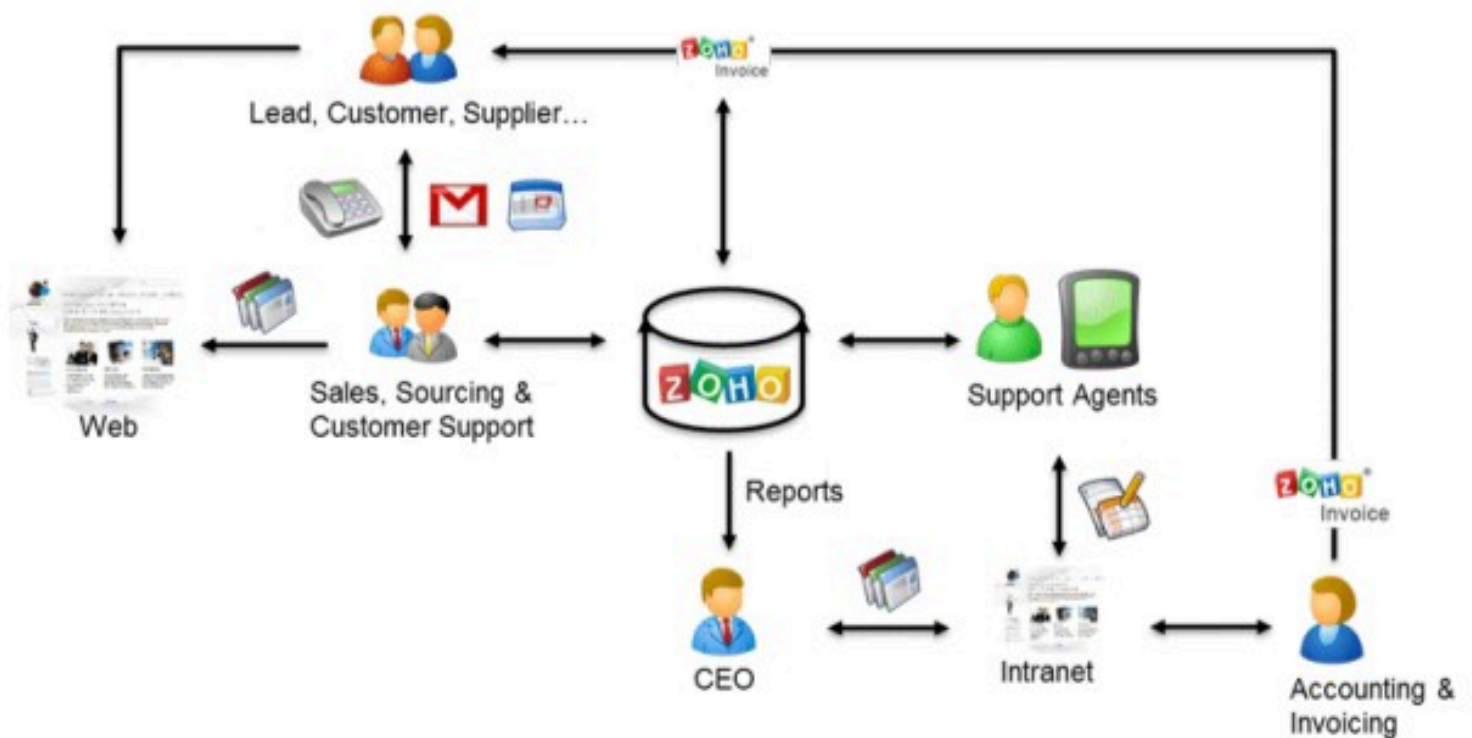


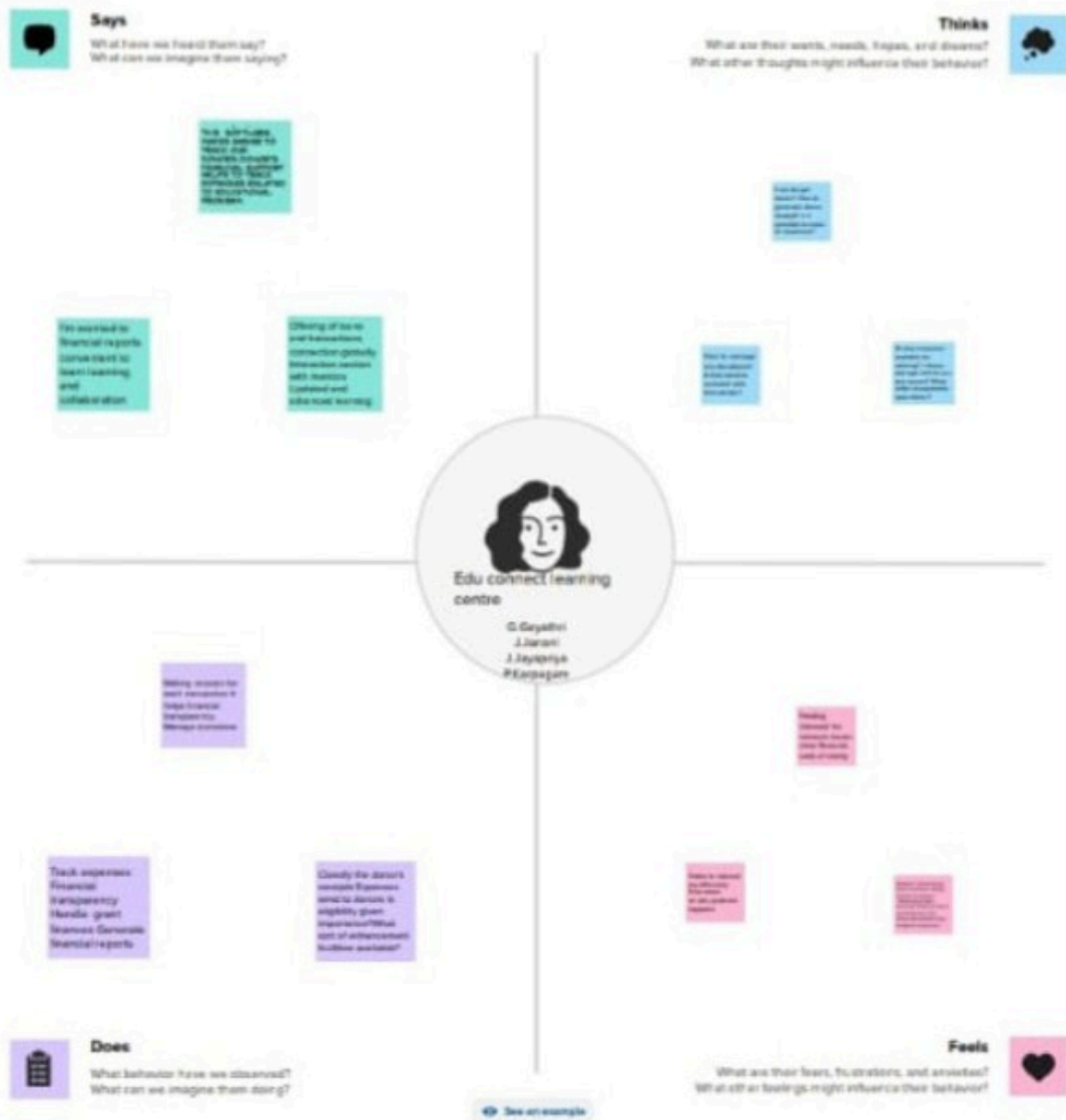


Preparation and Maintenance of  
Zoho Books of accounts for  
EduConnect Learning Center  
(Education- Industry)

## Preparation and Maintenance of ZOHO Books for EduConnect Learning Center

EduConnect Learning Center, an educational institution, uses Zoho Books to manage their donations, track expenses, and handle grant finances. They can generate donor receipts, track expenses related to educational programs, and generate financial reports. Zoho Books helps them maintain financial transparency and accountability.







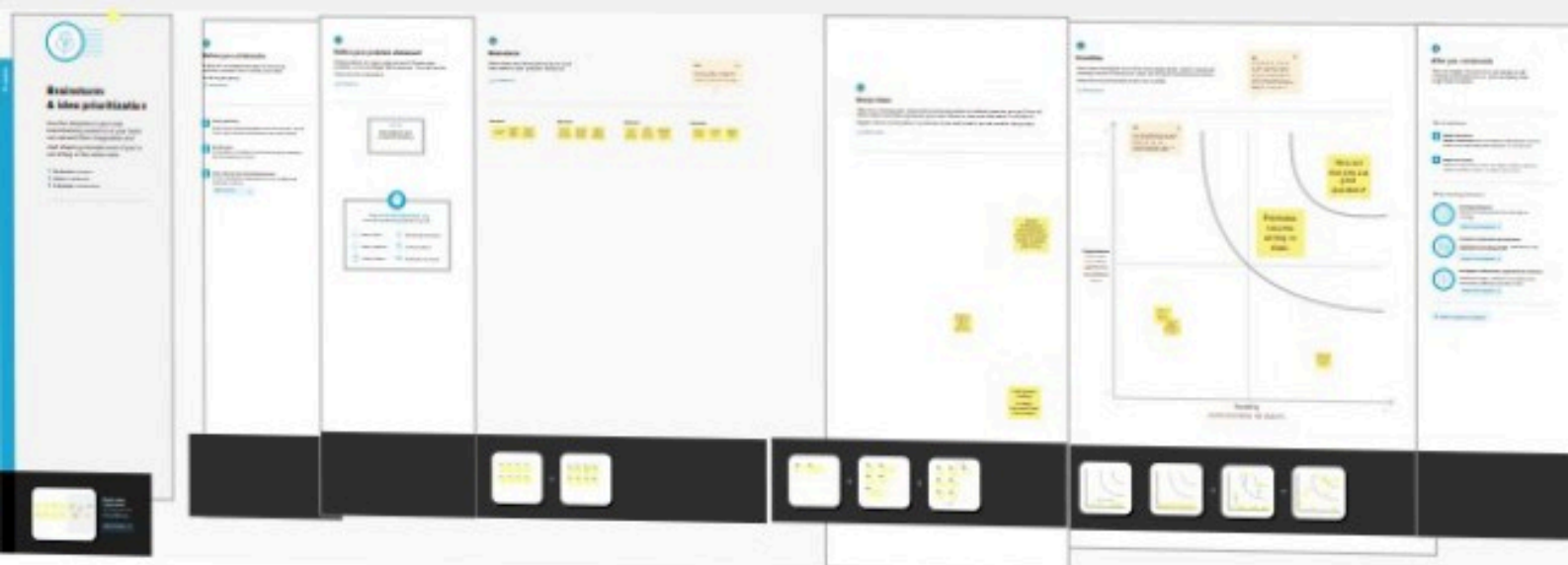
## **Project Flow:**

To accomplish this, we have to complete all the activities listed below,

- Set up your account
  - Sign up for a Zoho Books account and log in
  - Introduction
  - Lets Get Started
- Services
  - Creation
  - Review
- Vendors
  - Vendor Creation
  - Review Vendors list and details
- Purchases
  - Purchase order Creation (PO)
  - PO to Bill Conversion
  - Purchase Bills Creation
  - Payment Marking to Purchase Bills
- Customers
  - Customer Creation
  - Review Customers list and details
- Sales
  - Sales Order Creation (SO)
  - SO to Invoice Conversion
  - Sale Invoice Creation
  - Receipt marking to Sale Invoice
- Banking
  - Adding Bank Account
- New Accounts & Ledgers
  - Creation of New Accounts & Ledgers
- Journal Entries
  - Recording Journal Entries
- Expenses
  - Recording Expense Bills
- Bank Transactions
  - Recording Bank Transactions
- Financial Reports
  - Balance Sheet
  - Profit and Loss
  - GSTR-3B
  - TDS Reports
  - Journal Reports
  - Accounts Receivables
  - Accounts Payables



Brain storm (1) (1)...





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Zoho Books India Helpline: 18003093036

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### Total Receivables ⓘ

[New](#)

Total Unpaid Invoices ₹0.00

CURRENT

₹0.00

OVERDUE

₹0.00

### Total Payables ⓘ

[New](#)

Total Unpaid Bills ₹0.00

CURRENT

₹0.00

OVERDUE

₹0.00

### Cash Flow ⓘ

This Fiscal Year ▾



Cash as on 01/04/2023

₹0.00

Incoming

₹54,10,000.00 +

Outgoing

₹4,88,800.00 -

Cash as on 31/03/2024

₹49,21,200.00 =

### Income and Expense ⓘ

This Fiscal Year ▾

Accrual Cash



Income  
Expense

Total Income

₹22,50,000.00

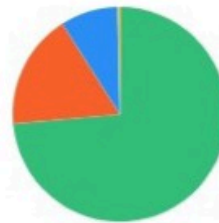
Total Expenses

₹13,05,000.00

\* Income and expense values displayed are exclusive of taxes.

### Top Expenses ⓘ

This Fiscal Year ▾



Salaries and Employee Wages (71.37%)

Cost of Goods Sold (17.37%)

Rent Expense (8.68%)

Other Expenses (0.37%)

### Projects ⓘ

00:00

UNBILLED HOURS

₹0.00

UNBILLED EXPENSES

[Add Project\(s\) to this watchlist](#)

### Bank and Credit Cards ⓘ

ICICI Bank-001

₹24,97,200.00



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Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

## Banking Overview

[Auto-upload bank statements from email](#)

[Import Statement](#)

[Add Bank or Credit Card](#)



### Auto-upload bank statements from email

● Enable Auto-upload in Zoho Books ● Set up Auto-forwarding ● Add Statements to Bank [Set up Now](#)

All Accounts ▾

Last 30 days ▾



Cash In Hand

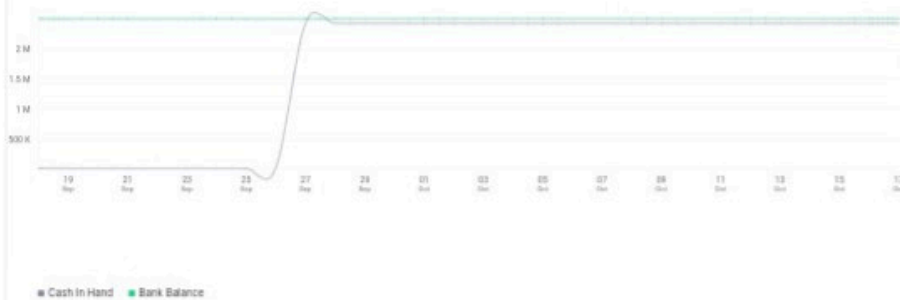
₹24,24,000.00



Bank Balance

₹24,97,200.00

[Hide Chart](#)



Active Accounts ▾

ACCOUNT DETAILS	UNCATEGORIZED	PENDING CHECKS	AMOUNT IN BANK	AMOUNT IN ZOHOBK
ICICI Bank-001 xxxx0001			₹0.00	₹24,97,200.00
Petty Cash			₹0.00	₹24,24,000.00
Undeposited Funds			₹0.00	₹0.00



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Time Tracking

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e-Way Bills

GST Filing

Accountant

▶

Reports

Documents

Payroll

## Active Items

[+ New](#)

...

?

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	
<input type="checkbox"/>	Books and Stationary		₹0.00	999294	pcs	
<input type="checkbox"/>	Competative Exams Coaching		₹10,000.00	999294		
<input type="checkbox"/>	Public Speaking Coaching		₹5,000.00	999294		





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## Reports

Search reports



General Reports

Custom Reports

### My Favorites

STANDARD REPORTS

★ Sales by Customer

### 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 Challan Details

☆ Quote Details

☆ Customer Balance Summary

☆ Receivable Summary

☆ Receivable Details

### Payments Received

☆ Payments Received

☆ Time to Get Paid

☆ Credit Note Details

☆ Refund History

### Recurring Invoices

☆ Recurring Invoice Details

### Payables

☆ Vendor Balances

☆ Vendor Balance Summary

☆ AP Aging Summary

☆ AP Aging Details

☆ Bills Details

☆ Vendor Credits Details

☆ Payments Made

☆ Refund History

☆ Purchase Order Details

☆ Purchase Orders by Vendor

☆ Payable Summary

☆ Payable Details

### Purchases and Expenses

☆ Purchases by Vendor

☆ Purchases by Item

☆ Expense Details

☆ Expenses by Category

☆ Expenses by Customer

☆ Expenses by Project

### Taxes

☆ Tax Summary

☆ TDS Summary

☆ TCS Summary (Form No. 27EQ)

☆ Invoice Furnishing Facility(IFF)

☆ PMT-06 (Self Assessment Basis)

☆ GSTR-3B Summary

### Banking

☆ Reconciliation Status



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Profit and Loss

Basis: Accrual

From 01/09/2023 To 30/09/2023

[+ Add Temporary Note](#)

ACCOUNT	TOTAL
<strong>Operating Income</strong>	
<a href="#">Sales</a>	20,00,000.00
Total for Operating Income	20,00,000.00
<strong>Cost of Goods Sold</strong>	
<a href="#">Cost of Goods Sold</a>	1,00,000.00
Total for Cost of Goods Sold	1,00,000.00
Gross Profit	19,00,000.00
<strong>Operating Expense</strong>	
<a href="#">Other Expenses</a>	5,000.00
Total for Operating Expense	5,000.00
Operating Profit	18,95,000.00
<strong>Non Operating Income</strong>	
Total for Non Operating Income	0.00
<strong>Non Operating Expense</strong>	
Total for Non Operating Expense	0.00
Net Profit/Loss	18,95,000.00

\*\*Amount is displayed in your base currency INR



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## Balance Sheet

Basis: Accrual

As of 27/09/2023

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ACCOUNT	TOTAL
<strong>Assets</strong>	
<strong>Current Assets</strong>	
<strong>Cash</strong>	
Petty Cash	24,24,000.00
Total for Cash	24,24,000.00
<strong>Bank</strong>	
ICICI Bank-001	24,97,200.00
Total for Bank	24,97,200.00
<strong>Other current assets</strong>	
Prepaid Expenses	1,29,800.00
Input Tax Credits	0.00
Input CGST	27,000.00
Input SGST	27,000.00
Total for Input Tax Credits	54,000.00
Total for Other current assets	1,83,800.00
Total for Current Assets	51,05,000.00
Total for Assets	51,05,000.00
<strong>Liabilities &amp; Equities</strong>	
<strong>Liabilities</strong>	
<strong>Current Liabilities</strong>	
Salary Payable	10,00,000.00
Unearned Revenue	26,55,000.00
GST Payable	0.00
Output CGST	2,02,500.00
Output SGST	2,02,500.00
Total for GST Payable	4,05,000.00
Total for Current Liabilities	40,60,000.00
Total for Liabilities	40,60,000.00
<strong>Equities</strong>	
Owner's Equity	1,00,000.00
Current Year Earnings	9,45,000.00
Total for Equities	10,45,000.00
Total for Liabilities & Equities	51,05,000.00

\*\*Amount is displayed in your base currency **INR**