

Preparation and Maintenance of Zoho books of Accounts for

Travel Trax Tour

Hospitality and Tourism _ Industry



Make Accounting Easy !

Milestone 1: Set up your account

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.

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Company Name

Email Address

+91 Mobile Number

Password

India

Telangana

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CREATE ACCOUNT

or sign in using

Books

Search in Customers (/)

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[Travel Trax Tour](#)

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

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Hello, NS PUGAL OII

Travel Trax Tour

Dashboard | Getting Started | Recent Updates | Announcements

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Total Receivables

Total Unpaid Invoices ₹0.00

CURRENT

OVERDUE

₹0.00

₹0.00

Total Payables

Total Unpaid Bills ₹1,00,000.00

CURRENT

OVERDUE

₹0.00

₹1,00,000.00

Cash Flow

Cash as on 04.01.23

₹0.00




Zoho Books India Helpline: 18003093036
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Milestone 2: Service Creation:

Books

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New Item

Type ☒ Goods ☐ Service

Name*

Unit

HSN Code

Tax Preference*

☒ Sales Information

Selling Price*

Account*

Description

INR

Sales

Default Tax Rates

Intra State Tax

Select a Tax

☒ Purchase Information

Cost Price*

Account*

Description

INR

Cost of Goods Sold

Preferred Vendor




Save

Cancel

Books

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Edit Item

Type ☒ Goods ☐ Service

Name*

Unit

HSN Code

Tax Preference*

☐ Sales Information

Selling Price

Account

Description

INR

0

Select an account

Default Tax Rates

Intra State Tax

Select a Tax

☒ Purchase Information

Cost Price*

Account*

Description

INR

1000

Cost of Goods Sold

per person

Preferred Vendor

Books

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Active Items

+ New

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	PURCHASE RATE	
<input type="checkbox"/>	Transportation purchases		0			₹2,000.00	
<input type="checkbox"/>	Accommodation Bookings		₹0.00			₹1,000.00	
<input type="checkbox"/>	tour and activity utilities		0			₹500.00	
<input type="checkbox"/>	Educational and learning tours	per person	₹2,000.00		Rs	0	
<input type="checkbox"/>	corporate travel	per person	₹5,000.00	998555		0	
<input type="checkbox"/>	family travel	per person	₹10,000.00		Rs	0	

Milestone 3: Vendors

Books

Search in Vendors (/)

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Accountant

New Vendor

Primary Contact

Salutation

First Name

Last Name

Company Name

Vendor Display Name*

Vendor Email

Vendor Phone

Work Phone

Mobile

Other Details

Address

Contact Persons

Bank Details

Custom Fields

Reporting Tags

Remarks

GST Treatment*

Select a GST treatment

PAN

Source Of Supply*

Currency

INR- Indian Rupee

Opening Balance

INR

Save

Cancel

Books

Search in Vendors (/)

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Active Vendors

Dream Restors & Hotels Pvt Ltd

₹0.00

Go Airlines Pvt Ltd

₹0.00

Travel Retailers and wholesalers

₹1,00,000.00

Dream Restors & Hotels Pvt Ltd

Dream restorts

Edit | Invite to Portal | Delete

ADDRESS

Billing Address

No Billing Address - [Add new address](#)

Shipping Address

No Shipping Address - [Add new address](#)

OTHER DETAILS

Default Currency

INR

Payment Terms

Due on Receipt

GST Treatment

Registered Business - Regular

GSTIN

33AAAAA0000A152

PAN

AAAAA0000A

Source Of Supply

Tamil Nadu

Payables

CURRENCY	OUTSTANDING PAYABLES	UNUSED CREDITS
INR- Indian Rupee	₹0.00	₹0.00

View Opening Balance

Expenses

This chart is displayed in the organization's base currency.

Last 6 Months

Accrual

Books

Search in Vendors (/)

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Travel Trax Tour

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Active Vendors

NAME	COMPANY NAME	EMAIL	PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)	GST TREATMENT
<input type="checkbox"/> Dream Restors & Hotels Pvt Ltd	Dream Restors & Hotels Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular
<input type="checkbox"/> Go Airlines Pvt Ltd	Go Airlines Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular
<input type="checkbox"/> Travel Retailers and wholesalers	Travel Retailers And wholesalers			Tamil Nadu	₹1,00,000.00	₹1,00,000.00	Unregistered Business

Books

Search in Vendors (/)

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Home

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Recurring Bills

Vendor Credits

Active Vendors

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/> Raj kumar external consulting				Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Amazon web services	Amazon web services			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Randstad technologies	Randstad technologies			Tamil Nadu	₹0.00	₹0.00

Milestone 4: Purchases

Purchase Order Creation:

Books

Search in Purchase Orders (/)

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New Purchase Order

Vendor Name*

Select a Vendor

Deliver To*

☒ Organization ☐ Customer

NS PUGAL OIL

Tamil Nadu

India

Change destination to deliver

Purchase Order#*

PO-00003

Reference#

Date

10.06.23

To create transaction dated before 07/01/17, [click here](#)

Expected Delivery Date

MM.dd.yy

Payment Terms

Due on Receipt

Shipment Preference

Choose the shipment preference or type to add

☐ This transaction is applicable for reverse charge

Save as Draft

Save and Send

Cancel

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

Books

Search in Purchase Orders (/)

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[Home](#) [Items](#) [Banking](#) [Sales](#) [Purchases](#) [Vendors](#) [Expenses](#) [Recurring Expenses](#) [Purchase Orders](#) [Bills](#) [Payments Made](#) [Recurring Bills](#) [Vendor Credits](#) [Time Tracking](#) [e-Way Bills](#) [GST Filing](#) [Accountant](#)

Tax Exclusive

At Transaction Level

Bulk Update Line Items

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Accommodation Bookings per person	Cost of Goods Sold	200	1000	GST18 [18%]	2,00,000.00
<div>HSN Code: Update</div>					
<div>Add another line</div>					
Sub Total Total Quantity : 200					2,00,000.00
Discount Apply after tax					0.00
COST9 (9%)					18,000.00
SDST9 (9%)					18,000.00
Total Tax Amount					36000.00 INR
Adjustment					0.00
TCS					0
Customer Notes					
<div>Save Save and Send Cancel</div>					

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

Purchase Order to Purchase Bills Conversion:

Books

Search in Bills (/)

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Travel Trax Tour

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ITEM DETAILS

ACCOUNT

QUANTITY

RATE

TAX

CUSTOMER DETAILS

AMOUNT

tour and activity utilities

Add a description to your item

REVIEW SAC: Update

Cost of Goods Sold

200

2000

GST18 [18%]

Select Customer

400000.00

Sub Total

400000.00

Discount

0 %

0.00

CGST9 (9%)

36,000.00

SGST9 (9%)

36,000.00

Total Tax Amount

72000.00 INR

TDS TCS

Select a Tax

-0.00

Adjustment

0

0.00

Total (₹)

472000.00

Reconciliation of Open & Outstanding Bills:

Books

Search in Bills (/)

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Travel Trax Tour

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GST Filing

Accountant

All Bills

+ New

...

=

⊞

?

<input type="checkbox"/>	DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
<input type="checkbox"/>	04.10.23	01		Travel Retailers and wholesalers	OVERDUE BY 179 DAYS	04.10.23	₹1,00,000.00	₹1,00,000.00
<input type="checkbox"/>	04.10.22	03		Go Airlines Pvt Ltd	PAID	08.05.23	₹4,72,000.00	₹0.00
<input type="checkbox"/>	04.10.23	01	PO-00001	Dream Restors & Hotels Pvt Ltd	PAID	04.10.23	₹2,36,000.00	₹0.00

https://books.zoho.in/app/60024322011#/bills?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

Milestone 5: Customers

Customers Creation:

Books

Search in Customers (/)

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Travel Trax Tour

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Time Tracking

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GST Filing

New Customer

Customer Type ☒ Business ☐ Individual

Primary Contact

Company Name

Customer Display Name*

Customer Email

Customer Phone

Other Details

Address

Contact Persons

Custom Fields

Reporting Tags

Remarks

GST Treatment*

PAN

Place Of Supply*

Tax Preference* ☒ Taxable ☐ Tax Exempt

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e-Way Bills

GST Filing

Other Details

Address

Contact Persons

Custom Fields

Reporting Tags

Remarks

GST Treatment*

PAN

Place Of Supply*

Tax Preference* ☒ Taxable ☐ Tax Exempt

Currency

Payment Terms

Portal Language

[Add more details](#)

Customer Owner: Assign a user as the customer owner to provide access only to the data of this customer. [Learn More](#)

Review the Customers List:

Books

Search in Customers (/)

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Banking

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Delivery Challans

Invoices

Payments Received

Recurring Invoices

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e-Way Bills

Active Cust...

Smart tech innovations ₹0.00

Digital edge technologies ₹0.00

Techwise solutions ₹0.00

Smart tech innovations

Overview Comments Transactions Mails Statement

Smart tech innovations

ADDRESS

Billing Address

Shipping Address

OTHER DETAILS

Customer Type

Default

Currency

Payment Terms

GST Treatment

What's Next for Your Customer?

Your customer has been added. Create and send an quote or an invoice to your customer for the items you want to sell to them.

New Quote New Invoice

You can request your contact to directly update the GSTIN by sending an email. Send email

Payment due period

Due on Receipt

Receivables

CURRENCY	OUTSTANDING RECEIVABLES	UNUSED CREDITS
INR- Indian Rupee	₹0.00	₹0.00

Books

Search in Customers (/)

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Active Customers

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
Swaminathan & Family Pvt Ltd	Swaminathan & Family Pvt Ltd			Tamil Nadu	₹0.00	₹5,90,000.00
Rainbow high school Pvt Ltd	Rainbow high school Pvt Ltd			Tamil Nadu	₹0.00	₹1,18,000.00
TechWise Solution Pvt Ltd	TechWise Solution Pvt Ltd			Tamil Nadu	₹0.00	₹5,90,000.00

Milestone 6: Sales

Sales Order Creation:

Books

Search in Sales Orders (/)

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Travel Trax Tour

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GST Filing

Accountant

Customer Name*

TechWise Solution 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*

[TN] - Tamil Nadu

Sales Order#*

SO-00001

Reference#

Sales Order Date*

05.04.23

Expected Shipment Date

MM.dd.yy

Payment Terms

Due on Receipt

Save

Save and Send

Cancel

Total Amount: ₹ 5,90,000.00

Total Quantity: 100

Books

Search in Sales Orders (/)

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Travel Trax Tour

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

GST Filing

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ITEM DETAILS

corporate travel	100	5000	GST18 [18%]	5,00,000.00
per person				

Service SAC: 996555

Add another line

Sub Total

5,00,000.00

Discount

0 %

0.00

COST9 (9%)

45,000.00

SGST9 (9%)

45,000.00

Adjustment

0

0.00

Total (₹)

5,90,000.00

Customer Notes

Enter any notes to be displayed in your transaction

Sales Order to Sale Invoice Conversion:

Books

Search in Sales Orders (/)

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Travel Trax Tour

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All Sales Orders

+ New

TechWise Solution Pvt Ltd

SO-00001

05.04.23

₹5,90,000.00

CLOSED

SO-00001

Edit

Email

PDF/Print

Invoices

Invoice Status : INVOICED

Show PDF View

Closed

Travel Trax Tour

Tamil Nadu

India

GSTIN 33AAAAA0000A1S2

supgale@gmail.com

SALES ORDER

Sales Order# SO-00001

Bill To

TechWise Solution Pvt Ltd

GSTIN 33AAAAA0000A1S2

Ship To

GSTIN 33AAAAA0000A1S2

Order Date :

05.04.23

Place Of Supply: Tamil Nadu (33)

#	Item & Description	HSN/SAC	Qty	Rate	Amount
---	--------------------	---------	-----	------	--------

Direct Sale Invoices:

Books

Search in Invoices (/)

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Travel Trax Tour

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ITEM DETAILS

family travel

per person

SAC: 12345678

+ Add another line

QUANTITY

300

Rs

RATE

10000

Recent Transactions

TAX

GST18 [18%]

AMOUNT

3000000.00

Sub Total

3000000.00

Discount

0 %

CGST9 (9%)

270000.00

SGST9 (9%)

270000.00

TDS TCS Select a Tax

- 0.00

Adjustment

0

0.00

Total (₹)

3540000.00

Customer Notes

Thanks for your business.

Will be displayed on the invoice

Books

Search in Invoices (/)

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Travel Trax Tour

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All Invoices

+ New

...

Swaminathan & Family Pvt Ltd

INV-000003

04.15.23

PAID

₹35,40,000.00

Rainbow high school Pvt Ltd

INV-000002

04.10.23

PAID

₹1,18,000.00

TechWise Solution Pvt Ltd

INV-000001

10.05.23

PAID

₹5,90,000.00

INV-000003

Edit

Send

Share

PDF/Print

Attachments

Comments & History

Payments Received

1

PAID

Travel Trax Tour

Tamil Nadu

India

GSTIN 33AAAAA0000A1Z3

rupagale@gmail.com

TAX INVOICE

a

Invoice Date

Terms

Due Date

INV-000003

04.16.23

Due on Receipt

04.16.23

Place Of Supply

Tamil Nadu (33)

Bill To

Swaminathan & Family Pvt Ltd

#	Item & Description	HSN/SAC	Qty	Rate	CGST %	SGST %	Amount
1	family travel per person	12345678	300.00	10,000.00	9%	9%	30,00,000.00

Total In Words

Indian Rupee Thirty-Five Lakh Forty Thousand Only

Thanks for your business

Sub Total

30,00,000.00

CGST9 (9%)

2,70,000.00

SGST9 (9%)

2,70,000.00

Total

₹35,40,000.00

Payment Made

(+) 35,40,000.00

Balance Due

₹0.00

Reconciliation of Open Invoices:

Books

Search in Invoices (/)

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Travel Trax Tour

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Payroll

All Invoices

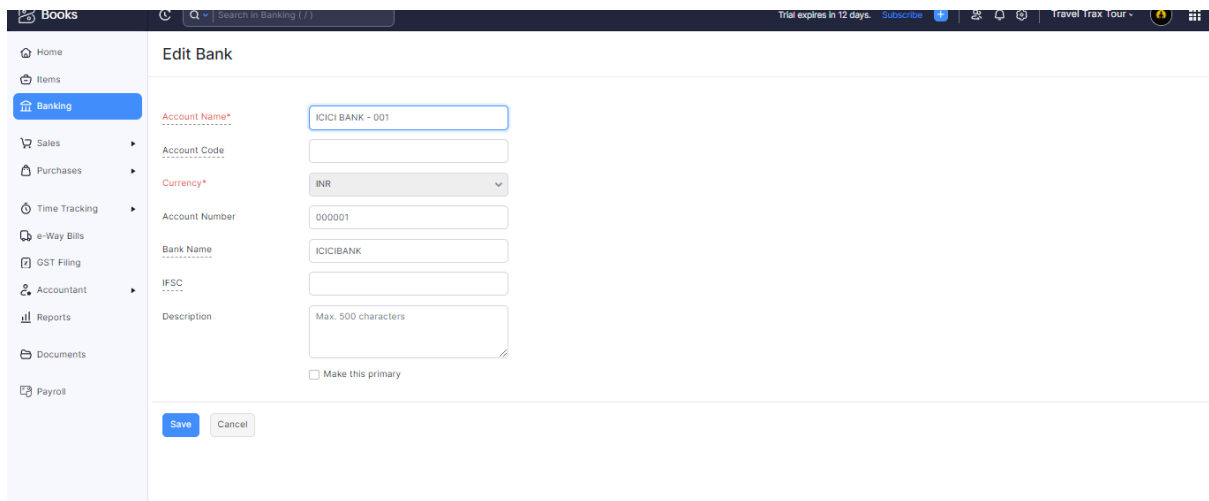
+ New

...

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
04.15.23	INV-000003		Swaminathan & Family Pvt Ltd	PAID	04.15.23	₹35,40,000.00	₹0.00
04.10.23	INV-000002		Rainbow high school Pvt Ltd	PAID	04.10.23	₹1,18,000.00	₹0.00
10.05.23	INV-000001	SO-00001	TechWise Solution Pvt Ltd	PAID	10.05.23	₹5,90,000.00	₹0.00

Milestone 7: Bank Account

Adding Bank Account:



The screenshot shows a web application interface for managing bank accounts. On the left is a sidebar with navigation links: Home, Items, Banking (highlighted), Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main area is titled 'Edit Bank' and contains a form with the following fields: 'Account Name*' (text input with value 'ICICI BANK - 001'), 'Account Code' (text input), 'Currency*' (dropdown menu with 'INR' selected), 'Account Number' (text input with value '000001'), 'Bank Name' (text input with value 'ICICIBANK'), 'IFSC' (text input), and 'Description' (text area with placeholder 'Max. 500 characters'). Below the form is a checkbox labeled 'Make this primary'. At the bottom left of the form are 'Save' and 'Cancel' buttons. The top of the application shows a dark header with a search bar, a trial expiration notice ('Trial expires in 12 days'), and various utility icons.

Milestone 8: Accounts & Ledgers

Creation of New Accounts/Ledgers:

Books

Search in Chart of Accounts

Home

Items

Banking

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Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction Locking

Active Accounts

ACCOUNT NAME

Employee Advance

Prepaid Expenses

TDS Receivable

Advance Tax

Reverse Charge Tax Input

Input Tax Credits

Input CGST

Input SGST

Input IGST

Undeposited Funds

Petty Cash

ICICI BANK - 001

Create Account

Account Type*Other Asset

Account Name*Salary payable

Account Code

DescriptionMax. 500 characters

☐ Add to the watchlist on my dashboard

SaveCancel

Assets

Track special assets like goodwill and other intangible assets

+ New Account

Find Accountants

PARENT ACCOUNT NAME

Other Current Asset

Other Current Asset

Other Current Asset

Cash

Cash

Bank

Input Tax Credits

Input Tax Credits

Input Tax Credits

Input Tax Credits

Milestone 9: Journal Entries:

Recording of Journal Entries:

Books

Search (/)

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Travel Trax Tour

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction Locking

New Journal

Choose Template

Date*10.08.23

Journal#2

Reference#

Notes*Max. 500 characters

Journal Type☐ Cash based journal

CurrencyINR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Select an account	Description	Select Contact		
Select an account	Description	Select Contact		
+ Add another line				
Sub Total			0.00	0.00

Books

Search (/)

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Travel Trax Tour

Home

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e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction Locking

Reports

Journals

+ New Journal

1

Status: All Journals

All

10.05.23

₹1,00,000.00

PUBLISHED

1

Published

JOURNAL

#1

Date: 10.05.23

Amount: ₹1,00,000.00

Reference Number:

Notes

Salary payable for the month of April - 2023

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
Total		₹1,00,000.00	₹1,00,000.00

Milestone 10: Expense & Bills

Expense & Bills Entry:

Books

Search In Expenses (/)

Trial expire... [Subscribe](#)

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Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Debitants Made

Record Expense

Record Mileage

Date*

05/10/2023

Expense Account*

Rent Expense

Amount*

INR 100000

Paid Through*

Select an account

Expense Type*

☐ Goods
 ☒ Services

SAC

Drag or Drop your Receipts

Maximum file size allowed is 7MB

Upload your Files

Books

Search in Expenses (/)

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Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Record Expense

Record Mileage

Date*

10.06.23

Expense Account*

Rent Expense

Amount*

INR 100000

Paid Through*

Petty Cash

Expense Type*

☐ Goods
☒ Services

Drag or Drop your Receipts

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Documents

Payroll

Record Expense

Record Mileage

Vendor

Registered Business - Regular

GST Treatment*

Registered Business - Regular

Vendor GSTIN*

33AAAAA0000ATZM

Get Taxpayer details

Source Of Supply*

[TN] - Tamil Nadu

Destination Of Supply*

[TN] - Tamil Nadu

Reverse Charge

☐ This transaction is applicable for reverse charge

Tax*

GST18 [18%]

Tax Amount = 18000.00 INR

Eligible For ITC

Amount Is

☐ Tax Inclusive
☒ Tax Exclusive

Invoice#*

01

Notes

Max. 500 characters

Customer Name

Books

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All Expenses

+ New

Expense Details

Expense History

☐ Other Expenses ₹5,000.00
10.06.23 002

☐ Rent Expense ₹1,18,000.00
10.06.23 01

Expense Amount

₹5,000.00 on 10.06.23

NON-BILLABLE

Other Expenses

Paid Through

Petty Cash

Ref #

002

GST Treatment

Unregistered Business

Source Of Supply

Tamil Nadu

Destination Of Supply

Tamil Nadu

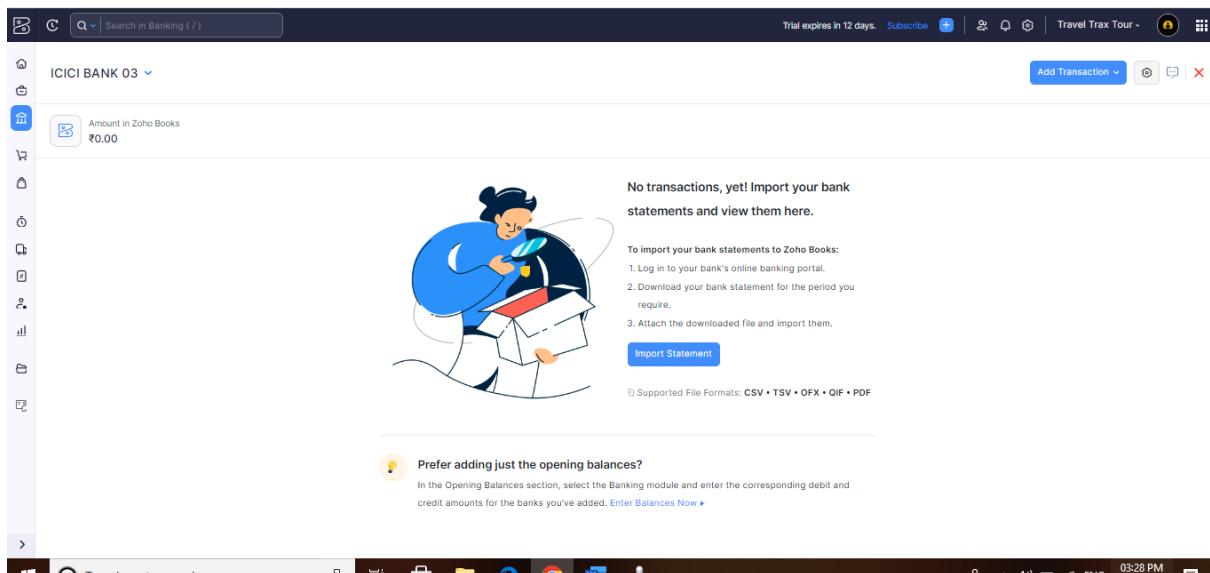
Journal

Drag or Drop your Receipts

Maximum file size allowed is 7MB

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Milestone 11: Bank Entries



Screen clipping taken: 05-10-2023, 12:05

ICICI BANK - 001

Account Number: xxxx0001

Amount in Zoho Books
₹3,62,000.00

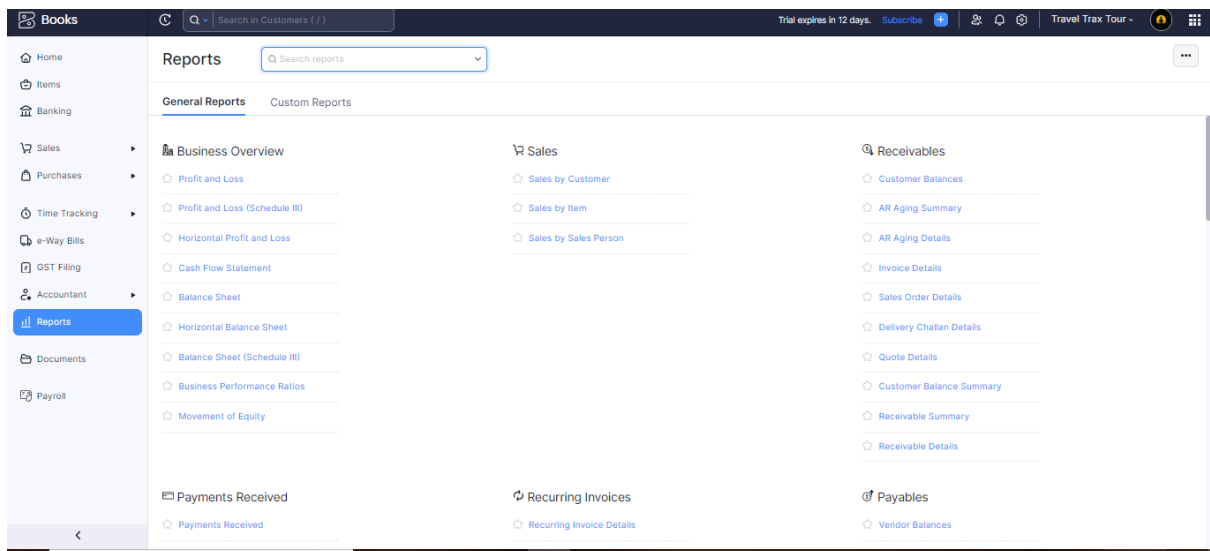
Dashboard
Account Summary

Uncategorized Transactions
From Bank Statements

All Transactions
In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE	
04.01.23		Owners Contribution	Manually Added	₹1,00,000.00		₹1,00,000.00	
04.05.23		Customer Payment Customer: TechWise Solution Pvt Ltd	Manually Added	₹5,90,000.00		₹6,90,000.00	
04.10.23		Customer Payment Customer: Rainbow High school Pvt Ltd	Manually Added	₹1,18,000.00		₹8,08,000.00	
04.10.23	petty cash	Transfer Fund To Account: Petty Cash	Manually Added		₹10,000.00	₹7,98,000.00	
04.15.23		Customer Payment Customer: Swaminathan & Family Pvt Ltd	Manually Added	₹5,90,000.00		₹13,88,000.00	
04.25.23		Vendor Payment Vendor: Dream Restors & Hotels Pvt Ltd	Manually Added		₹2,36,000.00	₹11,52,000.00	

Milestone 12: Financial Reports



Profit and Loss Account:

ACCOUNT	TOTAL
Operating Income	
Sales	36,00,000.00
Total for Operating Income	36,00,000.00
Cost of Goods Sold	
Cost of Goods Sold	3,00,000.00
Total for Cost of Goods Sold	3,00,000.00
Gross Profit	33,00,000.00

Balance Sheet:

Travel Trax Tour	
Balance Sheet	
Basis: Accrual	
As of 04.30.23	
+ Add Temporary Note	
Collapse all Expand All	
ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	35,50,000.00
Total for Cash	35,50,000.00
Bank	
ICICI BANK - 001	3,62,000.00
ICICI BANK - 001	8,08,000.00

GST Reports:

Search in Customers (/)

Travel Trax Tour -

100%

100%

Export As

</

C

Q

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Travel Trax: Tour -

</

Journal Report:

<

Account Transactions: