



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 maintenance of ZOHOO Books for Techpro solution	
Project Submitted To	Madurai Kamaraj University (Naan Mudhalvan Scheme(TNSDC))	
Year	2023	
Department	B.COM	
Semester	5	
Group Number	7	
Total Members of the Group	4	
Group Members Details		
Name of the Member	University Register. No	Student NM ID
S .Lakitha	C1C15377	3D4ED8B273CFEA5B72745B1A242A7E7D
D .Nandhini	C1C15385	BE2F27ADE4032749FFA47D9E2962B6F4
S .Durga devi	C1C15359	A046B25D4BF5018A86C4CDEA43898BA4
S .Thamizharasi	C1C15413	E97FE30DA66CF5AB01F447982A9D158A
Under the Guidance	Ms R. Anu	
SPOC	Ms.P.UMADEVI	

1. Introduction.

1.1 Overview

TechPro Solutions, an IT services company, utilizes Zoho Books to efficiently manage their client billing and invoicing. They track project expenses, record billable hours, and generate professional invoices using Zoho Books. The software helps them streamline their financial processes and provides insights into their profitability

1.2 Purpose

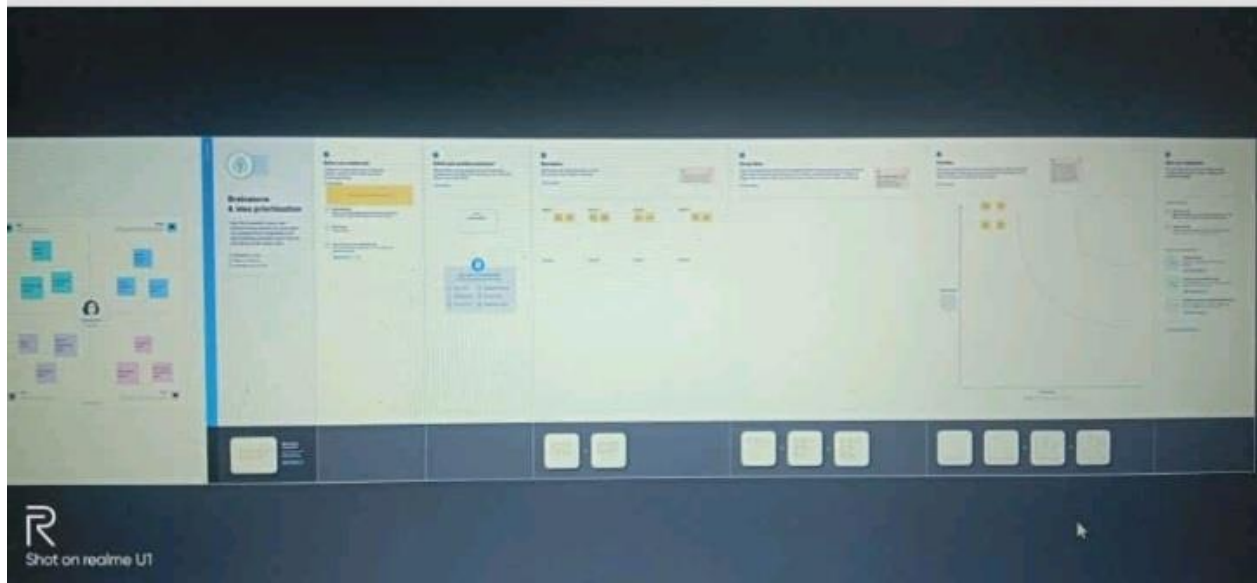
TechPro Solutions is a Private Limited company also registered under GST in Tamil Nadu. TechPro Solutions offers various expert IT consulting services in India and outside India.

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

Click on the link to create your Zoho Books account

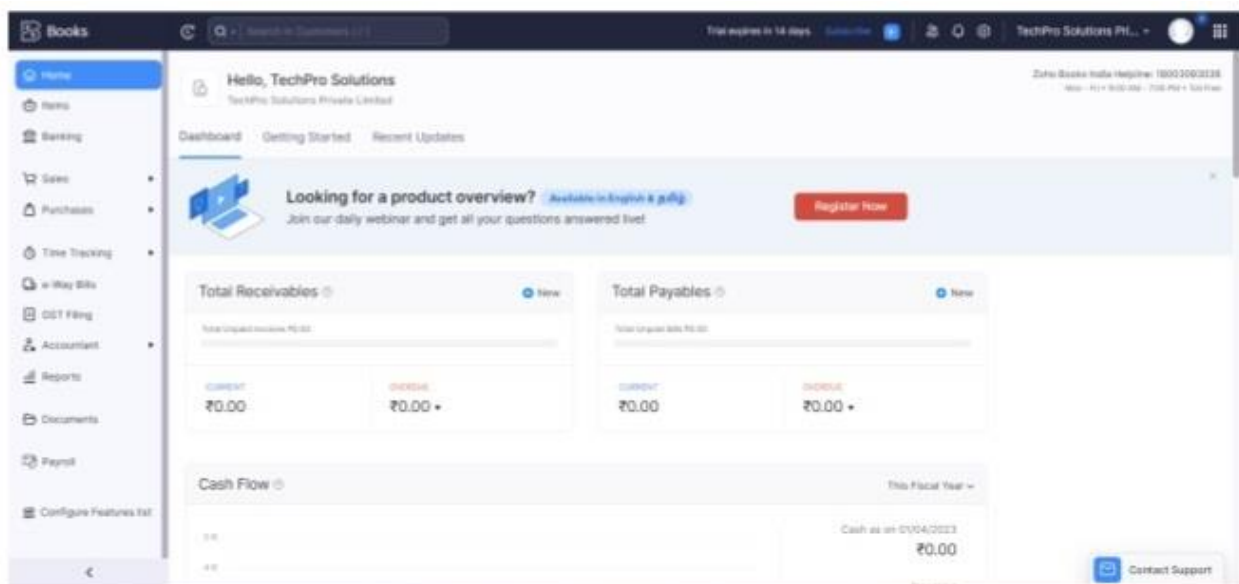
Activity 2: Introduction

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



Activity 3: Lets get started

Lets Assume Techpro Solutions is offering below list of various services:

1. IT Consulting – Selling Price Rs. 10,000/- per Hr.
 2. Software Development – Selling Price Rs. 20,000/- per Hr.
 3. Web Maintenance – Selling Price Rs. 30,000/- per Hr.
 4. Cloud Services – Selling Price Rs. 15,000/- per Hr.
 5. Cybersecurity – Selling Price Rs. 10,000/- per Hr.
- Output GST @ 18% is applicable for all the above services.

Milestone 2: Products/Service Creation:

Activity 1: Creation

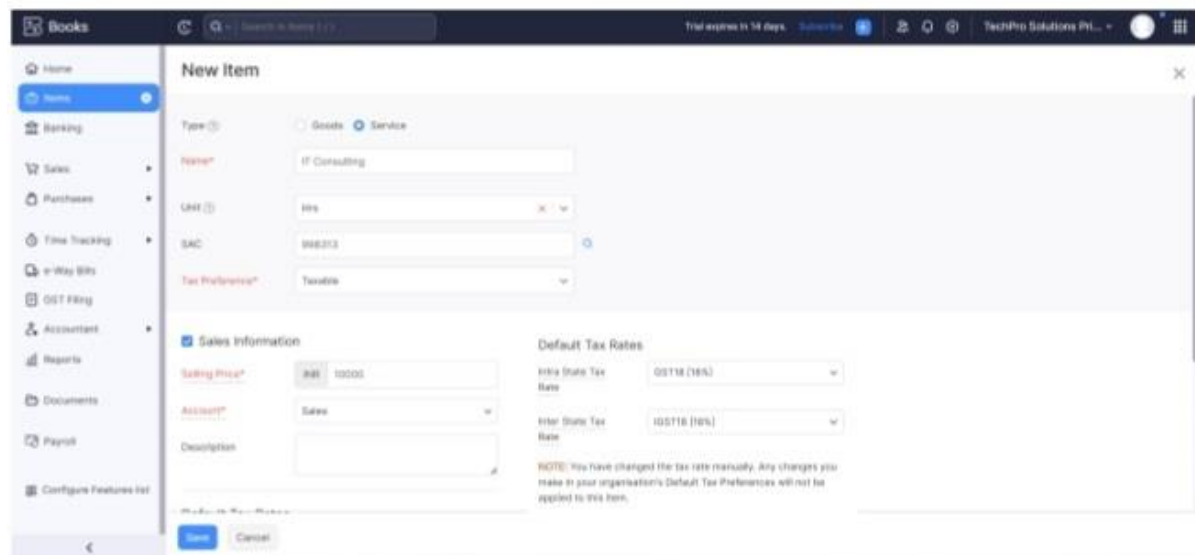
To Create the above both sale products and purchase items in Books go to “Items” from the Navigation Panel and click on “+ New” Button and give the respective fields such as

- Item Name
- Units (eg. Hrs)
- SAC Code of the Item (Eg: 998313)
- Selling Info/ Product Info
- Tax Rate for Sale Products

After providing all the required details click on save and add the next item as per the given services



6



Activity 2: Review of Items after Addition



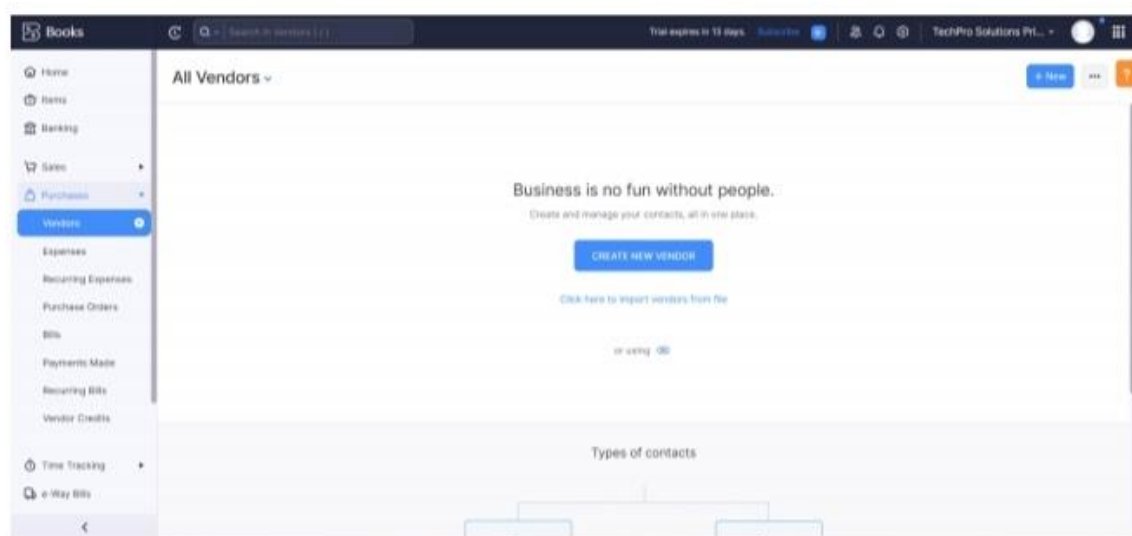
Milestone 3: Vendors

Activity 1: Vendors Creation

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

1. Juniper Networks (GST registered)
2. Amazon Web Services (AWS) (GST registered)
3. IBM Cloud (GST registered)
4. Comcast Telecom and Internet (GST registered)
5. Randstad Technologies (Non GST)

Now to create Vendors in books from Navigation Panel go to Purchases>Vendors>Create New Vendors and add the respective fields:



The screenshot shows the 'New Vendor' form in the Books application. The left sidebar is the same as the previous screenshot. The main content area is titled 'New Vendor' and contains several input fields and tabs. The 'Primary Contact' tab is active, showing fields for 'Primary Contact' (with a dropdown for 'Salutation' and a text field for 'Name'), 'Company Name' (text field), 'Vendor Display Name' (text field), 'Vendor Email' (text field), and 'Vendor Phone' (with 'Work Phone' and 'Mobile' sub-fields). Below these fields are tabs for 'Other Details', 'Address', 'Contact Persons', 'Bank Details', 'Custom Fields', 'Reporting Tags', and 'Remarks'. The 'Other Details' tab is active, showing fields for 'GST Treatment' (dropdown), 'GSTIN / UIN' (text field), 'PAN' (text field), 'Source Of Supply' (dropdown), 'Currency' (dropdown), 'Opening Balance' (text field), 'Payment Terms' (dropdown), 'TDS' (dropdown), 'Enable Portal?' (checkbox), and 'Portal Language' (dropdown). A link 'Add more details' is at the bottom.

Milestone 4: Purchases

Activity 1: Purchase Order Creation

Next Techpro solutions has raised below purchase orders from the vendors:

1. 05-04-2023 Juniper Networks- Networkig Equipment- Qty 200 @ Rs.1000/- each GST @ 18%

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

The screenshot shows the 'New Purchase Order' form in the Books application. The form is titled 'New Purchase Order' and includes a search bar at the top. The left sidebar contains navigation options: Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, and e-Way Bills. The main form area contains the following fields:

- Vendor Name:** Juniper Networks
- Open Purchase Orders:** (button)
- BILLING ADDRESS:** Add new address
- SHIPPING ADDRESS:** Add new address
- GST Treatment:** Registered Business - Regular
- Source Of Supply:** (TNE - Tamil Nadu)
- Destination Of Supply:** (TNE - Tamil Nadu)
- Delivery To:** Organisation (selected), Customer (unselected)
- Change destination to deliver:** (button)

At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. The template is set to 'Standard Template'.

The screenshot shows the 'ITEM DETAILS' table in the Books application. The table has columns for ITEM DETAILS, ACCOUNT, QUANTITY, RATE, TAX, and AMOUNT. The data is as follows:

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Networking Equip	Cost of Goods Sold	200	1000	GST18 (18%)	2,00,000.00

Below the table, there is a section for 'Customer Rates' with a text box that says 'Will be displayed on purchase order'. To the right of the table, there is a summary section with the following values:

- Sub Total: 2,00,000.00
- Discount: 0.00
- GST18 (18%): 18,000.00
- GST18 (18%): 18,000.00
- Total Tax Amount: 36,000.00
- Adjustment: 0.00
- TCS: 0.00
- Total (₹): 2,36,000.00

At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. The template is set to 'Standard Template'.

Milestone 5: Customers

Activity 1: Customers Creation:

The below are the list of customers:

1. TechWise Solutions Pvt Ltd (GST Registered).
2. DigitalEdge Technologies PVT Ltd (GST Registered).
3. SmartTech Innovations Pvt Ltd (GST Registered).
4. ApexTech Consultants (Export) Currency in USD "\$".

• 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.

The screenshot shows the 'New Customer' form in a software application. The form is divided into two main sections: 'Basic Details' and 'Other Details'. The 'Basic Details' section includes fields for Customer Type (Business/Individual), Primary Contact (Salutation, Name, Last Name), Company Name, Customer Display Name, Customer Email, and Customer Phone (Work Phone, Mobile). The 'Other Details' section includes fields for GST Treatment (Registered Business - Regular), GSTIN / UIN, Business Legal Name, Business Trade Name, PAN, Place Of Supply, Tax Preference (Taxable/Tax Exempt), Currency (INR - Indian Rupee), Opening Balance, Payment Terms (Due on Receipt), Enable Portal, and Portal Language (English). The form has a 'Save' button at the bottom left and a 'Cancel' button at the bottom right.

Milestone 6: Sales

Activity 1: Sales Order Creation

Techpro Solutions received below Sales Order from the mentioned Customer:

1. 10/04/2023 DigitalEdge Technologies PVT Ltd - 100 Hrs of IT Consultation - paid through bank on 25/04/2023

To Create Sales Order from navigation panel go to Sales>Sales Order> Creat New and fill the necessary fields>Save>Mark as Confirmed

Books

Home Items Banking Sales Customers Quotes Sales Orders Delivery Chances Invoices Payments Received Recurring Invoices Credit Notes Purchases Time Tracking e-Way Bills

Search in Sales Orders (1)

Total expires in 3 days. [Subscribe](#)

TechPro Solutions Pvt. Ltd.

Sub: Update Line Items

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
IT Consulting	100	10000	GST19 (18%)	10,00,00.00
Service	Nil		Revert Transactions	
SAC 686020UP				

Add another line

Sub Total 10,00,000.00

Discount 0.00

GST19 (18%) 18,00,00.00

GST19 (18%) 18,00,00.00

Adjustment 0.00

Total (₹) 11,80,000.00

Customer Notes

Enter any notes to be displayed in your transaction.

Save as Draft Save and Send Cancel

Total Amount: ₹ 11,80,000.00
Total Quantity: 100

Techpro Solutions has opened an account in ICICI Bank with A/c no 000001. To add the bank account go to Banking from the navigation panel and select add Bank account Mauully and fill the necessary fields and save.

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
2. Rent Payable under Other Current Liabilities

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 INFO	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

Journals

Status: All Journals

30/04/2023 ₹25,00,000.00

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

Milestone 10: Expense & Bills

Activity 1: Expense & Bills Entry

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

1. Office Rent Rs.2,00,000/- excluding GST @ 18% Total Invoice Value Rs.2,36,000/- TDS @ 10%

2. Other Miscellaneous Expenses Rs.5,000/- paid in cash

To create an expense entry from navigation panel go to Purchases>Expenses>Record

Books

Home

Items

Banking

Sales

- Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

+ Way Bills

Search in Expenses (7)

Total expenses in 3 days

Subscribe

TechPro Solutions Pvt. Ltd.

Edit Expense

Date*

30/04/2023

Expense Account*

Rent Expense

Expense Type*

☐ Goods ☒ Services

SAC

Amount*

INR ₹ 200000

Field Through*

Rent Payable

Vendor

GST Treatment*

Registered Business - Regular

Vendor GSTIN*

33AAAAA00004152

Source Of Supply*

ITNE - Tamil Nadu

Destination Of Supply*

ITNE - 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

SALES

EXPENSE ACCOUNT

REFERENCE

VENDOR NAME

FIELD THROUGH

CUSTOMER NAME

STATUS

AMOUNT

☐ 30/04/2023

Other Expenses

02

Ferry Cash

NON-BILLABLE

₹5,000.00

☐ 30/04/2023

Rent Expense

01

Rent Payable

NON-BILLABLE

₹2,38,000.00

Activity 1: Recording of Bank Transactions

Date	Particulars	Debit	Credit	Balance
1/1/2019	Balance b/d			1000
1/2/2019	By Cash		500	1500
1/3/2019	To Cash	500		1000
1/4/2019	By Cash		1000	2000
1/5/2019	To Cash	2000		0
1/6/2019	By Cash		1000	1000
1/7/2019	To Cash	1000		0
1/8/2019	By Cash		1000	1000
1/9/2019	To Cash	1000		0
1/10/2019	By Cash		1000	1000
1/11/2019	To Cash	1000		0
1/12/2019	By Cash		1000	1000
1/13/2019	To Cash	1000		0
1/14/2019	By Cash		1000	1000
1/15/2019	To Cash	1000		0
1/16/2019	By Cash		1000	1000
1/17/2019	To Cash	1000		0
1/18/2019	By Cash		1000	1000
1/19/2019	To Cash	1000		0
1/20/2019	By Cash		1000	1000
1/21/2019	To Cash	1000		0
1/22/2019	By Cash		1000	1000
1/23/2019	To Cash	1000		0
1/24/2019	By Cash		1000	1000
1/25/2019	To Cash	1000		0
1/26/2019	By Cash		1000	1000
1/27/2019	To Cash	1000		0
1/28/2019	By Cash		1000	1000
1/29/2019	To Cash	1000		0
1/30/2019	By Cash		1000	1000
1/31/2019	To Cash	1000		0
1/32/2019	By Cash		1000	1000
1/33/2019	To Cash	1000		0
1/34/2019	By Cash		1000	1000
1/35/2019	To Cash	1000		0
1/36/2019	By Cash		1000	1000
1/37/2019	To Cash	1000		0
1/38/2019	By Cash		1000	1000
1/39/2019	To Cash	1000		0
1/40/2019	By Cash		1000	1000
1/41/2019	To Cash	1000		0
1/42/2019	By Cash		1000	1000
1/43/2019	To Cash	1000		0
1/44/2019	By Cash		1000	1000
1/45/2019	To Cash	1000		0
1/46/2019	By Cash		1000	1000
1/47/2019	To Cash	1000		0
1/48/2019	By Cash		1000	1000
1/49/2019	To Cash	1000		0
1/50/2019	By Cash		1000	1000
1/51/2019	To Cash	1000		0
1/52/2019	By Cash		1000	1000
1/53/2019	To Cash	1000		0
1/54/2019	By Cash		1000	1000
1/55/2019	To Cash	1000		0
1/56/2019	By Cash		1000	1000
1/57/2019	To Cash	1000		0
1/58/2019	By Cash		1000	1000
1/59/2019	To Cash	1000		0
1/60/2019	By Cash		1000	1000
1/61/2019	To Cash	1000		0
1/62/2019	By Cash		1000	1000
1/63/2019	To Cash	1000		0
1/64/2019	By Cash		1000	1000
1/65/2019	To Cash	1000		0
1/66/2019	By Cash		1000	1000
1/67/2019	To Cash	1000		0
1/68/2019	By Cash		1000	1000
1/69/2019	To Cash	1000		0
1/70/2019	By Cash		1000	1000
1/71/2019	To Cash	1000		0
1/72/2019	By Cash		1000	1000
1/73/2019	To Cash	1000		0
1/74/2019	By Cash		1000	1000
1/75/2019	To Cash	1000		0
1/76/2019	By Cash		1000	1000
1/77/2019				

10-04-2023 Paid to Amazon Web Services 54000 944000

15-04-2023 Petty Cash Withdrawl 50000 1230000

20-04-2023 Paid to Juniper Networks 232000 998000

25-04-2023

Received from ApexTech Consultants \$9130.5 @

Rs.81.99185 748627 1692627

25-04-2023 Received from Techwise Solutions 1620000 3312627

30-04-2023 Salary Paid 2500000 812627

To Add the bank transaction go to Banking>Add Transaction and select the appropriate type

to record

the transactions:

Particulars 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

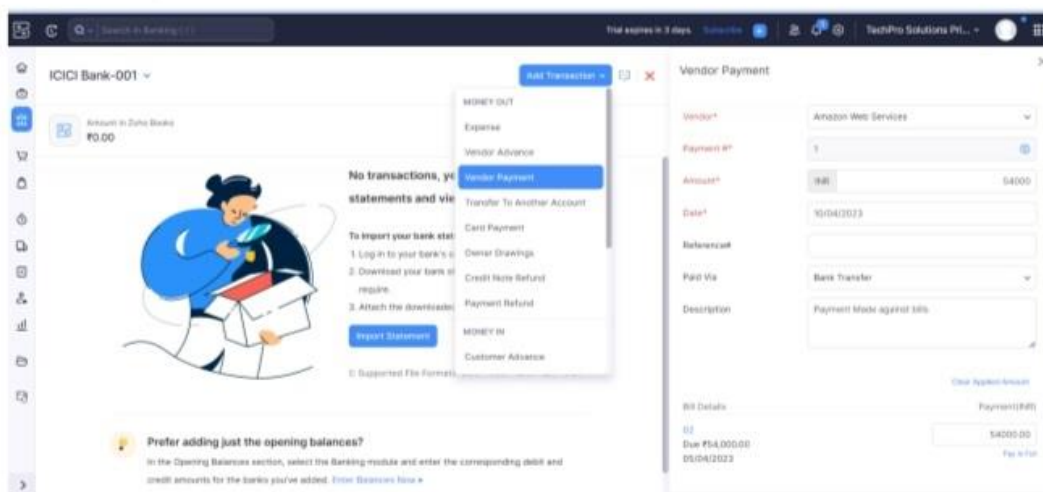
Amount received from customer Money In – Customer payment



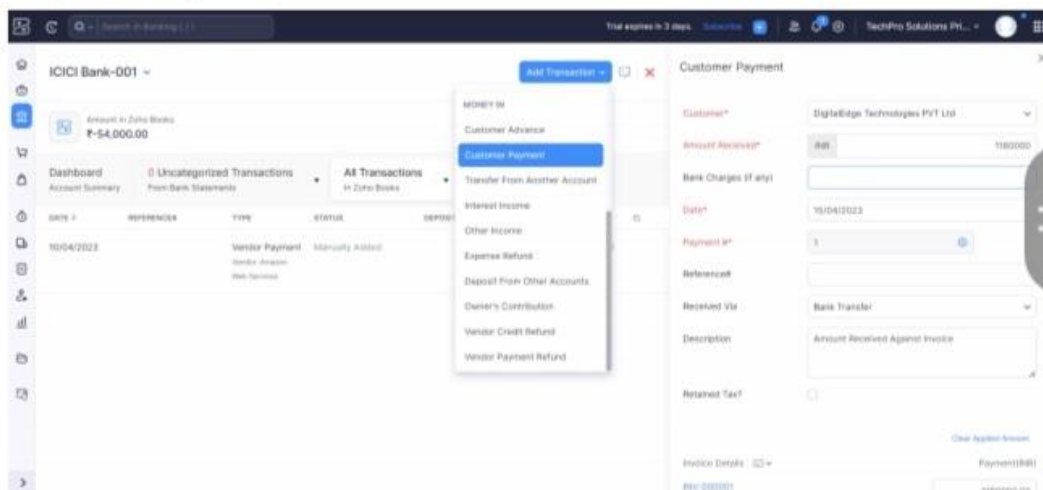
For Vendor payment and Customer payment select the appropriate Vendor or customer and mark the payment against the open Bills and Invoices to close and mark completed.

24

For Vendor Payment:



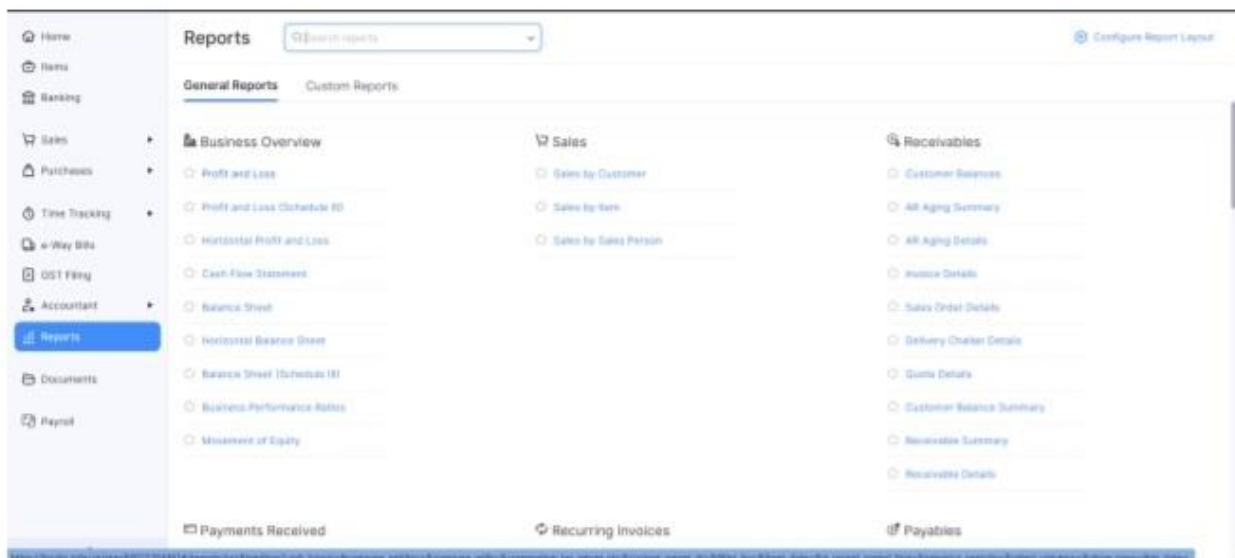
For Customer Payment:



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



Activity 1: Profit and Loss Account

The screenshot shows the 'Profit and Loss' report for 'TechPro Solutions Private Limited'. The report is for the period 'From 01/04/2023 To 30/04/2023'. The report is titled 'Profit and Loss' and 'Basis: Actual'. The report is generated on '01/05/2023'. The report is a 'Custom Report' and can be 'Scheduled Report', 'Export As', or 'Print'. The report shows the following data:

Account	Amount
Operating Income	
Sales	42,49,969.81
Total for Operating Income	42,49,969.81
Cost of Goods Sold	
Cost of Goods Sold	3,50,000.00
Total for Cost of Goods Sold	3,50,000.00
Gross Profit	38,99,969.81
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	11,94,969.81
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Exchange Gain or Loss	1,363.25
Total for Non Operating Expense	1,363.25
Net Profit/Loss	11,93,606.56

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	CESG Tax
1	2	3	4	5	6
(a) Outward taxable supplies (other than zero-rated, nil-rated and exempted)	₹35,00,000.00	₹0.00	₹3,15,000.00	₹3,15,000.00	₹0.00
(b) Outward taxable supplies (zero-rated)	₹7,48,989.81	₹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	₹42,48,989.81	₹0.00	₹3,15,000.00	₹3,15,000.00	₹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	CESG Tax
1	2	3	4	5	6

Click on the Respective sales value to get the detail invoices list included in the summary:

TechPro Solutions Private Limited
Tax Return
From 01/04/2023 To 30/04/2023

+ Add Temporary Note

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	GST AMOUNT	CESG AMOUNT	GST AMOUNT	CESG AMOUNT
15/04/2023	INV-000001	Invoice	₹10,00,000.00	₹0.00	₹90,000.00	₹90,000.00	₹0.00
20/04/2023	INV-000003	Invoice	₹15,30,000.00	₹0.00	₹1,35,000.00	₹1,35,000.00	₹0.00
20/04/2023	INV-000002	Invoice	₹10,30,000.00	₹0.00	₹90,000.00	₹90,000.00	₹0.00

Conclusion:

Techpro is the best IT solutions provider in Chennai. We provide complete IT services, we are a leading software development company in Chennai with a team of highly trained and experienced software professionals.

