - Tamil Nadu
Destination Of Supply* [TN] - Tamil Nadu

Deliver To* Organization Customer
sarampulangam
Tamil Nadu
India
Change destination to deliver

Tax Exclusive At Transaction Level Bulk Update Line Items

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Bricks Add a description to your item	Materials	200000	10	GST18 (18%)	20,00,000.00
Add a description to your item	Select Account	1.00	0.00	GST18 (18%)	0.00
Sub Total Total Quantity: 200000					20,00,000.00
Discount Apply after tax					0.00
CGST9 (9%)					1,80,000.00
SGST9 (9%)					1,80,000.00
Total Tax Amount					3,60,000.00

Save as Draft Save and Send Cancel

Template: Standard Template Change

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

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

Chart of Accounts

ACCOUNT NAME	ACCOUNT TYPE
Prepaid Expenses	Other Current Asset
TDS Receivable	Other Current Asset
Advance Tax	Other Current Asset
Undeposited Funds	Cash
Petty Cash	Cash
Accounts Receivable	Accounts Receivable

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 (MR)	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

Attachments

Save Cancel

Journals

Status: All Journals

30/04/2023

₹25,00,000.00

PUBLISHED

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

Attachments Comments & History Customize

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. The top navigation bar shows 'Books' and a search bar. The sidebar on the left contains various navigation options. The main content area shows a 'Sales Order' for 'DigitalEdge Technologies Pvt. Ltd.' with a value of ₹5,90,00,000.00. The order is confirmed and dated 05/04/2023. The 'Fulfill the Sales Order' section includes a 'Convert to Invoice' button. Below this, the 'Invoice Status' is 'NOT INVOICED'. A preview of the 'SALES ORDER' document is shown, including the company name 'Dream Homes Realty Pvt Ltd', GSTIN, and order details.

Activity 3: Direct Sale Invoices

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

1. 20-04-2023 Techwise Solutions Pvt Ltd- Real estate Development 5000 sqft.

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 displays the 'Books' application interface for creating a new invoice. The 'New Invoice' form is shown with the following details: Customer Name: Techwise Solutions Pvt Ltd, Billing Address: Add new address, Shipping Address: Add new address, GST Treatment: Registered Business - Regular, Place Of Supply: Tamil Nadu, Invoice Number: INV-000002, Invoice Date: 20/04/2023, Terms: Due on Receipt, Due Date: 20/09/2023. The total amount is ₹2,95,00,000.00. The form includes buttons for 'Save as Draft', 'Save and Send', and 'Cancel'.

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

Dream Homes Realty Pvt Ltd
Balance Sheet
Basis: Actual
As of 30/04/2023

PDF
In PDF (Recommended Excel)
XLS (Microsoft Excel 1997-2004 Compatible)
Export to Zoho Sheet

ACCOUNT	Total
Assets	
Current Assets	
Cash	
Ferry Cash	5,000.00
Total for Cash	5,000.00
Bank	
ICICI Bank 001	27,69,000.00
Total for Bank	27,69,000.00
Other current assets	
Input Tax Credits	0.00
Input CGST	3,70,500.00
Input SGST	3,70,500.00

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)	₹75,00,000.00	₹0.00	₹6,75,000.00	₹6,75,000.00	₹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	₹75,00,000.00	₹0.00	₹6,75,000.00	₹6,75,000.00	₹0.00

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

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6

Activity 3: Direct Vendor Purchases Bills Creation:

Next Dream Homes Realty purchased directly from the below Suppliers:

1. 05-04-2023 Iyer Iron and Steel Traders- Iron and Steel – Qty 10,000 kgs GST @ 18%
2. 05-04-2023 Bhavya Cement Traders- Cement- Qty 500 Bags GST @ 18%

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

Books Search in Bills (/) Trial expires in 14 days. Subscribe Dream Homes Realty ...

New Bill

Vendor Name* Iyer Iron and Steel Traders View Vendor Details

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA2000A152

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

Tax Exclusive At Transaction Level Bulk Update Line Items

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Iron & Steel Add a description to your item	Materials	10000 kg	100	GST18 [18%] x Eligible For ITC	Select Customer	10,00,000.00
Type or click to select an item.	Select Account	1.00	0.00	GST18 [18%] x Eligible For ITC	Select Customer	0.00
Sub Total						10,00,000.00
Discount Apply after tax						0.00
COST9 [9%]						90,000.00
SGST9 [9%]						90,000.00
Total Tax Amount						180000.00 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: 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

Search in Customers (77) Trial expires in 14 days. Subscribe Dream Homes Realty Pvt Ltd

Custom Customer Report Schedule Report Export As

Dream Homes Realty Pvt Ltd
Balance Sheet
Bests Annual
As of 30/04/2023

PDF
XLSX (Microsoft Excel)
XLS (Microsoft Excel 1987-2004 Compatible)
Export to Zoho Sheet

+ Add Temporary Note

Container with Expand All

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
ICICI Bank 001	27,89,000.00
Total for Bank	27,89,000.00
Other current assets	
Input Tax Credits	0.00
Input CGST	3,10,500.00
Input SGST	3,10,500.00

Activity 3: GST Reports

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

Search in Customers (77) Trial expires in 14 days. Subscribe Dream Homes Realty Pvt Ltd

Custom Export As

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)	₹75,00,000.00	₹0.00	₹6,75,000.00	₹6,75,000.00	₹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	₹75,00,000.00	₹0.00	₹6,75,000.00	₹6,75,000.00	₹0.00

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

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6

₹0.00 ₹1,00,000,000.00 ₹4,00,000,000.00 ₹6,00,000,000.00

Ans B One Fullam With offener re Price Rand - Son Thane Saver

Rain coming 13:46 10-10-2023

<div> <div> </div> <div> <div>Schedule Report</div> <div>Export As</div> </div> </div>		<div> <div> <div>Dream Homes Realty Pvt Ltd</div> <div>Profit and Loss</div> <div>Basic: Annual</div> <div>From 01/04/2023 to 30/04/2023</div> </div> <div> <div>+</div> <div>Add Temporary Note</div> </div> </div>	
ACCOUNT		TOTAL	
Operating Income			
Sales		75,00,000.00	
Total for Operating Income		75,00,000.00	
Cost of Goods Sold			
Labor		5,00,000.00	
Materials		32,50,000.00	
Total for Cost of Goods Sold		37,50,000.00	
	Gross Profit	37,50,000.00	
Operating Expense			
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	10,45,000.00	
Non Operating Income			
Total for Non Operating Income		0.00	
Non Operating Expense			
Total for Non Operating Expense		0.00	
	Net Profit/Loss	10,45,000.00	

4. Advantages:

- **Market Transparency:**
 - Regular analysis of housing prices promotes transparency in the real estate market, reducing the likelihood of fraudulent practices.
- **Economic Growth:**
 - A stable and thriving real estate market can stimulate economic growth, creating jobs and driving investments in related industries.
- **Quality of Life:**
 - Access to suitable housing enhances the overall quality of life for residents, contributing to their well being and satisfaction.

Disadvantages:

- **Inequality:**
- Housing price disparities can exacerbate wealth and income inequality, creating social and economic challenges.
- **Exclusionary Effects:**
- Rapid price increases can lead to gentrification, pushing out lower income residents from desirable neighborhoods.
- **Environmental Impact:**

5. Conclusion:

Property rates keep increasing, and it is the best decision to invest in a property. You can financially secure your future as it promises higher returns. You can secure yourself and your family by making a wise decision at the right time.

6. Future scope:

The growing awareness of home ownership and the government's favourable affordable housing schemes has led to significant growth in the affordable housing segment

