



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 Maintanence of zoho Books for Fashion Haven	
Project Submitted To	Madurai Kamaraj University (Naan Mudhalvan Scheme(TNSDC))	
Year	2023	
Department	B.COM Computer Application	
Semester	6	
Group Number	NM2023TMID36087	
Total Members of the Group	5	
Group Members Details		
Name of the Member	University Register. No	Student NM ID
Sharmilaa.p	C1C15291	4260241781EB57AB3D24CBCAEBBC9A2D0Amku251C1C15291
Meena.s	C1C15275	680A702882FBDABAC446413C8E3D96BA7mku251C1C15275
Jothi.R	C1C15271	EA6B367F81CDF7B82C040C4716D22344mku251C1C15271
Hajira Banu.B	C1C15263	107CBBF21416E8EAAC44F5287D9BF6A1mku251C1C15263
Narmatha.R	C1C15282	4269E5141AFB00AB4B543B975505FE14mku251C1C15282
Under the Guidance	C.M.PRIYANKA	
SPOC	Ms.P.UMADEV	

Preparation and Maintenance of ZOHO Books for Fashion Haven

1. Introduction.

1.1 Overview

Fashion Haven, an online retail store, leverages Zoho Books to manage their inventory and track sales. They can generate invoices and manage customer payments seamlessly. Zoho Books also enables them to reconcile bank transactions and generate financial reports, helping them make informed Decisions about their business..

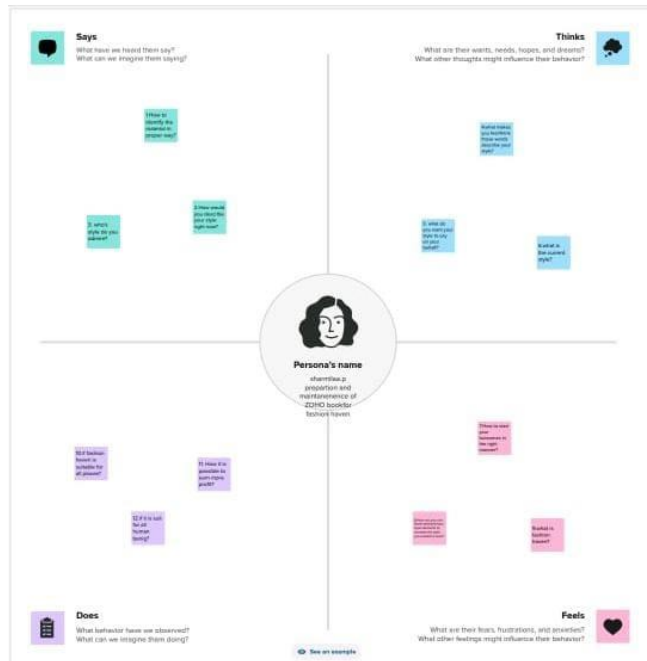
Fashion Haven is a Private Limited company also registered under GST in Tamil Nadu. Fashion Haven Is a retailer of various lifestyle products in wholesale and retail, it has a wide range of customers (B2B & B2C) all over the state and it procures from various suppliers in the state. It operates at a Gross Profit Margin of 50%.

1.2 Purpose

Fashion Haven is a Private Limited company also registered under GST in Tamil Nadu. Fashion Haven is a retailer of various lifestyle products in wholesale and retail, it has a wide range of customers (B2B & B2C) all over the state and it procures from various suppliers in the state. It operates at a Gross Profit Margin of 50%.

2. Problem Definition and Design Thinking

a. Empathy Map

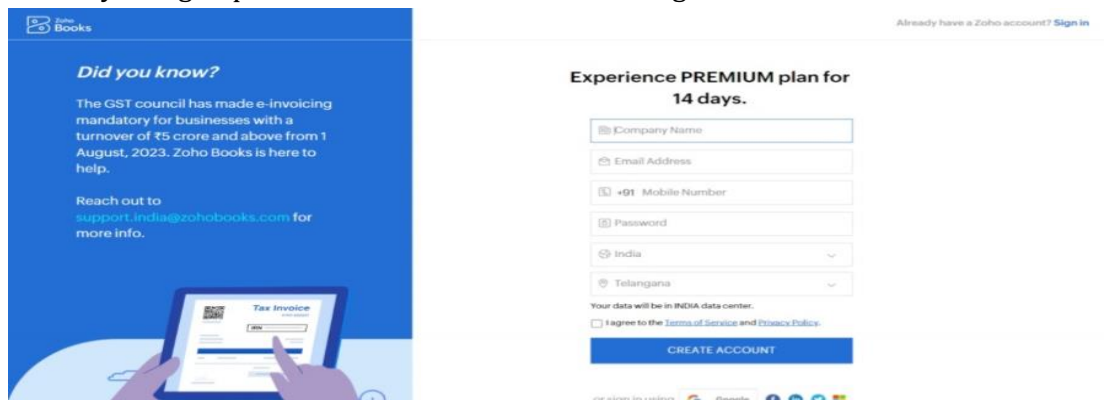


2.2 Ideation and Brainstroming Map



Milestone 1: Set up your account

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



The image shows the Zoho Books account creation and login page. On the left, a blue sidebar contains the Zoho Books logo and a 'Did you know?' section. The main area is white and features a 'Experience PREMIUM plan for 14 days.' banner. Below this is a registration form with fields for Company Name, Email Address, Mobile Number, Password, and a dropdown for Country (India) and State (Telangana). A checkbox for 'I agree to the Terms of Service and Privacy Policy' is present, followed by a 'CREATE ACCOUNT' button. At the bottom, there is a link to 'or sign in using' with icons for Google, Facebook, and Twitter. A link for 'Already have a Zoho account? Sign in' is in the top right corner.

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 for more info.

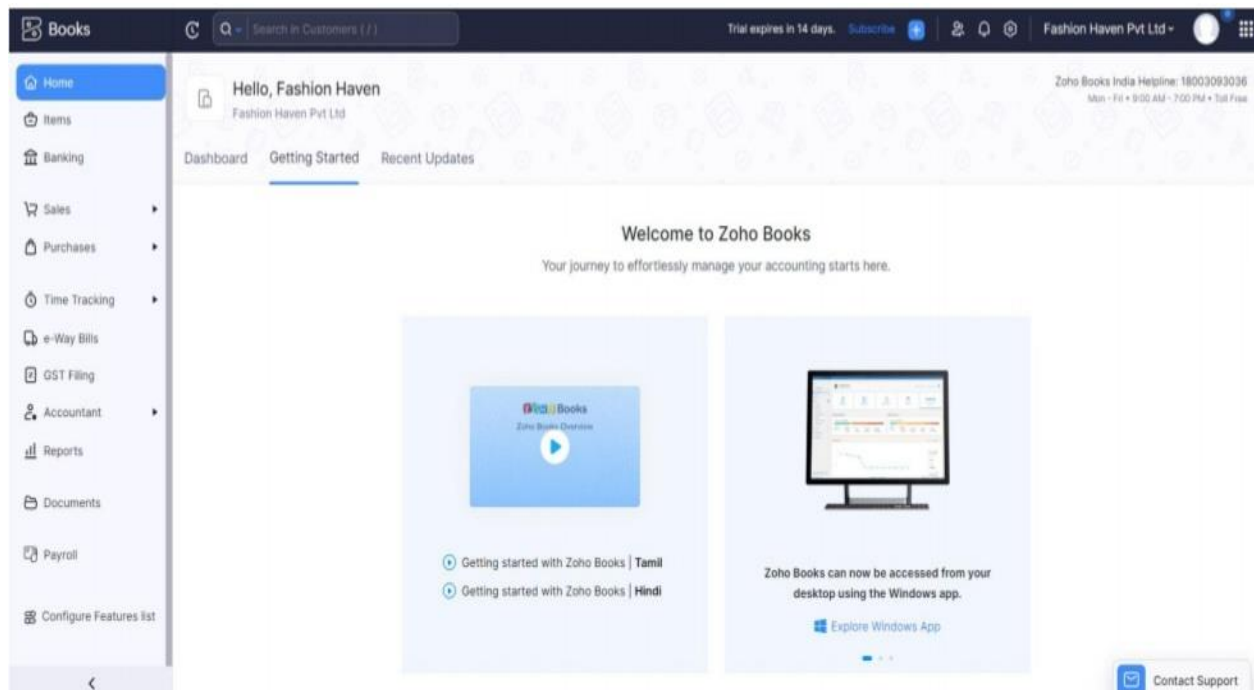
Experience PREMIUM plan for 14 days.

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 Facebook Twitter

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

Activity 2: Introduction



The image is a screenshot of the Zoho Books dashboard. The top navigation bar includes the Zoho Books logo, a search bar, a trial expiration notice, and user information. The left sidebar lists various features like Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main content area displays a welcome message, a 'Getting Started' guide with links for Tamil and Hindi, and a section for the Windows app. A 'Contact Support' button is located in the bottom right corner.

Books Search in Customers (/) Trial expires in 14 days. [Subscribe](#) Fashion Haven Pvt Ltd

Hello, Fashion Haven
Fashion Haven Pvt Ltd

[Dashboard](#) [Getting Started](#) [Recent Updates](#)

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](#)

Contact Support

Milestone 2: Products/Items: Activity 1: Creation

The screenshot shows the 'New Item' form in the Books application. The left sidebar contains navigation links: Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main form is titled 'New Item' and includes a search bar at the top. The form is divided into several sections: 'Type' (Goods/Service), 'Name*' (T-Shirts), 'Unit' (pcs), 'HSN Code' (60011010), and 'Tax Preference*' (Taxable). Below these are 'Sales Information' and 'Purchase Information' sections, each with fields for 'Selling Price*', 'Cost Price*', 'Account*', and 'Description'. There are also 'Default Tax Rates' for Intra State and Inter State, both set to GST 5%. A note states: '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.' At the bottom, there is a checkbox for '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 > Preference > Items and enable inventory.' and 'Save' and 'Cancel' buttons.

Milestone 3: Vendors Activity 1: Vendors Creation

The screenshot shows the 'New Vendor' form in the Books application. The left sidebar contains navigation links: Home, Items, Banking, Sales, Purchases, Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, and e-Way Bills. The main form is titled 'New Vendor' and includes a search bar at the top. The form is divided into several sections: 'Primary Contact' (Salutation, Zenith Lifestyle, Last Name), 'Company Name' (Zenith Lifestyle), 'Vendor Display Name*' (Zenith Lifestyle), 'Vendor Email', and 'Vendor Phone' (Work Phone, Mobile). Below these are 'Other Details' tabs: Address, Contact Persons, Bank Details, Custom Fields, Reporting Tags, and Remarks. The 'Other Details' section includes fields for 'GST Treatment*' (Registered Business - Regular), 'GSTIN / UIN*' (33AAAAA0000AA15Z), 'PAN', and 'Source Of Supply*' (TNE - Tamil Nadu). There is a 'Get Taxpayer details' link next to the GSTIN/UIN field. At the bottom, there are 'Save' and 'Cancel' buttons.

Activity 2: Review of Vendors List

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Search in Vendors (7)

Trial expires in 14 days. Subscribe

Fashion Haven Pvt Ltd

Active Vendors

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCT)	UNUSED CREDITS (BCT)
EvolveLife	EvolveLife			Tamil Nadu	₹0.00	₹0.00
Souful Essence	Souful Essence			Tamil Nadu	₹0.00	₹0.00
Zenith Lifestyle	Zenith Lifestyle			Tamil Nadu	₹0.00	₹0.00

Milestone 4: Purchases

Activity 1: Purchase Order

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

Search in Purchase Orders (7)

Trial expires in 14 days. Subscribe

Fashion Haven Pvt Ltd

Purchase Order#

PO-00001

Reference#

Date

05/04/2023

Expected Delivery Date

05/04/2023

Shipment Preference

Choose the shipment preference or type to add

Payment Terms

Due on Receipt

Tax Exclusive

At Transaction Level

ITEM DETAILS

T-Shirts

Cost of Goods Sold

2000

pcs

50

₹575 (5%)

1,00,000.00

Save as Draft

Save and Send

Cancel

Template: Standard Template

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

Search in Purchase Orders (7)

Trial expires in 14 days. Subscribe

Fashion Haven Pvt Ltd

Add another line

Sub Total

Total Quantity : 2000

1,00,000.00

Discount

0 %

0.00

Apply after tax

COST2.5 (2.5%)

2,500.00

SGST2.5 (2.5%)

2,500.00

Total Tax Amount

5000.00

INR

0.00

Adjustment

0.00

TCS

Select a Tax

0

Total (₹)

1,05,000.00

Customer Notes

Will be displayed on purchase order

Terms & Conditions

Save as Draft

Save and Send

Cancel

Template: Standard Template

Milestone 5: Customers

Activity 1: Customers Creation:

The screenshot shows the 'New Customer' form in the Books application. The left sidebar contains navigation options: Home, Items, Banking, Sales (expanded), Customers (selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main form area is titled 'New Customer' and includes the following fields:

- Customer Type: Radio buttons for Business (selected) and Individual.
- Primary Contact: Fields for Salutation, First Name, and Last Name.
- Company Name: A text input field.
- Customer Display Name: A dropdown menu.
- Customer Email: A text input field.
- Customer Phone: Fields for Work Phone and Mobile.
- Other Details: Tabs for Address, Contact Persons, Custom Fields, Reporting Tags, and Remarks.
- GST Treatment: A dropdown menu with 'Select a GST treatment'.
- PAN: A text input field.
- Place Of Supply: A dropdown menu.
- Buttons: Save and Cancel.

Milestone 6: Sales

Activity 1: Sales Order Creation

The screenshot shows the 'New Sales Order' form in the Books application. The left sidebar contains navigation options: Home, Items, Banking, Sales (expanded), Customers, Quotes, Sales Orders (selected), Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main form area is titled 'New Sales Order' and includes the following fields:

- Customer Name: A dropdown menu with 'Sunesh Kumar Iyer' selected.
- View Customer Details: A link to view customer details.
- Billing Address: A text input field.
- Shipping Address: A text input field.
- GST Treatment: A dropdown menu with 'Registered Business - Regular' selected.
- GSTIN: A text input field with '33AAAAA0000A152'.
- Place Of Supply: A dropdown menu with 'TND - Tamil Nadu' selected.
- Sales Order: A text input field with 'SO-00001'.
- Reference#: A text input field.
- Sales Order Date: A text input field with '10/04/2023'.
- To create transaction dated before 01/07/2017, click here: A link.
- Buttons: Save as Draft, Save and Send, and Cancel.

The bottom section of the form shows a table with item details:

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
T-Shirts	1000	100	GST 5%	1,00,000.00
HSN Code: 62071000				
Type or click to select an item.	1.00	0.00	GST 5%	0.00

Below the table, there is a 'Sub Total' section with the following values:

- Sub Total: 1,00,000.00
- Discount: 0.00
- CGST 2.5 (2.5%): 2,500.00
- SGST 2.5 (2.5%): 2,500.00
- Adjustment: 0.00
- Total (₹): 1,05,000.00

The bottom right corner shows the 'Total Amount: ₹ 1,05,000.00' and 'Total Quantity: 1000'.

Milestone 7: Bank Account

Activity 1: Adding Bank Account

The screenshot shows the 'Add Bank or Credit Card' form in the Books app. The left sidebar contains navigation options: Home, Items, Banking (selected), 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, and the user's name 'Fashion Haven Pvt Ltd'. The form itself has a title 'Add Bank or Credit Card' and a 'Select Account Type*' section with radio buttons for 'Bank' (selected) and 'Credit Card'. Below this are input fields for 'Account Name*' (containing 'ICICI Bank 001'), 'Account Code', 'Currency*' (a dropdown menu showing 'INR'), 'Account Number', 'Bank Name', 'IFSC', and 'Description' (with a 'Max. 500 characters' limit). There is also a checkbox for 'Make this primary'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Milestone 8: Accounts & Ledgers

Activity 1: Creation of New Accounts/Ledgers:

The screenshot shows the 'Create Account' form in the Books app. The left sidebar is the same as in the previous screenshot. The top header shows the user's name 'Fashion Haven Pvt Ltd'. The form has a title 'Create Account' and a dropdown menu for 'Account Type*' set to 'Other Asset'. Below this are input fields for 'Account Name*', 'Account Code', and 'Description' (with a 'Max. 500 characters' limit). There is a checkbox for 'Add to the watchlist on my dashboard'. At the bottom are 'Save' and 'Cancel' buttons. A tooltip titled 'Assets' is visible, stating 'Track special assets like goodwill and other intangible assets'. The background shows a list of existing accounts, including 'Employee', 'Reverse Ch', 'Input Tax C', 'Input ID', 'Input D', 'Input S', 'Prepaid Expenses', 'TDS Receivable', 'Advance Tax', 'Undeposited Funds', 'Petty Cash', 'Other Current Asset', 'Cash', and 'Input Tax Credits'.

Milestone 9: Journal Entries:
Activity 1: Recording of Journal Entries

Books

Home

Rems

Banking

Sales

Purchases

Time Tracking

e-Way Bills

OST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction

Search (1/3)

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

Fashion Haven Pvt Ltd

New Journal

Notes* Salary for the month of April-2023

Journal Type ☒ Cash based journal

Currency INR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT NAME	DEBITS	CREDITS
Salaries and Employee Wages	Being Salary for the month of April-2023	Select Contact	50000	
Salary Payable	Being Salary for the month of April-2023	Select Contact		50000

Add another line

Sub Total 50,000.00 50,000.00

Total (₹) 50,000.00 50,000.00

Difference 0.00

Attachments

[Save and Publish](#) [Save as Draft](#) [Cancel](#) [Make Recurring](#)

Books

Home

Rems

Banking

Sales

Purchases

Time Tracking

e-Way Bills

OST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction

Search (1/3)

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

Fashion Haven Pvt Ltd

Journals

[+ New Journal](#)

Status: All Journals ☒ All

<input checked="" type="checkbox"/>	30/04/2023	₹50,000.00	PUBLISHED
<input checked="" type="checkbox"/>	30/04/2023	₹20,000.00	PUBLISHED

The journal entry has been created.

JOURNAL #2

Notes Rent for the month of April-2023

Date: 30/04/2023

Amount: ₹20,000.00

Reference Number:

Account	Contact	Debits	Credits
Rent Expense		20,000.00	
Rent Payable			20,000.00
Sub Total		20,000.00	20,000.00
Total		₹20,000.00	₹20,000.00

Milestone 10: Expense & Bills

Activity 1: Expense & Bills Entry

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Search in Expenses (2)

Trial expires in 14 days

Subscription

Notifications

Settings

Help

Fashion Haven Pvt Ltd

Record Expense

Record Mileage

Date*

30/04/2023

Expense Account*

Advertising And Marketing

Expense Type*

Goods

Services

SAC

Amount*

INR

10000

Paid Through*

Petty Cash

Vendor

GST Treatment*

Unregistered Business

Source Of Supply*

[TN] - Tamil Nadu

Destination Of Supply*

[TN] - 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

Petty Cash

NON-BILLABLE

₹5,000.00

☐ 30/04/2023

Advertising And Marketing

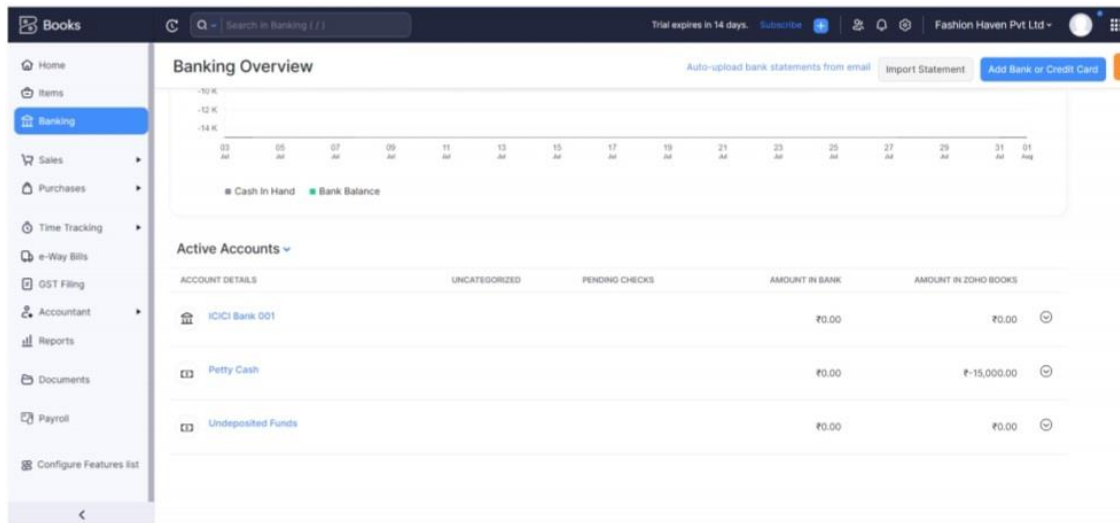
Petty Cash

NON-BILLABLE

₹10,000.00

Milestone 11: Bank Entries

Activity 1: Recording of Bank Transactions



The screenshot shows the 'Add Transaction' dropdown menu in Zoho Books. The menu is open, showing options for 'MONEY OUT' (Expense, Vendor Advance, Vendor Payment, Transfer To Another Account, Card Payment, Owner Drawings, Credit Note Refund, Payment Refund) and 'MONEY IN' (Customer Advance). The 'Vendor Payment' option is highlighted. The background shows the 'ICICI Bank 001' account page with a message: 'No transactions, yet! Import your bank statements and view them here.' Below the message is a list of steps to import bank statements: 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. An 'Import Statement' button is also visible. At the bottom, there is a section titled 'Prefer adding just the opening balances?' with a link to 'Enter Balances Now'.

Add Transaction

- MONEY OUT
 - Expense
 - Vendor Advance
 - Vendor Payment**
 - Transfer To Another Account
 - Card Payment
 - Owner Drawings
 - Credit Note Refund
 - Payment Refund
- MONEY IN
 - Customer Advance

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

Prefer adding just the opening balances?

In the Opening Balances section, select the Banking module and enter the corresponding debit and credit amounts for the banks you've added. [Enter Balances Now](#)

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

[👤](#) [⚙️](#) [🔒](#)

Fashion Haven Pvt Ltd •

ICICI Bank 001 ▾

Add Transaction ▾ ✕

Amount in Zoho Books
₹0.00

No transactions, yet! Import your bank statements and view them here.

To import your bank statements to Zoho Books:

- Log in to your bank's online banking portal.
- Download your bank statement for the period you require.
- Attach the downloaded file and import them.

[Import Statement](#)

© Supported File Formats: CSV • TSV • OFX • QIF • PDF

Customer Payment

Customer*

Suresh Kumar Iyer ▾

Amount Received*

INR 105000

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 ▾

INV-000001

Payment(INR)

105000.00

💡 Prefer adding just the opening balances?

In the Opening Balances section, select the Banking module and enter the corresponding debit and credit amounts for the banks you've added. [Enter Balances Now >](#)

Books

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Configure Features list

Search in Customers (/)

Reports

Search reports

General Reports

Custom Reports

Business Overview

Profit and Loss

Profit and Loss (Schedule III)

Horizontal Profit and Loss

Cash Flow Statement

Balance Sheet

Horizontal Balance Sheet

Balance Sheet (Schedule III)

Business Performance Ratios

Movement of Equity

Sales

Sales by Customer

Sales by Item

Sales by Sales Person

Receivables

Customer Balances

AR Aging Summary

AR Aging Details

Invoice Details

Sales Order Details

Delivery Chalan Details

Quote Details

Customer Balance Summary

Receivable Summary

Receivable Details

Configure Report Layout

Activity 1: Profit and Loss Account

Search in Customers (/)

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

Fashion Haven Pvt Ltd

Custom

Customize Report

Schedule Report

Export As

Fashion Haven Pvt Ltd

Profit and Loss

Basis: Accrual

From 01/04/2023 To 30/04/2023

+ Add Temporary Note

ACCOUNT	TOTAL
Operating Income	
Sales	8,80,000.00
Total for Operating Income	8,80,000.00
Cost of Goods Sold	
Cost of Goods Sold	11,00,000.00
Total for Cost of Goods Sold	11,00,000.00
	Gross Profit
	-2,20,000.00
Operating Expense	
Advertising And Marketing	10,000.00

Activity 2: Balance Sheet

Books

Search in Purchase Orders (/)

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

Fashion Haven Pvt Ltd

Purchase Orders

PO-00001

Reference

Date05/04/2023

To create transaction dated before 01/07/2012, [click here](#)

Expected Delivery Datedd/MM/yyyy

Payment TermsDue on Receipt

Shipment PreferenceChoose the shipment preference or type to adv

☐ This transaction is applicable for reverse charge

Tax Exclusive

At Transaction Level

Bulk Update Line Items

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
T-Shirts	Cost of Goods Sold	2000	50	GST5 [5%]	1,00,000.00
Add a description to your item					
HSN Code: 60011010-0P					

Save as Draft

Save and Send

Cancel

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

Books

Search in Purchase Orders (/)

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

Fashion Haven Pvt Ltd

Add another line

Sub Total

Total Quantity : 2000

1,00,000.00

Discount

0 %

0.00

Apply after tax

COST2.5 [2.5%]

2,500.00

SGST2.5 [2.5%]

2,500.00

Total Tax Amount

5000.00

INR

0.00

Adjustment

0.00

TCS

Select a Tax

0

Total (₹)

1,05,000.00

Customer Notes

Will be displayed on purchase order

Terms & Conditions

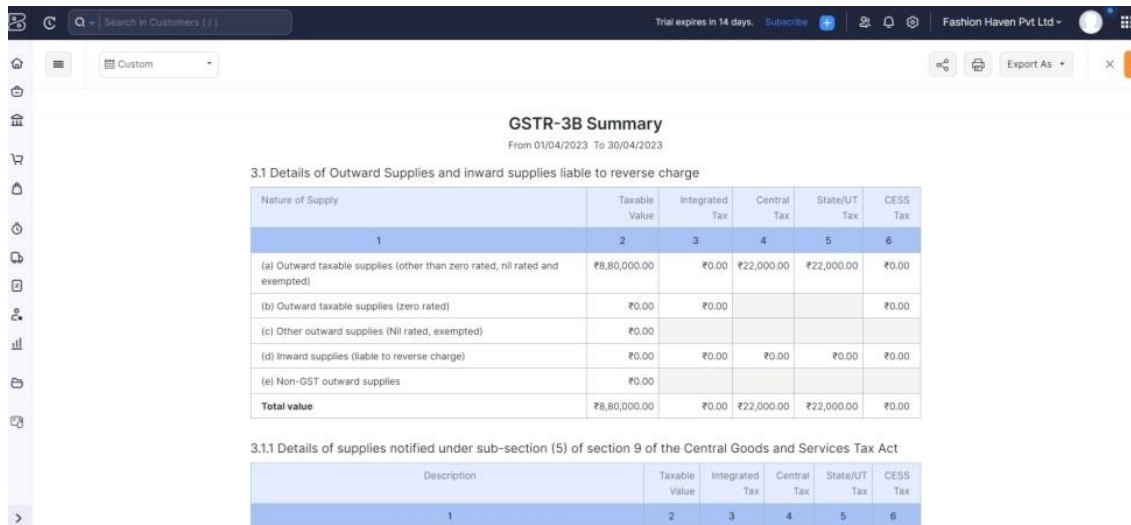
Save as Draft

Save and Send

Cancel

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

Activity 3: GST Reports



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)	₹8,80,000.00	₹0.00	₹22,000.00	₹22,000.00	₹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	₹8,80,000.00	₹0.00	₹22,000.00	₹22,000.00	₹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

Conclusion:

In the case of Fashion Haven, nowadays they are very much interested in the Fashion Haven due to many reasons. The only way of how to create Zoho Books who need to open the account in very serious issues.. so that the Zoho Books are very useful..