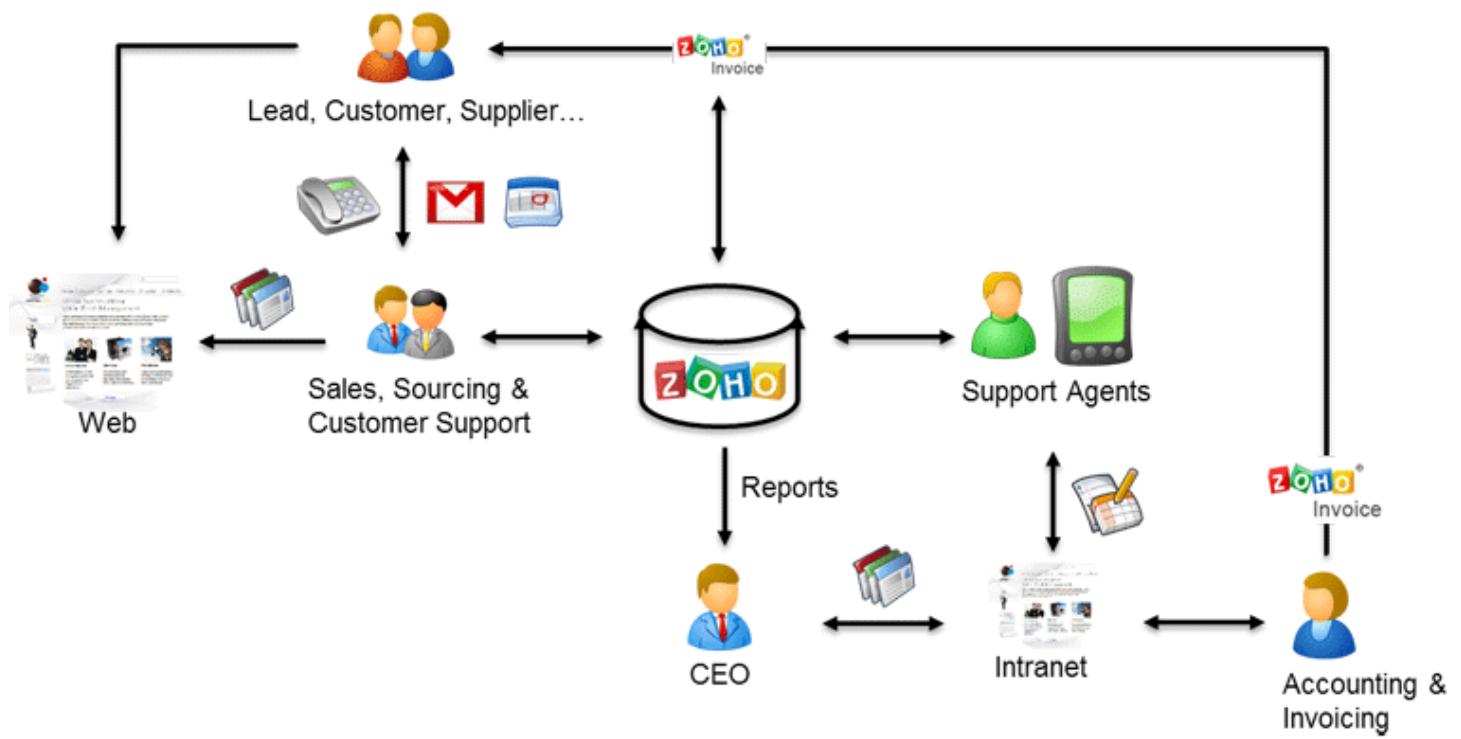




Preparation and Maintenance of
Zoho Books of accounts for
HealthHub Medical Clinic
(Healthcare - Industry)

Preparation and Maintenance of ZOHO Books for HealthHub Medical Clinic

HealthHub Medical Clinic, a healthcare facility, relies on Zoho Books to manage patient billing and invoicing. They can track medical service fees, manage insurance payments, and generate statements for patients. Zoho Books helps them maintain financial transparency and ensures efficient billing processes.



Project Flow:

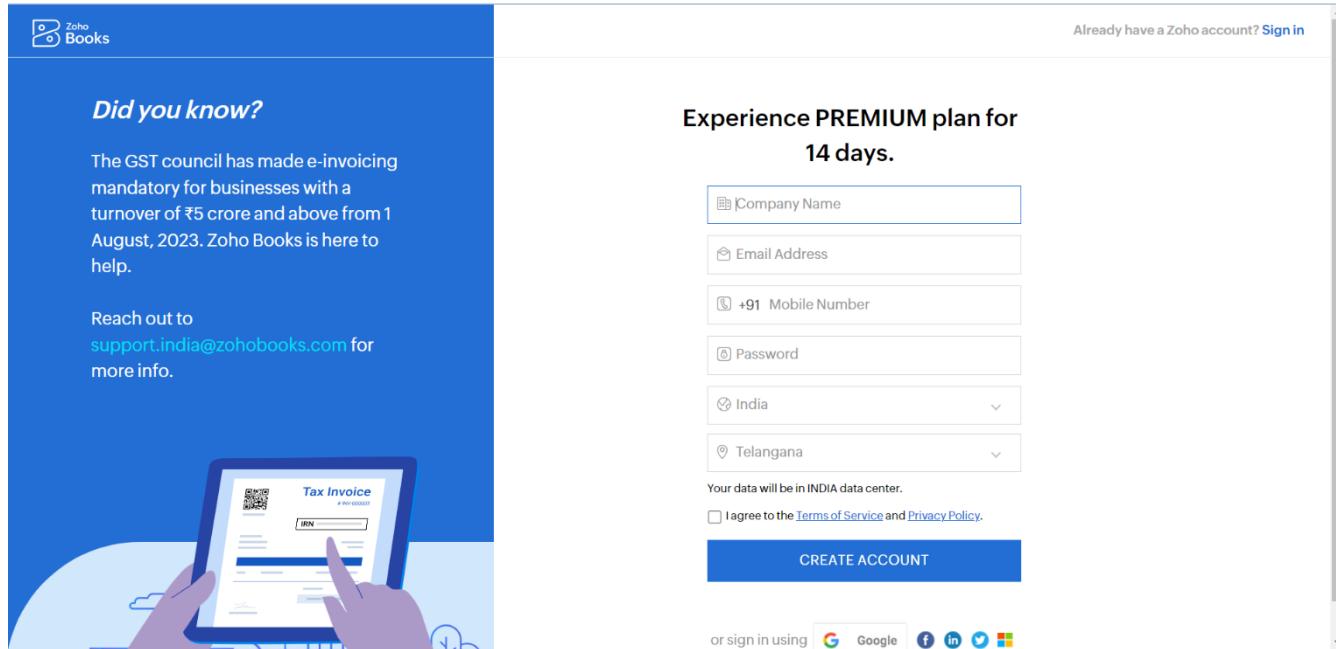
To accomplish this, we have to complete all the activities listed below,

- 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/>



To sign up for Zoho Books:

- Click on the above link, it will navigate to Zoho books portal as shown in the above picture.
- Enter your organisation details.
- Click Create Account.
- After signing up for Zoho Books, you'll receive an email through which you can verify your account.
- Go to your registered email address and click the link received in your email for verification.
- Enter your organisation details in the page you are redirected and click Get Started.
- Eg GSTN: 33AAAAA0000A15Z

Zoho Books
Zoho Books is your end-to-end online accounting software.

Set up your organization profile and start accounting with Zoho Books.

Organization Name*
Zylker

Business Location*
India

State/Union Territory*
Maharashtra

Add Organization Address

Regional Settings

Time Zone
(GMT 5:30) India Standard Time (Asia/Calcutta)

Currency
INR - Indian Rupee

Language
English

My business is registered for GST.
XXXXXXXXXXXXXX

Note: You can always change your preferences later in Settings.

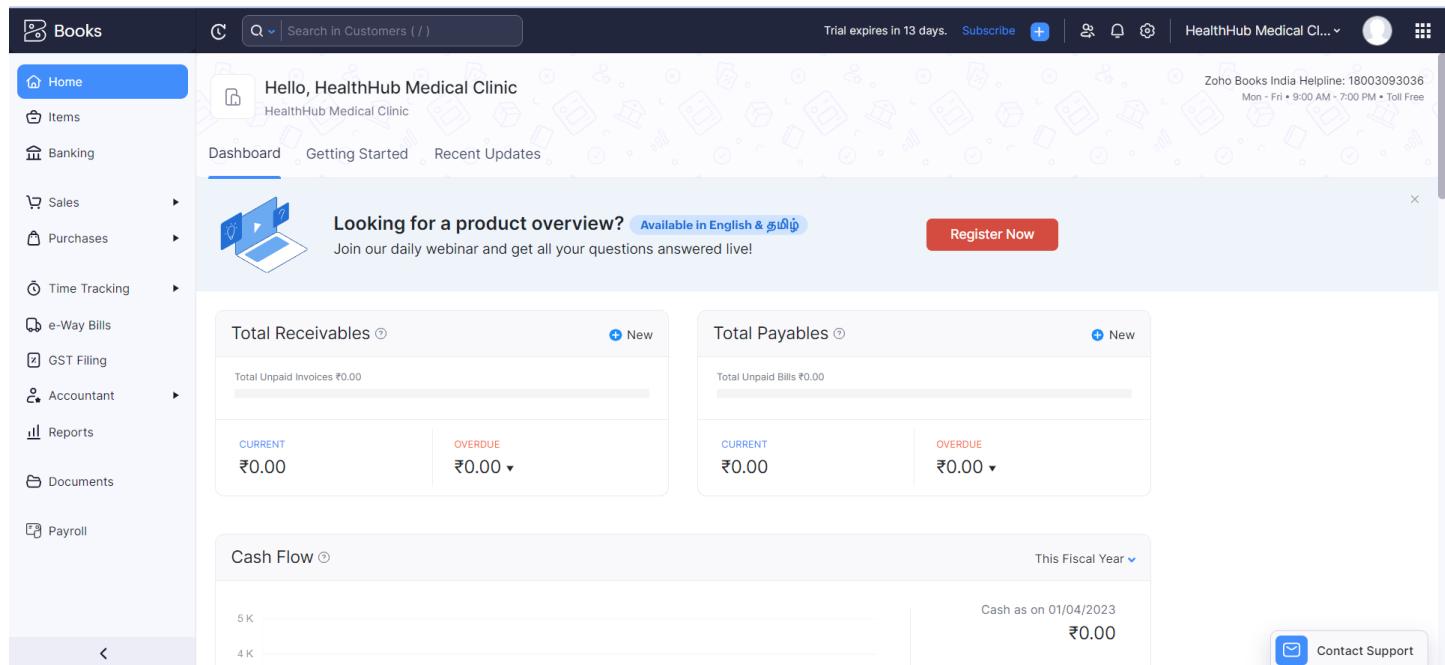
Get started

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 of 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 and more.



The screenshot shows the Zoho Books dashboard for 'HealthHub Medical Clinic'. The top navigation bar includes a search bar, trial information ('Trial expires in 13 days'), and user account details. The main dashboard features a greeting, a 'Recent Updates' section, and two large summary boxes for 'Total Receivables' and 'Total Payables'. Below these are 'Current' and 'Overdue' breakdowns. A 'Cash Flow' section at the bottom shows a balance of ₹0.00. On the left, a sidebar lists modules: Home (selected), Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. A 'Contact Support' button is located in the bottom right corner.

Activity 3: Lets get started

Lets Assume HealthHub Medical Clinic is offering below list of various services:

1. General Medical Consultation Rs.500/- per Consultation
2. X-rays Scanning Rs.1000/- per Scan
3. Preventive Health Checkup Rs.5000/- per person

Also it purchases the below list of Products for the daily operational use:

1. Pharmaceuticals Rs.1000/- per Box
2. Medical Supplies Rs.2000/- per Box
3. X-ray films Rs.500/- per Sheet

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

Milestone 2: Service Creation:

Activity 1: Creation

To Create the above both Services 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: 999312)
- 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 Zoho Books application interface. On the left, there's a sidebar with various menu options: Home, Items (which is currently selected and highlighted in blue), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main workspace is titled "New Item". It contains several input fields and dropdown menus. Under "Type", there are two options: "Goods" and "Service", with "Service" being selected. The "Name*" field is filled with "General Medical Consultation". The "Unit *" dropdown is empty. The "SAC" field contains "999312". The "Tax Preference*" dropdown is set to "Taxable". Below these, there are sections for "Sales Information" and "Purchase Information". In "Sales Information", there's a checkbox labeled "Sales Information" which is checked, a "Selling Price*" field with "INR 500", and an "Account*" dropdown set to "Sales". In "Purchase Information", there's a checkbox labeled "Purchase Information" which is unchecked, a "Cost Price" field with "INR", an "Account" dropdown set to "Cost of Goods Sold", and a "Description" field. At the bottom of the form are "Save" and "Cancel" buttons.

Activity 2: Review of Items after Addition

The screenshot shows the 'Books' application interface. The left sidebar contains navigation links for Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main area is titled 'Active Items' and lists various medical supplies and services with their descriptions, rates, usage units, and purchase rates. The items listed are X-ray films, Medical Supplies, Pharmaceuticals, Preventive Health Checkup, X-rays Scanning, and General Medical Consultation.

NAME	DESCRIPTION	RATE	USAGE UNIT	PURCHASE RATE
X-ray films		₹0.00	pcs	₹500.00
Medical Supplies		0	box	₹2,000.00
Pharmaceuticals		0	box	₹1,000.00
Preventive Health Checkup		₹5,000.00		0
X-rays Scanning		₹1,000.00		0
General Medical Consultation		₹500.00		0

Milestone 3: Vendors

Activity 1: Vendors Creation

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

1. Mega Pharmaceuticals (GST registered)
2. Medline Industries (GST registered)
3. Spectrum Radiography Supplies (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.

The screenshot shows the 'Books' application interface. The left sidebar contains navigation links for Home, Items, Banking, Sales, Purchases (selected), Vendors (selected), Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, and e-Way Bills. The main area is titled 'New Vendor' and shows a form for entering vendor details. The fields include Primary Contact (Salutation dropdown, Mega Pharmaceu, Last Name), Company Name (Mega Pharmaceuticals Pvt Ltd), Vendor Display Name (Mega Pharmaceuticals Pvt Ltd dropdown), Vendor Email (empty input), Vendor Phone (Work Phone, Mobile dropdown), Other Details (GST Treatment dropdown, Registered Business - Regular), GSTIN / UIN (33AAAAA0000A15Z, Get Taxpayer details button), PAN (AAAAAA0000A), Source Of Supply (TN - Tamil Nadu dropdown), and Save/Cancel buttons.

Activity 2: Review of Vendors List

After Creating the Vendors check and review all the details:

The screenshot shows the vendor detail page for "Spectrum Radiography Supplies". The left sidebar is titled "Books" and includes links for Home, Items, Banking, Sales, Purchases, and Vendors. The "Vendors" link is highlighted. The main content area has tabs for Overview, Comments, Transactions, Mails, and Statement. The Overview tab is selected, showing the vendor's name, address, and other details. A sidebar on the right titled "What's Next for Your Vendor?" suggests creating a purchase order or recording a bill. Below this, there is a note about requesting contact to update GSTIN and a section for payment due period. The "Payables" section shows currency, outstanding payables, and unused credits. At the bottom, there is a chart for expenses.

The screenshot shows the "Active Vendors" list page. The left sidebar is identical to the previous screenshot. The main content area displays a table of active vendors with columns for Name, Company Name, Email, Phone, Source of Supply, Payables (BCY), Unused Credits (BCY), and GST Treatment. Three vendors are listed: Spectrum Radiography Supplies, Medline Industries Pvt Ltd, and Mega Pharmaceuticals Pvt Ltd. A message at the top right says "Your custom view has been created." There is also a "New" button in the top right corner of the table header.

	NAME	COMPANY NAME	EMAIL	PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)	GST TREATMENT
<input type="checkbox"/>	Spectrum Radiography Supplies	Spectrum Radiography Supplies			Tamil Nadu	₹0.00	₹0.00	Unregistered Business
<input type="checkbox"/>	Medline Industries Pvt Ltd	Medline Industries Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular
<input type="checkbox"/>	Mega Pharmaceuticals Pvt Ltd	Mega Pharmaceuticals Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular

Milestone 4: Purchases

Activity 1: Purchase Order Creation

Next HealthHub Medical Clinic has raised below purchase orders from the vendors:

1. 05-04-2023 Mega Pharmaceuticals – Pharmaceuticals - Qty 200 boxes @ Rs.1000/- each GST @ 18%

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

The screenshot shows the Zoho Books software interface for creating a new purchase order. The left sidebar navigation includes Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders (selected), Bills, Payments Made, Recurring Bills, Vendor Credits, and Time Tracking.

The main content area is titled "New Purchase Order". It displays the following details:

- Vendor Name***: Mega Pharmaceuticals Pvt Ltd
- 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 (radio button selected) sairampulugam1999
- Tamil Nadu, India**

The bottom section shows the purchase order details table:

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Pharmaceuticals	Cost of Goods Sold	200 box	1000	GST18 [18%]	2,00,000.00
				Recent Transactions	

Below the table, there are summary calculations:

- Sub Total: Total Quantity : 200, Amount: 2,00,000.00
- Discount: 0 %, Amount: 0.00
- CGST9 [9%]: Amount: 18,000.00
- SGST9 [9%]: Amount: 18,000.00

At the bottom, there are buttons for "Save as Draft", "Save and Send" (highlighted in blue), and "Cancel". A note at the bottom right says "Template: 'Standard Template' Change".

The screenshot shows the Zoho Books interface for creating a Purchase Order. The main area displays a table for an 'Office Equipment' purchase. The details are as follows:

Item	Description	Quantity	Unit Price	Tax	Total
Office Equipment	Furniture and Equipment	20	10000	GST18 [18%]	2,00,000.00

Below the table, there are sections for tax calculations and notes:

- Sub Total:** 2,00,000.00
- Discount:** 0 % (0.00)
- CGST9 [9%]:** 18,000.00
- SGST9 [9%]:** 18,000.00
- Total Tax Amount:** 36000.00 INR
- Adjustment:** 0.00
- TCS:** Select a Tax (0.00)
- Total (₹):** 2,36,000.00

Customer Notes: Will be displayed on purchase order.

Buttons at the bottom: Save as Draft, Save and Send, Cancel.

Template: 'Standard Template' Change

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 05-04-2023 and then click on Save as open.

The screenshot shows the Zoho Books Purchase Order list. A specific purchase order (PO-00001) is selected, which has been converted to a bill and marked as 'ISSUED'. The bill details are as follows:

Vendor	Order No.	Date	Status
Mega Pharmaceuticals Pvt Ltd	PO-00001	05/04/2023	ISSUED

On the right, a preview of the Purchase Order document is shown, featuring a blue ribbon banner that says 'Issued'. The document header includes the vendor information: HealthHub Medical Clinic, Tamil Nadu, India, GSTIN 33AAAAA0000A15Z, sairampuligam1999@gmail.com. The document title is PURCHASE ORDER # PO-00001.

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 HealthHub Medical Clinic availed the services from the below Suppliers:

1. 10-04-2023 X-ray Films from Spectrum Radiography Supplies – Qty 200
2. 15-04-2023 Medical Supplies from Medline Industries – Qty 100

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

Trial expires in 13 days. [Subscribe](#) [+ 1 user](#) [Help](#) [Feedback](#) [HealthHub Medical Cl...](#)

Vendor Name* [View Vendor Details](#) [INR](#)

GST Treatment: Unregistered Business [GST Treatment](#)

Source Of Supply*

Destination Of Supply*

Bill#*

Order Number

Bill Date* To create transaction dated before 01/07/2017, click here

Due Date Payment Terms

Save as Draft [Save as Open](#) Cancel

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

At Transaction Level [Bulk Update Line Items](#)

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
X-ray films Edit Delete Add a description to your item	Cost of Goods Sold Recent Transactions	200 pcs	500	Select a Tax	Select Customer	1,00,000.00 Edit Delete
Type or click to select an item.	Select Account	1.00	0.00	Select a Tax	Select Customer	0.00 Edit Delete

Add another line [Sub Total](#) 1,00,000.00

Discount %

Save as Draft [Save as Open](#) Cancel

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

Aslo 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.

The screenshot shows the Zoho Books application interface. The left sidebar has a 'Books' icon and navigation links for Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills (selected), Payments Made, Recurring Bills, and Vendor Credits. The main area is titled 'All Bills' and lists three bills:

DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUUE DATE	AMOUNT	BALANCE DUE
15/04/2023	03		Medline Industries Pvt Ltd	OPEN	04/08/2023	₹2,36,000.00	₹2,36,000.00
10/04/2023	02		Spectrum Radiography Supplies	OPEN	04/08/2023	₹1,00,000.00	₹1,00,000.00
05/04/2023	01	PO-00001	Mega Pharmaceuticals Pvt Ltd	OPEN	04/08/2023	₹2,36,000.00	₹2,36,000.00

Milestone 5: Customers

Activity 1: Customers Creation:

The below are the list of customers:

1. GE Healthcare (GST Registered).
2. Radiology Retailers (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.

The screenshot shows the 'New Customer' creation page in the Zoho Books application. The left sidebar navigation includes 'Books', 'Home', 'Items', 'Banking', 'Sales' (selected), 'Customers' (selected), 'Quotes', 'Sales Orders', 'Delivery Challans', 'Invoices', 'Payments Received', 'Recurring Invoices', 'Credit Notes', 'Purchases', and 'Time Tracking'. The main form is titled 'New Customer' and contains the following fields:

- Customer Type:** Business (radio button selected)
- Primary Contact:** Salutation (dropdown), GE Healthcare (text input), Last Name (text input)
- Company Name:** GE Healthcare Pvt Ltd
- Customer Display Name:** GE Healthcare
- Customer Email:** (text input)
- Customer Phone:** Work Phone (text input), Mobile (text input)
- Other Details:** Address, Contact Persons, Custom Fields, Reporting Tags, Remarks
- GST Treatment:** Registered Business - Regular
- GSTIN / UIN:** 33AAAAA0000A15Z, Get Taxpayer details

The bottom section of the form includes:

- Business Legal Name:** (text input)
- Business Trade Name:** (text input)
- PAN:** AAAAA0000A
- Place Of Supply:** [TN] - Tamil Nadu
- Tax Preference:** Taxable (radio button selected)
- Currency:** INR- Indian Rupee
- Opening Balance:** INR
- Payment Terms:** Due on Receipt
- Enable Portal?**: Allow portal access for this customer (checkbox)
- Portal Language:** English
- Add more details** link
- Save** and **Cancel** buttons

Activity 2: Review the Customers List

The screenshot shows the Zoho Books software interface. The left sidebar is titled 'Books' and includes links for Home, Items, Banking, Sales (with 'Customers' selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main content area is titled 'Radiology Retailers' and shows the following details:

- Overview:** Shows two customers: Radiology Retailers (₹0.00) and GE Healthcare (₹0.00).
- Radiology Retailers Profile:** Includes a profile picture, contact information (Radiology Retailers), address (No Billing Address - Add new address), shipping address (No Shipping Address - Add new address), and other details (Customer Type: Business, Default Currency: INR, Payment Terms: Due on Receipt, GST Treatment: Unregistered Business, Place Of Supply: Tamil Nadu, Tax Preference: Taxable).
- What's Next for Your Customer?** A call-to-action section with buttons for 'New Quote' and 'New Invoice'.
- Receivables:** A table showing currency, outstanding receivables, and unused credits for INR- Indian Rupee.
- Income:** A chart showing income over the last 6 months.

The screenshot shows the Zoho Books software interface. The left sidebar is identical to the previous screenshot. The main content area is titled 'Active Customers' and displays a list of customers:

NAME	COMPANY NAME	EMAIL	PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)	GST TREATMENT
Radiology Retailers	Radiology Retailers			Tamil Nadu	₹0.00	₹0.00	Unregistered Business
GE Healthcare	GE Healthcare Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular

A message at the top right says 'Your custom view has been created.'

Milestone 6: Sales

Activity 1: Sales Order Creation

HealthHub Medical Clinic received below Sales Order from the mentioned Customer:

1. 10/04/2023 Radiology Retailers – X-Ray Scans Qty 100 - paid through bank on 20/04/2023

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

The screenshot shows the Zoho Books interface for creating a new sales order. The left sidebar is the navigation menu with 'Sales Orders' selected. The main area is titled 'New Sales Order'.

Customer Information:

- Customer Name*: Radiology Retailers
- BILLING ADDRESS: Add new address
- SHIPPING ADDRESS: Add new address

GST Treatment: Unregistered Business

Place Of Supply*: [TN] - Tamil Nadu

Sales Order#*: SO-00001

Reference#: (empty)

Sales Order Date*: 10/04/2023

Expected Shipment Date: dd/MM/yyyy

ITEM DETAILS

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
X-rays Scanning Add a description to your item SERVICE SAC: 999316	100	1000	GST18 [18%]	1,00,000.00
Type or click to select an item.	1.00	0.00	GST18 [18%]	0.00

Sub Total: 1,00,000.00

Discount: 0 %

CGST9 [9%]: 9,000.00

SGST9 [9%]: 9,000.00

Adjustment: (empty)

Total (₹): 1,18,000.00

Total Amount: ₹ 1,18,000.00
Total Quantity: 100

Buttons at the bottom: Save as Draft, Save and Send, Cancel.

Activity 2: Sales Order to Sale Invoice Conversion

After creation of the Sales order convert it as Instant Invoice to convert it automatically in to Sale Invoice:

The screenshot shows the Zoho Books interface. On the left, there's a sidebar with navigation links like Home, Items, Banking, Sales (with Sales Orders selected), Purchases, Time Tracking, and e-Way Bills. The main area displays a list of 'All Sales Orders'. One order is selected: 'Radiology Retailers' with a total of ₹1,18,000.00, dated 10/04/2023, and status 'CONFIRMED'. A modal window titled 'Fulfill the Sales Order' is overlaid on the page. It contains the order details and a 'Convert' button, which is currently highlighted with a blue border.

This screenshot shows another view of the Zoho Books interface. The sidebar and the list of sales orders are similar to the first one. An order for 'TechWise Solutions Pvt Ltd' is selected, showing a total of ₹1,18,000.00, dated 10/04/2023, and status 'CONFIRMED'. A modal window titled 'Fulfill the Sales Order' is displayed, showing the order details and a 'Convert' button, which is highlighted with a blue border.

Activity 3: Direct Sale Invoices

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

1. 20-04-2023 GE Healthcare – Preventive Health Checkup for 100 persons

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.

The screenshot shows the Zoho Books application interface for creating a new invoice. The left sidebar menu is visible, showing categories like Home, Items, Banking, Sales (Customers, Quotes, Sales Orders, Delivery Challans), and Invoices (Payments Received, Recurring Invoices, Credit Notes). The main area is titled "New Invoice".

Customer Name*: GE Healthcare

BILLING ADDRESS: Add new address

SHIPPING ADDRESS: Add new address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A15Z

Place Of Supply*: [TN] - Tamil Nadu

Invoice#*: INV-000001

Order Number: (empty)

Invoice Date*: 20/04/2023

Terms: Due on Receipt

Due Date: 20/04/2023

ITEM DETAILS

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Preventive Health Checkup Add a description to your item SERVICE SAC: 999312	100	5000	GST18 [18%]	5,00,000.00
Type or click to select an item.	1.00	0.00	GST18 [18%]	0.00

Add another line

Sub Total: 5,00,000.00

Discount: 0 %

CGST9 [9%]: 45,000.00

SGST9 [9%]: 45,000.00

TDS (radio button selected) **TCS** **Select a Tax**: - 0.00

Customer Notes

Save as Draft **Save and Send** **Cancel** **Make Recurring**

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

Activity 4: Reconciliation of Open Invoices

For over due invoices receipts need to be mapped as and when amount received in the bank account.

The screenshot shows the Zoho Books application. The left sidebar has a navigation menu with options like Home, Items, Banking, Sales (selected), Invoices (selected), Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main area is titled 'All Invoices' and displays a table with columns: DATE, INVOICE#, ORDER NUMBER, CUSTOMER NAME, STATUS, DUE DATE, AMOUNT, and BALANCE DUE. There are two entries: one for Radiology Retailers (INV-000002) and another for GE Healthcare (INV-000001). A trial message at the top right says 'Trial expires in 13 days. Subscribe'.

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
04/08/2023	INV-000002	SO-00001	Radiology Retailers	DRAFT	04/08/2023	₹118,000.00	₹118,000.00
20/04/2023	INV-000001		GE Healthcare	DUETODAY	04/08/2023	₹5,90,000.00	₹5,90,000.00

Milestone 7: Bank Account

Activity 1: Adding Bank Account

HealthHub Medical Clinic 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 Manually and fill the necessary fields and save.

The screenshot shows the 'Add Bank or Credit Card' form under the 'Banking' section of the navigation menu. The form fields include: Select Account Type* (Bank selected, Credit Card is an option), Account Name* (ICICI Bank-001), Account Code (empty), Currency* (INR), Account Number (000001), Bank Name (ICICI Bank), IFSC (empty), Description (Max. 500 characters), and a checkbox for 'Make this primary'. At the bottom are 'Save' and 'Cancel' buttons.

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 Salary Payable Ledger under Other Current Liabilities

The screenshot shows the Zoho Books interface for creating a new account. The left sidebar is titled 'Books' and includes options like Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Manual Journals, Bulk Update, Currency Adjustments, and a 'Chart of Accounts' section which is currently selected. The main area is titled 'Create Account' and has a sub-section 'Active Acco'. It displays a form with fields: 'Account Type*' set to 'Other Asset', 'Account Name*' (input field), 'Account Code' (input field), 'Description' (input field with placeholder 'Max. 500 characters'), and a checkbox 'Add to the watchlist on my dashboard'. Below the form is a list of existing accounts: Prepaid Expenses (Other Current Asset), TDS Receivable (Other Current Asset), Advance Tax (Other Current Asset), Undeposited Funds (Cash), Petty Cash (Cash), and Accounts Receivable (Accounts Receivable). A modal window titled 'Assets' provides a description: 'Track special assets like goodwill and other intangible assets'. At the bottom right of the modal are 'Save' and 'Cancel' buttons. The top right corner of the main window shows 'TechPro Solutions Pri...' and a search bar.

Milestone 9: Journal Entries:

Activity 1: Recording of Journal Entries

The below are the Transactions occurred at the end of month:

- 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.

New Journal

Choose Template

Reference#

Notes* Salary Payable for the month of April-2023

Journal Type Cash based journal

Currency INR- Indian Rupee

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

Add another line

Sub Total 1,00,000.00 1,00,000.00

Total (₹) 1,00,000.00 1,00,000.00

Save and Publish Save as Draft Cancel Make Recurring

Journals + New Journal ...

Status: All Journals All

30/04/2023 ₹1,00,000.00 PUBLISHED

Published

JOURNAL #1

Date: 30/04/2023

Notes: Salary Payable for the month of April-2023

Amount: ₹1,00,000.00

Reference Number:

Account	Contact	Debits	Credits
Salaries and Employee Wages		1,00,000.00	
Salary Payable			1,00,000.00

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 provisioning 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

Date* 30/04/2023
Expense Account* Rent Expense
Expense Type* Goods Services
SAC
Amount* INR 100000
Paid Through* ICICI Bank 001
Vendor
GST Treatment* Registered Business - Regular
Vendor GSTIN* 33AAAAA0000A15Z
Source Of Supply* [TN] - Tamil Nadu
Destination Of Supply* [TN] - 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

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 Tax Inclusive
Invoice#* 001
Notes Max. 500 characters
Customer Name
Reporting Tags
Associate Tags

Save (alt+s) Save and New (alt+n) Cancel

After recording the Expense Entries:

The screenshot shows the Zoho Books interface for managing expenses. On the left sidebar, under the 'Expenses' category, 'Other Expenses' is selected. The main area displays two expense entries:

- Other Expenses**: ₹5,000.00 on 30/04/2023.
- Rent Expense**: ₹1,18,000.00 on 30/04/2023, with a note '001'.

The 'Expense Details' panel on the right provides more information about the selected entry (Rent Expense):

- Expense Amount**: ₹5,000.00 on 30/04/2023.
- Category**: NON-BILLABLE.
- Paid Through**: Petty Cash.
- GST Treatment**: Unregistered Business.
- Source Of Supply**: Tamil Nadu.
- Destination Of Supply**: Tamil Nadu.

A large dashed box on the right is labeled 'Drag or Drop your Receipts' with a maximum file size of 7MB, and a button to 'Upload your Files'.

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
15-04-2023	Amount received from Radiology Retailers		118000	208000
20-04-2023	Amount received from GE HealthCare		590000	798000
25-04-2023	Paid to Mediline Industries	236000		562000
25-04-2023	Paid to Mega Pharmaceuticals	236000		326000
25-04-2023	Paid To Spectrum Radiography Supplies	100000		226000
30-04-2023	Rent Paid	118000		108000
30-04-2023	Salary Paid	100000		8000

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

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

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:

Customer Payment

Customer*: Radiology Retailers

Amount Received*: INR 118000

Bank Charges (if any): [Empty]

Date*: 10/04/2023

Payment #*: 1

Reference#: [Empty]

Received Via: Bank Transfer

Description: Max. 500 characters

Retained Tax?: [Empty]

Invoice Details: INV-000002

Payment(INR): 118000.00

For Vendor Payment:

The screenshot shows the Zoho Books interface for vendor payments. On the left, there's a sidebar with various icons and a main dashboard area for 'ICICI Bank 001' showing a balance of ₹0.00. In the center, a modal window titled 'Vendor Payment' is open, containing fields for Vendor (Medline Industries Pvt Ltd), Payment # (1), Amount (INR 236000), Date (25/04/2023), Reference#, Paid Via (Bank Transfer), and Description (Max. 500 characters). Below this, 'Bill Details' show 03 bills due ₹2,36,000.00 on 15/04/2023. At the top right, there are 'Trial expires in 13 days' and 'Subscribe' buttons.

For Salary payment record Journal Entry:

The screenshot shows the Zoho Books interface for creating a manual journal entry. The left sidebar has a navigation menu with 'Manual Journals' selected. The main area is titled 'New Journal' and contains fields for Reference#, Notes (Salary Paid for the month of April-2023), Journal Type (Cash based journal), and Currency (INR- Indian Rupee). The journal table lists two entries: 'Salary Payable' debited for 100000 and 'ICICI Bank 001' credited for 100000. Summary rows at the bottom show Sub Total, Total (₹ 1,00,000.00), and Difference (0.00). Buttons at the bottom include 'Save and Publish', 'Save as Draft', 'Cancel', and 'Make Recurring'.

Milestone 12: Financial Reports:

To Generate the Financials Reports like Profit and Loss statement, Balance sheet & Cash Flow Statement

From the navigation panel Go to Report and select the required report, then select the desired period in the date field and generate the report

Home
Items
Banking
Sales
Purchases
Time Tracking
e-Way Bills
GST Filing
Accountant
Reports
Documents
Payroll

Reports Configure Report Layout

General Reports Custom Reports

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
Recurring Invoices
Payables

https://books.zoho.in/app/60022364461#/reports/profitandloss?cash_based=&compare_entities=&compare_with=&corporation_tax_return_id=&custom_report_id=&filter_by=&from_date=&is_recent_period_first=&previous_periods=&select_columns=&show_rows=&to_date=...

Activity 1: Profit and Loss Account

HealthHub Medical Clinic
Profit and Loss
Basis: Accrual
From 01/04/2023 To 30/04/2023

ACCOUNT	TOTAL
Operating Income	
Sales	6,00,000.00
Total for Operating Income	6,00,000.00
Cost of Goods Sold	
Cost of Goods Sold	5,00,000.00
Total for Cost of Goods Sold	5,00,000.00
	Gross Profit
	1,00,000.00
Operating Expense	
Other Expenses	5,000.00
Rent Expense	1,00,000.00
Salaries and Employee Wages	1,00,000.00
Total for Operating Expense	2,05,000.00
	Operating Profit
	-1,05,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
	Net Profit/Loss
	-1,05,000.00

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 'HealthHub Medical Clinic'. The report is dated 'As of 05/08/2023' and is based on the 'Accrual' basis. It includes sections for Assets (Current Assets like Cash and Bank), Liabilities & Equities, and a note about Input Tax Credits. The total assets amount to 1,03,000.00.

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
ICICI Bank 001	8,000.00
Total for Bank	8,000.00
Other current assets	
Input Tax Credits	0.00
Input CGST	45,000.00
Input SGST	45,000.00
Total for Input Tax Credits	90,000.00
Total for Other current assets	90,000.00
Total for Current Assets	1,03,000.00
Total for Assets	1,03,000.00
Liabilities & Equities	

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 details outward supplies liable to reverse charge, showing categories like Outward taxable supplies (other than zero rated, nil rated and exempted), Inward supplies (liable to reverse charge), and Non-GST outward supplies. The total value is ₹6,00,000.00.

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)	₹6,00,000.00	₹0.00	₹54,000.00	₹54,000.00	₹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	₹6,00,000.00	₹0.00	₹54,000.00	₹54,000.00	₹0.00

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

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	IGST AMOUNT	CGST AMOUNT	SGST AMOUNT	CESS AMOUNT
10/04/2023	INV-000002	Invoice	₹1,00,000.00	₹0.00	₹9,000.00	₹9,000.00	₹0.00
20/04/2023	INV-000001	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.

01/04/2023 - OWNERS CONTRIBUTION 1		DEBIT	CREDIT
ICICI Bank 001		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 - BILL 01 (MEGA PHARMACEUTICALS PVT LTD)		DEBIT	CREDIT
Cost of Goods Sold		2,00,000.00	0.00
Input CGST		18,000.00	0.00
Input SGST		18,000.00	0.00
Accounts Payable		0.00	2,36,000.00
		2,36,000.00	2,36,000.00

Activity 5: Accounts Receivable Aging Details

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

The screenshot shows a software interface for managing medical clinic data. At the top, there's a search bar labeled "Search in Customers (/)". To the right of the search bar are buttons for "Trial expires in 13 days.", "Subscribe", and user account settings. The main title of the report is "HealthHub Medical Clinic AR Aging Summary By Invoice Due Date As of 30/04/2023". Below the title, there's a table header with columns: CUSTOMER NAME, CURRENT, 1-15 DAYS, 16-30 DAYS, 31-45 DAYS, > 45 DAYS, TOTAL, and TOTAL (FCY). A message "No data to display" is centered in the table area. On the far left, there's a vertical sidebar with various icons representing different clinic functions.

Activity 6: Accounts Payable Aging Details

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

This screenshot shows the same software interface as the previous one, but for Accounts Payable aging. The title is "HealthHub Medical Clinic AP Aging Summary By Bill Due Date As of 24/04/2023". The table header includes columns for VENDOR NAME, CURRENT, 1-15 DAYS, 16-30 DAYS, 31-45 DAYS, > 45 DAYS, TOTAL, and FCY. The data table lists three vendors: Medline Industries Pvt Ltd, Mega Pharmaceuticals Pvt Ltd, and Spectrum Radiography Supplies, all showing a current balance of ₹2,36,000.00. A total row at the bottom shows a total payable amount of ₹5,72,000.00. The interface is identical to the AR aging report, with a search bar, trial information, and a sidebar of icons.

