

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

Milestone 1: Set up your account

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

Click on the link to create your Zoho Books account <https://www.zoho.com/in/books/signup/>

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.

Experience PREMIUM plan for 14 days.

Company Name

Email Address

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Profit and Loss

Basis: Accrual

From 01/10/2023 To 31/10/2023

[+ Add Temporary Note](#)

ACCOUNT	TOTAL
Operating Income	
Total for Operating Income	0.00
Cost of Goods Sold	
Cost of Goods Sold	900.00
Total for Cost of Goods Sold	900.00
Gross Profit	-900.00
Operating Expense	
Total for Operating Expense	0.00
Operating Profit	-900.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	-900.00

Amount is displayed in your base currency **INR

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Fresh bites catering Balance Sheet

Basis: Accrual
As of 18/10/2023

[+ Add Temporary Note](#)

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
ICICI bank-001	-50,000.00
icici002	4,53,500.00
Total for Bank	4,03,500.00
Other current assets	
Prepaid Expenses	2,16,600.00
Total for Other current assets	2,16,600.00
Total for Current Assets	6,25,100.00
Total for Assets	6,25,100.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
Unearned Revenue	8,40,000.00
Total for Current Liabilities	8,40,000.00
Total for Liabilities	8,40,000.00
Equities	
Capital Stock	1,00,000.00
Current Year Earnings	-3,09,900.00
Retained Earnings	-5,000.00
Total for Equities	-2,14,900.00
Total for Liabilities & Equities	6,25,100.00

**Amount is displayed in your base currency 



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