

| | | |
|-------------------------------|---|----------------------------------|
| Course Name | Zoho Books | |
| College Name | Mangayarkarasi College of Arts and Science for Women Paravai, Madurai - 625002 | |
| College Code | MKU251 | |
| Skill Offering Id | NM2023TMID36685 | |
| Project Title | Preparation and Maintenance of ZOHO Books for TravelTrax Tours | |
| Project Submitted To | Madurai Kamaraj University (Naan Mudhalvan Scheme(TNSDC)) | |
| Year | 2023 | |
| Department | B.COM Computer Application | |
| Semester | 5 | |
| Group Number | 9 | |
| Total Members of the Group | 4 | |
| Group Members Details | | |
| Name of the Member | University Register. No | Student NM ID |
| S.Swetha | C1C15189 | 7C220405D560E829219440FBB8B65107 |
| P.Petchi | C1C15172 | 82623BC0B6B72F4AD8C42CAA868BFC3B |
| E.Raja sakthi | C1C15177 | 86857AF39498850833A4AC80E22562C7 |
| R.Priyanka | C1C15173 | 5259D741305D40EB1CB4360858FF9DC8 |
| | | |
| Under the Guidance | Mrs. J. PUNITHA MARTINA NESAMANI | |
| SPOC | Ms.P.UMADEVI | |

ANALYSING HOUSING PRICES IN METROPOLITAN AREAS IN INDIA

1. Introduction.

1.1 Overview

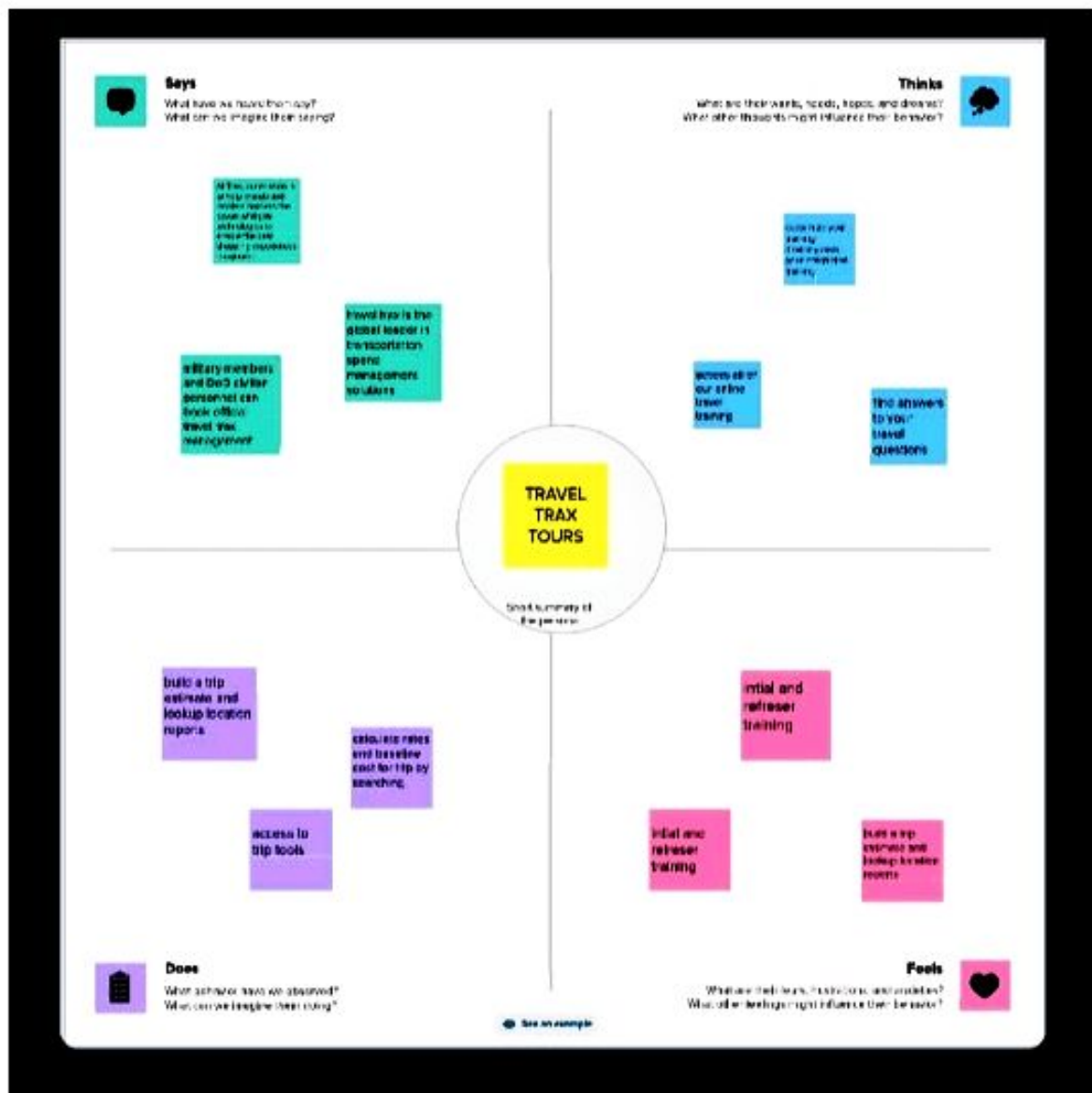
TravelTrax Tours, a tour operator, leverages Zoho Books to manage their bookings, track expenses, and handle invoicing for their customers. They can generate professional invoices, reconcile payments, and monitor their financial performance.

1.2 Purpose

Zoho Books helps them streamline their financial operations and enhance customer service.

2. Problem Definition and Design Thinking

a. Empathy Map



2.2 Ideation and Brainstroming Map





Hello, swetha2021.2024

Preparation and Maintenance of ZOH Books for TravelTrav Tours

Zoho Books India Helpline: 18003093036

Mon - Fri • 9:00 AM - 7:00 PM • Toll Free

[Dashboard](#)[Getting Started](#)[Recent Updates](#)[Announcements](#)16
OCT**Last chance to avail GST ITC for FY 2022-23**

Join us for an insightful webinar with CA Bimal Jain focused on helping you optimise your GST Input Tax Credit (ITC) benefits for the financial year 2022-23.

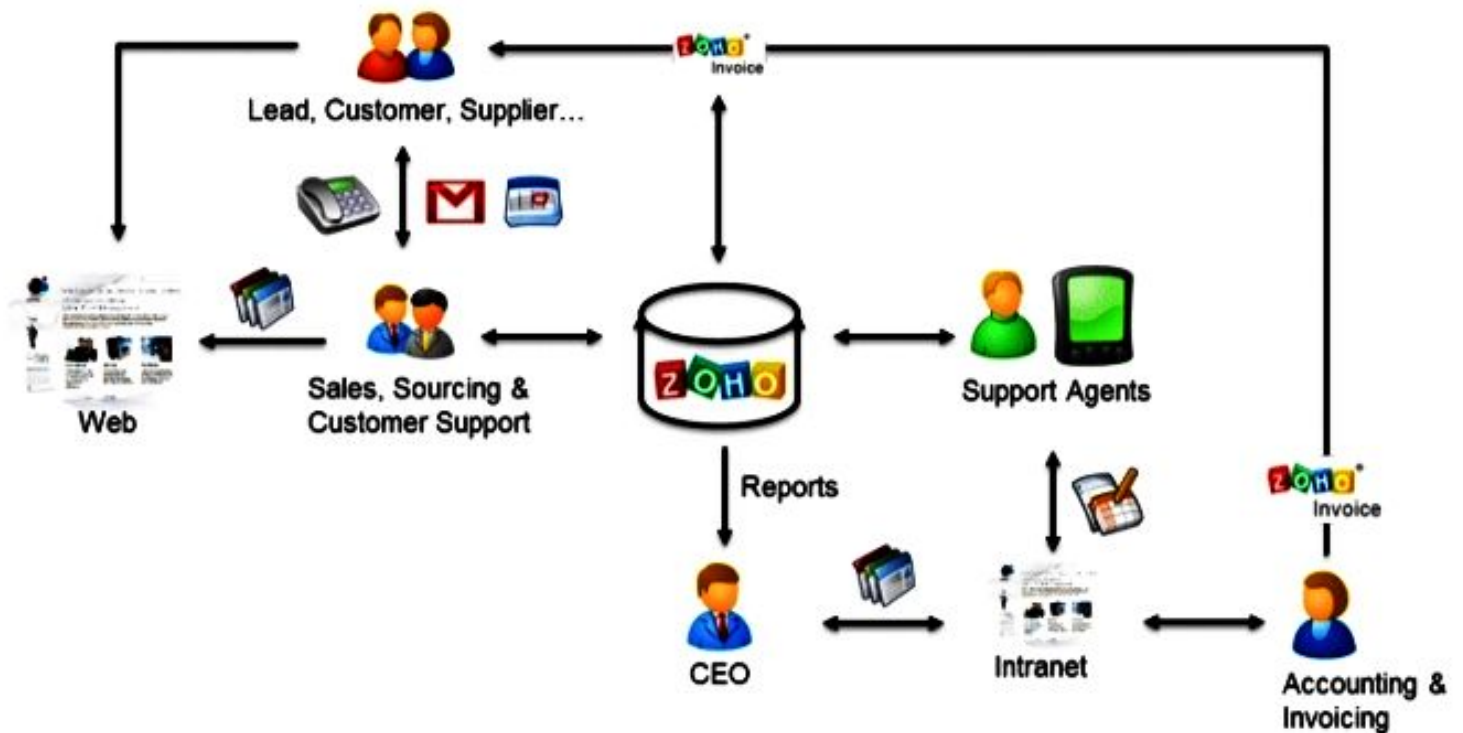
[Register Now](#)10
OCT**What's New in Zoho Books - October 2023**

In keeping with our mission to deliver a streamlined accounting experience to our users, we're back with the latest set of features and enhancements. Read our forum post and get up to speed with what's new in Zoho Books this October!

[Read What's New](#)

Preparation and Maintenance of ZOHO Books for TravelTrax Tours

TravelTrax Tours, a tour operator, leverages Zoho Books to manage their bookings, track expenses, and handle invoicing for their customers. They can generate professional invoices, reconcile payments, and monitor their financial performance. Zoho Books helps them streamline their financial operations and enhance customer service.



Activity 3: Lets get started

Lets Assume TravelTrax Tours is offering below list of various services:

1. Corporate Travel - Rs.5000/- per person
2. Family Travel -Rs.10000/- per person
3. Educational and Learning Tours - Rs.2000/- per person

For the above services to be provided TravelTrax need to purchase the below list of services

1. Transportation Purchases - Cost price Rs.2000/- per person
2. Accommodation Bookings – Cost Price Rs.1000/- per person
3. Tour and Activity utilities – Cost Price Rs.500/- per person

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

Milestone 2: 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
- HSN/SAC Code of the Item (Eg: 998555)
- Sale Price
- Tax Rate

After providing all the required details click on save and add the next item as per the given services list>Click Save to add the Item.

The screenshot shows the 'New Item' form in the Books application. The form is for creating a new service item. The 'Type' is set to 'Service'. The 'Name' is 'Corporate Travel'. The 'Unit' is empty. The 'SAC' is '998555'. The 'Tax Preference' is 'Taxable'. The 'Sales Information' section is active, showing 'Selling Price' as 'INR 5000', 'Account' as 'Sales', and 'Description' as empty. The 'Purchase Information' section is inactive. The 'Default Tax Rates' section shows 'Intra State Tax Rate' as 'GST18 (18%)' and 'Inter State Tax Rate' as 'IGST18 (18%)'. The 'Save' button is highlighted in blue.

Activity 2: Rewlew of Items after Addition

| NAME | DESCRIPTION | RATE | HSRUSAC | USAGE UNIT | PURCHASE RATE |
|---|-------------|------------|---------|------------|---------------|
| <input type="checkbox"/> Tour and Activity utilities | | ₹0.00 | | | ₹500.00 |
| <input type="checkbox"/> Accommodation Bookings | | 0 | | | ₹1,000.00 |
| <input type="checkbox"/> Transportation Purchases | | 0 | | | ₹2,000.00 |
| <input type="checkbox"/> Educational and Learning Tours | | ₹2,000.00 | | | 0 |
| <input type="checkbox"/> Family Travel | | ₹10,000.00 | | | 0 |
| <input type="checkbox"/> Corporate Travel | | ₹5,000.00 | 998555 | | 0 |

Milestone 3: Vendors

Activity 1: Vendors Creation

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

1. Go Airlines (GST registered)
2. Dream Resorts & Hotels (GST registered)
3. Travel Retailers and Wholesalers (Non GST)

Now to create Vendors in books from Navigation Panel go to Purchases>Vendors>Create New Vendors and add the respective fields>Click on save.

New Vendor

Primary Contact ⓘ Salutation ▾ Go Airlines Last Name

Company Name Go Airlines Pvt Ltd

Vendor Display Name ⓘ Go Airlines Pvt Ltd

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 / UEN ⓘ 33AAAA000015Z [Get Taxpayer details](#)

PAN ⓘ AAAA0000A

Activity 2: Review of Vendors List

After Creating the Vendors check and review all the details:

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Active Vendors

| NAME | COMPANY NAME | EMAIL | PHONE | SOURCE OF SUPPLY | PAYABLES (BCY) | UNUSED CREDITS (BCY) | GST TREATMENT |
|----------------------------------|----------------------------------|-------|-------|------------------|----------------|----------------------|-------------------------------|
| Travel Retailers and Wholesalers | Travel Retailers and Wholesalers | | | Tamil Nadu | ₹0.00 | ₹0.00 | Unregistered Business |
| Dream Resorts & Hotels Pvt Ltd | Dream Resorts & Hotels Pvt Ltd | | | Tamil Nadu | ₹0.00 | ₹0.00 | Registered Business - Regular |
| Go Airlines Pvt Ltd | Go Airlines Pvt Ltd | | | Tamil Nadu | ₹0.00 | ₹0.00 | Registered Business - Regular |

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Active Vendors

Travel Retailers and Wholesalers

Overview

Comments

Transactions

Mails

Statement

Travel Retailers and Wholesalers

What's Next for Your Vendor?

Payables

Expenses

Milestone 4: Purchases

Activity 1: Purchase Order Creation

Next TravelTrax Tours has raised below purchase orders from the vendors:

- 05-04-2023 Dream Resorts & Hotels – Accomodation Bookings - For Qty 200 Persons

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

New Purchase Order

Vendor Name* Dream Resorts & Hotels Pvt Ltd

Open Purchase Orders

BILLING ADDRESS: Add new address

SHIPPING 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 Customer

Travellers

Tamil Nadu, India

ITEM DETAILS

| ITEM DETAILS | ACCOUNT | QUANTITY | RATE | TAX | AMOUNT |
|------------------------|--------------------|----------|------|-------------|-------------|
| Accommodation Bookings | Cost of Goods Sold | 200 | 1000 | GST18 (18%) | 2,00,000.00 |
| Sub Total | | | | | 2,00,000.00 |
| Total Quantity : 200 | | | | | |
| Discount | | | | | 0.00 |
| GST18 (18%) | | | | | 36,000.00 |
| GST19 (9%) | | | | | 18,000.00 |
| Total Tax Amount | | | | | 54,000.00 |
| Adjustment | | | | | 0.00 |
| TCS | | | | | 0 |

Customer Notes

Will be displayed on purchase order

Save as Draft Save and Send Cancel

Template: Standard Template

Activity 2: Purchase Order to Purchase Bills Conversion

After Creating the Purchase orders, Mark as Issued then PO as "Convert to Bill" to convert the same as bill entry:

Enter Date of Bill as 10-04-2023 and then click on Save as open.

The image displays two screenshots of the Books application interface, illustrating the process of converting a Purchase Order (PO) into a Bill.

Top Screenshot: Purchase Order View

- Header:** Shows "All Purchase Ord..." with a "+ New" button and a filter icon. The selected PO is "PO-00001" for "Dream Resorts & Hotels Pvt Ltd" with a value of ₹2,36,000.00, dated 05/08/2023, and status "DRAFT".
- Left Sidebar:** Contains navigation options: Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Bills, Payments Made, Recurring Bills, and Vendor Credits.
- Main Content Area:**
 - Send the Purchase Order:** A section with a message "Purchase order has been created. You can email the Purchase Order to your vendor or mark it as issued." and a "Send Purchase Order" button.
 - Purchase Order Form:** A form titled "PURCHASE ORDER" for "TravelTrax Tours Pvt Ltd". It includes fields for "Vendor Address" (Dream Resorts & Hotels Pvt Ltd, GSTIN 11AAAAA0000A11Z, www.polygon1999@gmail.com) and "Deliver To" (TravelTrax).

Bottom Screenshot: Bill View

- Header:** Shows "All Bills" with a "+ New" button and a filter icon. The selected bill is "01" for "Dream Resorts & Hotels Pvt Ltd" with a value of ₹2,36,000.00, dated 10/04/2023, and status "OPEN".
- Left Sidebar:** Similar to the top screenshot, with "Bills" now selected under the "Purchases" category.
- Main Content Area:**
 - Record Payment:** A section with a message "This bill is in the open status. You can now record payment for this bill." and a "Record Payment" button.
 - Bill Form:** A form titled "BILL" for "TravelTrax Tours Pvt Ltd". It includes fields for "Vendor Address" (same as the PO) and "Balance Due" (₹2,36,000.00).

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

Activity 3: Direct Vendor Purchases Bills Creation:

Next TravelTrax Tours availed the services from the below Suppliers:

1. 10-04-2023 Transportation Purchases From GO Airlines- For 200 persons
2. 10-04-2023 Tour and Activity Utilities from Travel Retailers & Wholesalers- Qty 200

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* Go Airlines Pvt Ltd [View Vendor Details](#)

GST Treatment: Registered Business - Regular [View](#)

GSTIN: 33AAAAA0000ATSE [View](#)

Source Of Supply* [TN] - Tamil Nadu

Destination Of Supply* [TN] - Tamil Nadu

Bill* 03

Order Number

Bill Date* 10/04/2023
To create transaction dated before 01/07/2027, click here

Due Date 05/08/2023

Payment Terms Custom

ITEM DETAILS

| ITEM DETAILS | ACCOUNT | QUANTITY | RATE | TAX | CUSTOMER DETAILS | AMOUNT |
|---|--------------------|----------|------|--|------------------|---------------|
| Transportation Purchases <small>Add a description to your item</small> | Cost of Goods Sold | 200 | 2000 | GST18 (18%) Eligible for ITC | Select Customer | 4,00,000.00 |
| Type or click to select an item. | Select Account | 1.00 | 0.00 | GST18 (18%) Eligible for ITC | Select Customer | 0.00 |
| Sub Total | | | | | | 4,00,000.00 |
| Discount <small>Apply after tax</small> | | | | | | 0.00 |
| CGST@ 9% | | | | | | 36,000.00 |
| SGST@ 9% | | | | | | 36,000.00 |
| Total Tax Amount | | | | | | 72,000.00 INR |

Total 4,72,000.00

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 4: Reconciliation of Open & Outstanding Bills

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

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

All Bills

DATE

BILL#

REFERENCE NUMBER

VENDOR NAME

STATUS

DUE DATE

AMOUNT

BALANCE DUE

10/04/2023

03

Go Airlines Pvt Ltd

OPEN

05/08/2023

₹4,72,000.00

₹4,72,000.00

10/04/2023

02

Travel Retailers and Wholesalers

OPEN

05/08/2023

₹1,00,000.00

₹1,00,000.00

10/04/2023

01

PO-00001

Dream Resorts & Hotels Pvt Ltd

OPEN

05/08/2023

₹2,36,000.00

₹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. Rainbow High School (GST Registered).
3. Swaminathan & Family (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.

New Customer

Customer Type: ☒ Business ☐ Individual

Primary Contact: Salutation: TechWise Solutions Last Name

Company Name: TechWise Solutions Pvt Ltd

Customer Display Name: TechWise 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 / UEN: 33AAAAA0000A15Z [Get Taxpayer details](#)

Business Legal Name:

PAN: AAAAA000A

Place Of Supply: (TN) - 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](#)

Activity 2: Review the Customers List

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

Active Customers

Your custom view has been created.

New

| <input type="checkbox"/> | NAME | COMPANY NAME | EMAIL | PHONE | PLACE OF SUPPLY | RECEIVABLES (BICY) | UNUSED CREDITS (BICY) | GST TREATMENT | |
|--------------------------|----------------------------|----------------------------|-------|-------|-----------------|--------------------|-----------------------|-------------------------------|--|
| <input type="checkbox"/> | Swaminathan & Family | Swaminathan & Family | | | Tamil Nadu | ₹0.00 | ₹0.00 | Unregistered Business | |
| <input type="checkbox"/> | Rainbow High School | Rainbow High School | | | Tamil Nadu | ₹0.00 | ₹0.00 | Registered Business - Regular | |
| <input type="checkbox"/> | 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

TravelTrax Tours received below Sales Order from the mentioned Customer:

- 05/04/2023 TechWise Solutions Pvt Ltd – Corporate Travel Booking for Qty 100 Persons - 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>Mark as Confirmed

New Sales Order

Customer Name* TechWise Solutions Pvt Ltd [View Customer Details](#)

BILLING ADDRESS [Add new address](#) SHIPPING ADDRESS [Add new address](#)

GST Treatment: Registered Business - Regular [GSTIN: 33AAAAA0000A1S2](#)

Place Of Supply* ITNE - Tamil Nadu

Sales Order# SO-00001

Reference#

Sales Order Date* 05/04/2023
To create transaction dated before 01/07/2017, click here

| ITEM DETAILS | QUANTITY | RATE | TAX | AMOUNT |
|---|----------|------|-------------|--------------------|
| Corporate Travel Add a description to your item | 100 | 5000 | GST18 (18%) | 5,00,000.00 |
| Recent Transactions | | | | |
| SAC - 000001 | 1.00 | 0.00 | GST18 (18%) | 0.00 |
| Type or click to select an item | | | | |
| Add another line | | | | |
| Sub Total | | | | 5,00,000.00 |
| Discount <input type="text" value="0"/> % * | | | | 0.00 |
| COSTS (8%) | | | | 40,000.00 |
| SGST (8%) | | | | 40,000.00 |
| Adjustment <input type="text"/> | | | | 0.00 |
| Total (₹) | | | | 5,90,000.00 |

Customer Notes

[Save as Draft](#) [Save and Send](#) [Cancel](#)

Total Amount: ₹ 5,90,000.00
Total Quantity: 100

Activity 2: Sales Order to Sale Invoice Conversion

After creation of the Sales order mark the order as Confirmed and mark as sent to convert it automatically in to Invoice:

Books | **All Sales Orders** | **SO-00001** | **Attachments** | **Comments & History**

TechWise Solutions Pvt Ltd | **₹5,90,000.00** | **CONFIRMED** | **05/04/2023**

Fulfill the Sales Order
You can create packages, shipments or invoices (in any sequence) to complete this sales order.

Convert | **Convert to Invoice** | **Instant Invoice**

Invoice Status: NOT INVOICED

Confirmed

TransTras Tours Pvt Ltd
Trans Nado
India
GSTIN 33AAAAA0000A1S2
saranpalagan1999@gmail.com

SALES ORDER
Sales Order# SO-00001

Bill To
TechWise Solutions Pvt Ltd
GSTIN 33AAAAA0000A1S2

Ship To
GSTIN 33AAAAA0000A1S2

Order Date | 05/04/2023

Books | **From sales order: SO-00001** | **INV-000001** | **Attachments** | **Comments & History**

TechWise Solutions Pvt Ltd | **₹5,90,000.00** | **CLOSED** | **05/04/2023**

Send the Invoice
Invoice has been created. You can email it to your customer or mark it as sent.

Send Invoice | **Mark as Sent**

Associated sales orders | 1

Draft

TransTras Tours Pvt Ltd
Trans Nado
India
GSTIN 33AAAAA0000A1S2
saranpalagan1999@gmail.com

TAX INVOICE

| Invoice Details | | Invoice Information | |
|-----------------|-----------------|---------------------|-----------------|
| Invoice No | INV-000001 | Place of Supply | Trans Nado (IN) |
| Service Date | 05/04/2023 | | |
| Taxes | Shut on Receipt | | |
| Due Date | 05/04/2023 | | |
| P.O.# | SO-00001 | | |

Bill To
TechWise Solutions Pvt Ltd
GSTIN 33AAAAA0000A1S2

Ship To
GSTIN 33AAAAA0000A1S2

Activity 3: Direct Sale Invoices

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

1. 10-04-2023 Rainbow High School- Education and Learning Tour for Qty 50 Students
2. 15-04-2023 Swaminathan & Family – 300Hrs for Legal Consulting

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.

New Invoice

Customer Name* Rainbow High School [View Customer Details](#)

BELLING ADDRESS [Add new address](#) SHIPPING ADDRESS [Add new address](#)

GST Treatment: Registered Business - Regular [View](#)

GSTIN: 33AAAAD000415Z [View](#)

Place of Supply* [TN] - Tamil Nadu

Invoice# INV-000002

Order Number

Invoice Date* 10/04/2023 [To create transaction dated before 01/07/2027, click here](#) Terms Due on Receipt Due Date 10/04/2023

| ITEM DETAILS | QUANTITY | RATE | TAX | AMOUNT |
|---|----------|------|-------------|-------------|
| Educational and Learning Tours Add a description to your item SAC: Update | 50 | 2000 | GST18 (18%) | 1,00,000.00 |
| Type or click to select an item | 100 | 0.00 | GST18 (18%) | 0.00 |

[Add another line](#)

Sub Total 1,00,000.00

Discount 0 % 0.00

CGST@9% 9,000.00

SGST@9% 9,000.00

TDS TCS Select a Tax 0.00

Customer Notes

Save as Draft [Save and Send](#) [Cancel](#) [Make Recurring](#) **Total Amount: ₹ 1,18,000.00**
Total Quantity: 50

Milestone 7: Bank Account

Activity 1: Adding Bank Account

TravelTrax Tourshas 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 Maually and fill the necessary fields and save.

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Add Bank or Credit Card

Select Account Type* ☒ Bank ☐ Credit Card

Account Name*

Account Code

Currency*

Account Number

Bank Name

IFSC

Description

☐ Make this primary

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 these Ledgers: Salary Payable under Other Current Liabilities

The screenshot shows the 'Create Account' dialog box. The 'Account Type' is set to 'Other Current Liability'. The 'Account Name' is 'Salary Payable'. The 'Account Code' field is empty. The 'Description' field has a placeholder 'Max. 500 characters'. A tooltip for 'Liability' is displayed, indicating it includes 'Any short-term liability like Customer Deposits, Tax Payable'. The 'Save' button is highlighted in blue.

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.1,00,000/- 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.

The image shows a two-part screenshot of an accounting software interface. The top part displays the 'New Journal' form, and the bottom part shows the 'Journals' list and a preview of the created journal entry.

New Journal Form:

- Reference#**: (Empty field)
- Notes***: Salary Payable for the month of April-2023
- Journal Type**: ☐ Cash based journal
- Currency**: INR- Indian Rupee
- Table:**

| ACCOUNT | DESCRIPTION | CONTACT INR | DEBITS | CREDITS |
|-----------------------------|--|----------------|-------------|-------------|
| Salaries and Employee Wages | Salary Payable for the month of April-2023 | Select Contact | 100000 | |
| Salary Payable | Salary Payable for the month of April-2023 | Select Contact | | 100000 |
| Sub Total | | | 1,00,000.00 | 1,00,000.00 |
| Total (₹) | | | 1,00,000.00 | 1,00,000.00 |

Buttons: Save and Publish, Save as Draft, Cancel, Make Recurring

Journals List:

| Date | Amount | Status |
|------------|--------------|-----------|
| 30/04/2023 | ₹1,00,000.00 | PUBLISHED |

Journal Entry Preview:

JOURNAL #1

Date: 30/04/2023
Amount: ₹1,00,000.00
Reference Number:

| Account | Contact | Debits | Credits |
|--|---------|-------------|-------------|
| Salaries and Employee Wages | | 1,00,000.00 | |
| Salary Payable for the month of April-2023 | | | |
| Salary Payable | | | 1,00,000.00 |
| Salary Payable for the month of April-2023 | | | |
| Sub Total | | 1,00,000.00 | 1,00,000.00 |

Milestone 10: Expense & Bills

Activity 1: Expense & Bills Entry

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

1. Office Rent Rs.1,00,000/- excluding GST @ 18% Total Invoice Value Rs.1,18,000/- paid through Bank on same day.
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

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Record Expense

Record Mileage

Date*30/04/2023

Expense Account*Rent Expense

Expense Type*GoodsServices

SAC

Itemize

Amount*INR100000

Paid Through*ICICI Bank 001

Vendor

GST Treatment*Registered Business - Regular

Vendor GSTIN*33AAAAA0000A152

Source of Supply*ITM - Tamil Nadu

Destination of Supply*ITM - Tamil Nadu

Reverse Charge

Get Taxpayer details

Drag or Drop your Receipts

Maximum file size allowed is 1MB

Upload your Files

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Tax*GST18 (18%)

Tax Amount = 18000.00 INR

Eligible For ITC

Amount Is

Invoice#001

Notes

Customer Name

Reporting Tags

Associate Tags

Save as draft

Save and New journal

Cancel

After recording the Expense 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 | ₹1,18,000.00 |

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 |
| 05-04-2023 | Amount received from Techwise Solutions Pvt Ltd | | 590000 | 680000 |
| 10-04-2023 | Amount received from Rainbow High School | | 118000 | 798000 |
| 15-04-2023 | Amount received from Swaminathan & Family | | 590000 | 1388000 |
| 25-04-2023 | Paid to Dream Resorts & Hotels Pvt Ltd | 236000 | | 1152000 |
| 25-04-2023 | Paid to Travel Retailers and Wholesalers | 100000 | | 1052000 |
| 25-04-2023 | Paid To Go Airlines Pvt Ltd | 472000 | | 580000 |
| 30-04-2023 | Rent Paid | 118000 | | 462000 |
| 30-04-2023 | Salary Paid | 100000 | | 362000 |

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 |

ICICI Bank-001

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:

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**

Add Transaction

MONEY OUT

Expense

Vendor Advance

Vendor Payment

Transfer To Another Account

Card Payment

Debit Drawings

Credit Note Refund

Payment Refund

MONEY IN

Customer Advance

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](#)

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:

ICICI Bank 001

Add Transaction

Amount in Zoho Books
₹-1,18,000.00

Dashboard

Account Summary

Uncategorized Transactions

From Bank Statements

All Transactions

In Zoho Books

| DATE | REFERENCE | TYPE | STATUS | DEPOSITS | WITHDRAWALS | RUNNING BAL... |
|------------|-----------|--------------|----------------|----------|--------------|----------------|
| 30/04/2023 | Rent 01 | Rent Expense | Manually Added | | ₹1,18,000.00 | ₹-1,18,000.00 |

Customer Payment

Customer*

TechWise Solutions Pvt Ltd

Amount Received*

INR

500000

Bank Charges (if any)

Date*

05/04/2023

Payment #*

1

Referenced

Received Via

Bank Transfer

Description

Max. 500 characters

Retained Tax?

☐

Invoice Details

INV-000001

Due Applied Amount

Payment (BRI)

For Vendor Payment:

ICICI Bank 001

Amount in Zoho Books
₹4,72,000.00

Dashboard

Account Summary

Uncategorized Transactions

All Transactions

| DATE | REFERENCE# | TYPE | STATUS | DEPOSIT |
|------------|------------|--------------------------------------|----------------|--------------|
| 30/04/2023 | Rent 01 | Rent Expense | Manually Added | |
| 05/04/2023 | | Customer Payment | Manually Added | ₹5,90,000.00 |
| | | Customer: TechWave Solutions Pvt Ltd | | |

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

Vendor Payment

DESCRIPTION

MM, DAY YEAR:MM:YY

Clear Applied Amount

Bill Details

Payment(INR)

03

Due ₹4,72,000.00

15/04/2023

Pay to Full

Total(INR):

472000.00

Amount Paid

4,72,000.00

Amount used for Payments

4,72,000.00

Amount Refunded

0.00

Amount in Excess

₹ 0.00

Save

Cancel

For Salary payment record Journal Entry:

Books

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction

New Journal

Choose Template

Reference#

Notes*

Being Salary Paid for the month of April-2023

Journal Type

Cash based journal

Currency

INR- Indian Rupee

| ACCOUNT | DESCRIPTION | CONTACT INFO | DEBITS | CREDITS |
|----------------|---|----------------|-------------|---------|
| Salary Payable | Being Salary Paid for the month of April-2023 | Select Contact | 100000 | |
| ICICI Bank 001 | Being Salary Paid for the month of April-2023 | Select Contact | | 100000 |
| Sub Total | | | 1,00,000.00 | 0.00 |
| Total (₹) | | | 1,00,000.00 | 0.00 |

Add another line

Save and Publish

Save as Draft

Cancel

Make Recurring

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

The screenshot shows the 'Reports' section of the software. On the left is a navigation menu with options: Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports (highlighted), Documents, and Payroll. The main area is titled 'Reports' and has a search bar. Below the search bar are two tabs: 'General Reports' and 'Custom Reports'. Under 'General Reports', there are three columns of report categories: 'Business Overview' (Profit and Loss, Profit and Loss (Schedule B), 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), and '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). At the bottom, there are three more categories: 'Payments Received', 'Recurring Invoices', and 'Payables'. A 'Configure Report Layout' link is in the top right corner.

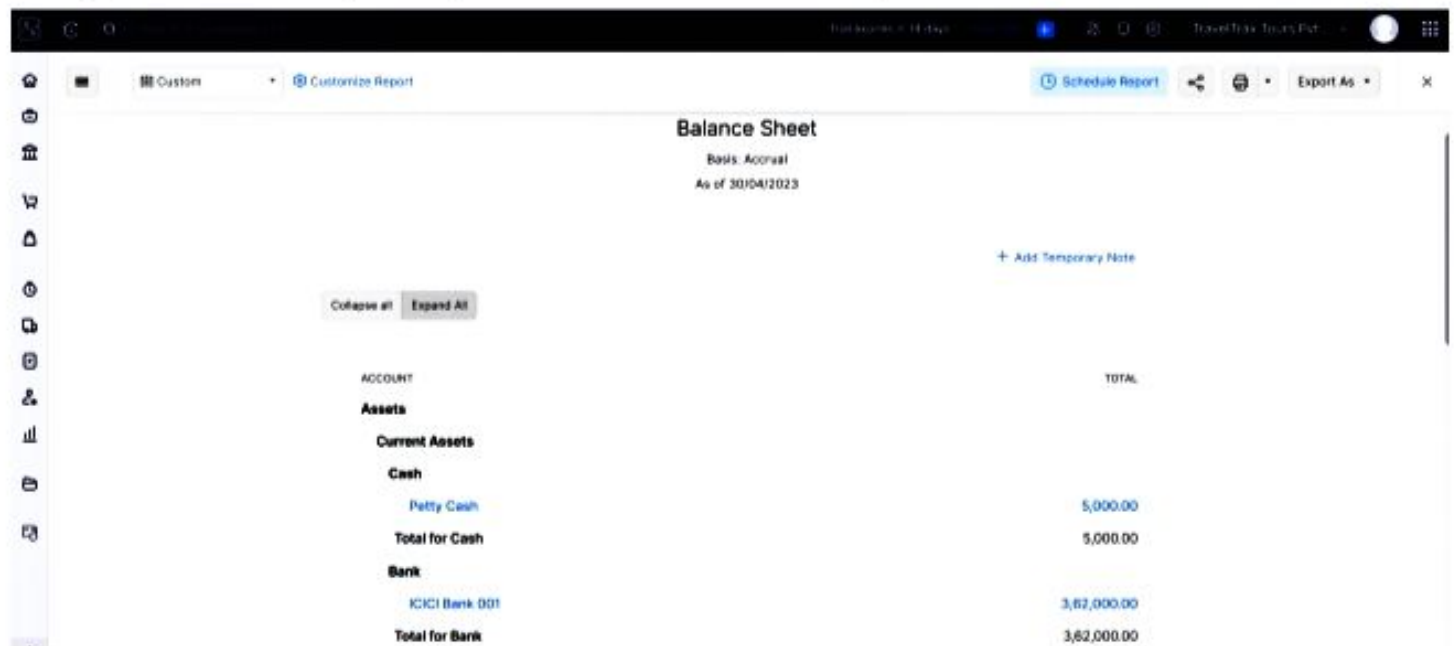
Activity 1: Profit and Loss Account

The screenshot shows a 'Profit and Loss' report for 'TravelTrax Tours Pvt Ltd'. The report is for the period 'From 01/04/2023 To 30/04/2023' and is based on 'Accrual'. The report is displayed in a table format with two main columns: 'ACCOUNT' and 'TOTAL'. The report shows the following data:

| ACCOUNT | TOTAL |
|--|--------------|
| Operating Income | |
| Sales | 11,00,000.00 |
| Total for Operating Income | 11,00,000.00 |
| Cost of Goods Sold | |
| Cost of Goods Sold | 7,00,000.00 |
| Total for Cost of Goods Sold | 7,00,000.00 |
| Gross Profit | 4,00,000.00 |
| Operating Expense | |
| Other Expenses | 5,000.00 |
| Rent Expense | 1,00,000.00 |
| Total for Operating Expense | 1,05,000.00 |
| Operating Profit | 2,95,000.00 |
| Non Operating Income | |
| Total for Non Operating Income | 0.00 |
| Non Operating Expense | |
| Total for Non Operating Expense | 0.00 |
| Net Profit/Loss | 2,95,000.00 |

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

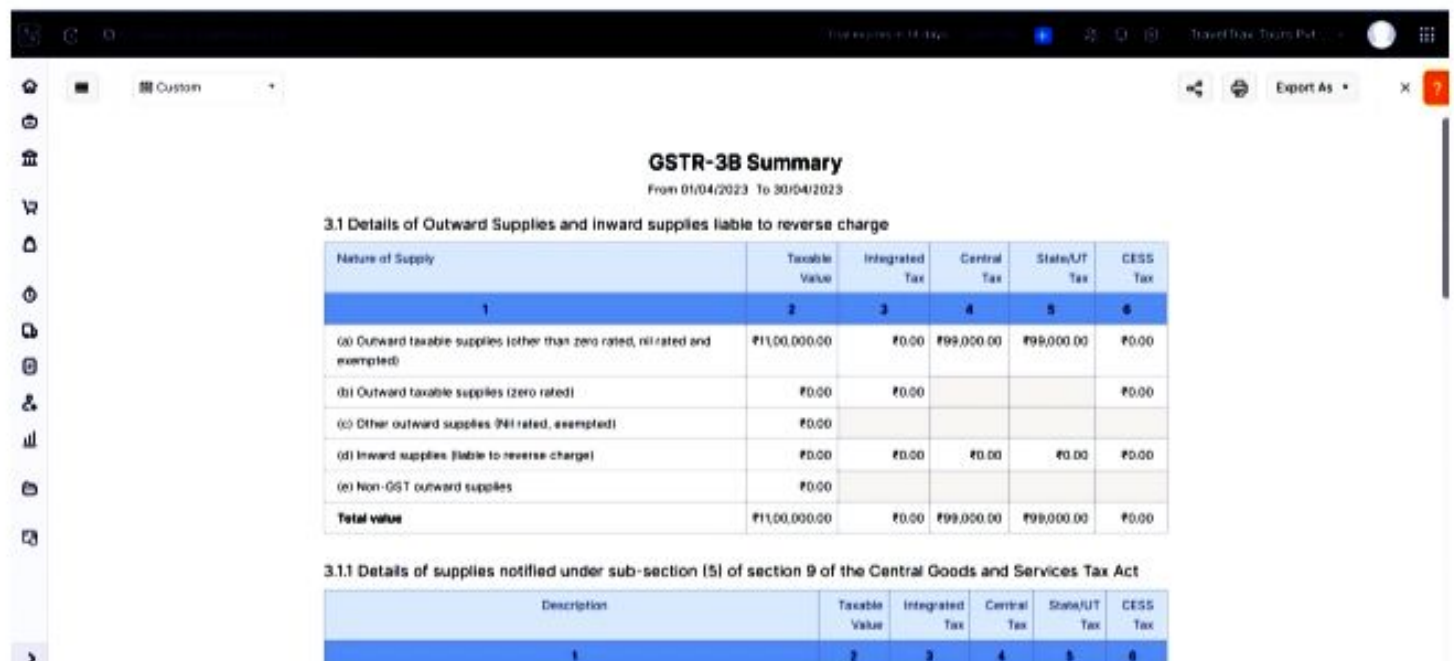


The screenshot shows the Zoho Books interface with a Balance Sheet report for the period from 01/04/2023 to 30/04/2023. The report is titled 'Balance Sheet' and 'Basis: Accrual'. It lists various accounts under the heading 'Assets'. The accounts are categorized into 'Current Assets' and 'Bank'. The 'Current Assets' section includes 'Cash' and 'Petty Cash'. The 'Bank' section includes 'ICICI Bank 001'. The report shows the total for each category and a grand total for the period.

| ACCOUNT | TOTAL |
|---------------------------------|-------------|
| Assets | |
| Current Assets | |
| Cash | |
| Petty Cash | 5,000.00 |
| Total for Cash | 5,000.00 |
| Bank | |
| ICICI Bank 001 | 3,62,000.00 |
| Total for Bank | 3,62,000.00 |

Activity 3: GST Reports

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



The screenshot shows the Zoho Books interface with a GSTR-3B Summary report for the period from 01/04/2023 to 30/04/2023. The report is titled 'GSTR-3B Summary' and 'From 01/04/2023 To 30/04/2023'. It provides details of outward supplies and inward supplies liable to reverse charge. The report is organized into two main sections: '3.1 Details of Outward Supplies and inward supplies liable to reverse charge' and '3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act'. Each section contains a table with columns for 'Nature of Supply', 'Taxable Value', 'Integrated Tax', 'Central Tax', 'State/UT Tax', and 'CESS Tax'.

| 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) | ₹11,00,000.00 | ₹0.00 | ₹99,000.00 | ₹99,000.00 | ₹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 | ₹11,00,000.00 | ₹0.00 | ₹99,000.00 | ₹99,000.00 | ₹0.00 |

| 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:

| TravelTrax Tours Pvt Ltd | | | | | | | |
|-------------------------------|--------------|------------------|--------------|-------------|-------------|-------------|------------|
| Tax Return | | | | | | | |
| From 01/04/2023 To 30/04/2023 | | | | | | | |
| + Add Temporary Note | | | | | | | |
| DATE | ENTRY NUMBER | TRANSACTION TYPE | AMOUNT | TOST AMOUNT | COST AMOUNT | SGST AMOUNT | CSS AMOUNT |
| 05/04/2023 | INV-000001 | Invoice | ₹5,00,000.00 | ₹0.00 | ₹45,000.00 | ₹45,000.00 | ₹0.00 |
| 10/04/2023 | INV-000002 | Invoice | ₹1,00,000.00 | ₹0.00 | ₹9,000.00 | ₹9,000.00 | ₹0.00 |
| 15/04/2023 | INV-000003 | Invoice | ₹5,00,000.00 | ₹0.00 | ₹45,000.00 | ₹45,000.00 | ₹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.

| | | |
|--|-------------|-------------|
| TravelTrax Tours Pvt Ltd | | |
| Journal Report | | |
| Basic: Accrual | | |
| From 01/04/2023 To 30/04/2023 | | |
| + Add Temporary Note | | |
| 01/04/2023 - OWNERS CONTRIBUTION 1 | | |
| ICICI Bank 001 | DEBIT | CREDIT |
| | 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 - INVOICE INV-000001 (TECHWAVE SOLUTIONS PVT LTD) | | |
| Accounts Receivable | DEBIT | CREDIT |
| | 5,90,000.00 | 0.00 |
| Output COST | 0.00 | 45,000.00 |
| Output SGST | 0.00 | 45,000.00 |
| Sales | 0.00 | 5,00,000.00 |
| | 5,90,000.00 | 5,90,000.00 |

Activity 5: Accounts Receivable Aging Details

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

The screenshot shows the TravelTrax AR Aging report interface. At the top, there's a navigation bar with a home icon, a search icon, and a user profile icon. Below the navigation bar, there's a header section with the company name "TravelTrax Tours Pvt Ltd" and the report title "AR Aging Details By Invoice Due Date". The report is dated "As of 10/04/2023". On the right side of the header, there are buttons for "Schedule Report", "Export As", and "Customize Report". Below the header, there's a table with columns: DATE, TRANSACTION#, TYPE, STATUS, CUSTOMER NAME, AGE, AMOUNT, and BALANCE DUE. The table is currently empty, displaying "No data to display".

| DATE | TRANSACTION# | TYPE | STATUS | CUSTOMER NAME | AGE | AMOUNT | BALANCE DUE |
|--------------------|--------------|------|--------|---------------|-----|--------|-------------|
| No data to display | | | | | | | |

Activity 6: Accounts Payable Aging Details

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

TravelTrax Tours Pvt Ltd

AP Aging Summary By Bill Due Date

As of 24/04/2023

[+ Add Temporary Note](#)

| VENDOR NAME : | CURRENT | 1-15 DAYS | 16-30 DAYS | 31-45 DAYS | > 45 DAYS | TOTAL | FEY |
|----------------------------------|---------------------|--------------|--------------|--------------|--------------|---------------------|--------------|
| Dream Resorts & Hotels Pvt Ltd | ₹2,38,000.00 | ₹0.00 | ₹0.00 | ₹0.00 | ₹0.00 | ₹2,38,000.00 | ₹2,38,000.00 |
| Go Airlines Pvt Ltd | ₹4,72,000.00 | ₹0.00 | ₹0.00 | ₹0.00 | ₹0.00 | ₹4,72,000.00 | ₹4,72,000.00 |
| Travel Retailers and Wholesalers | ₹1,00,000.00 | ₹0.00 | ₹0.00 | ₹0.00 | ₹0.00 | ₹1,00,000.00 | ₹1,00,000.00 |
| Total | ₹8,08,000.00 | ₹0.00 | ₹0.00 | ₹0.00 | ₹0.00 | ₹8,08,000.00 | |