

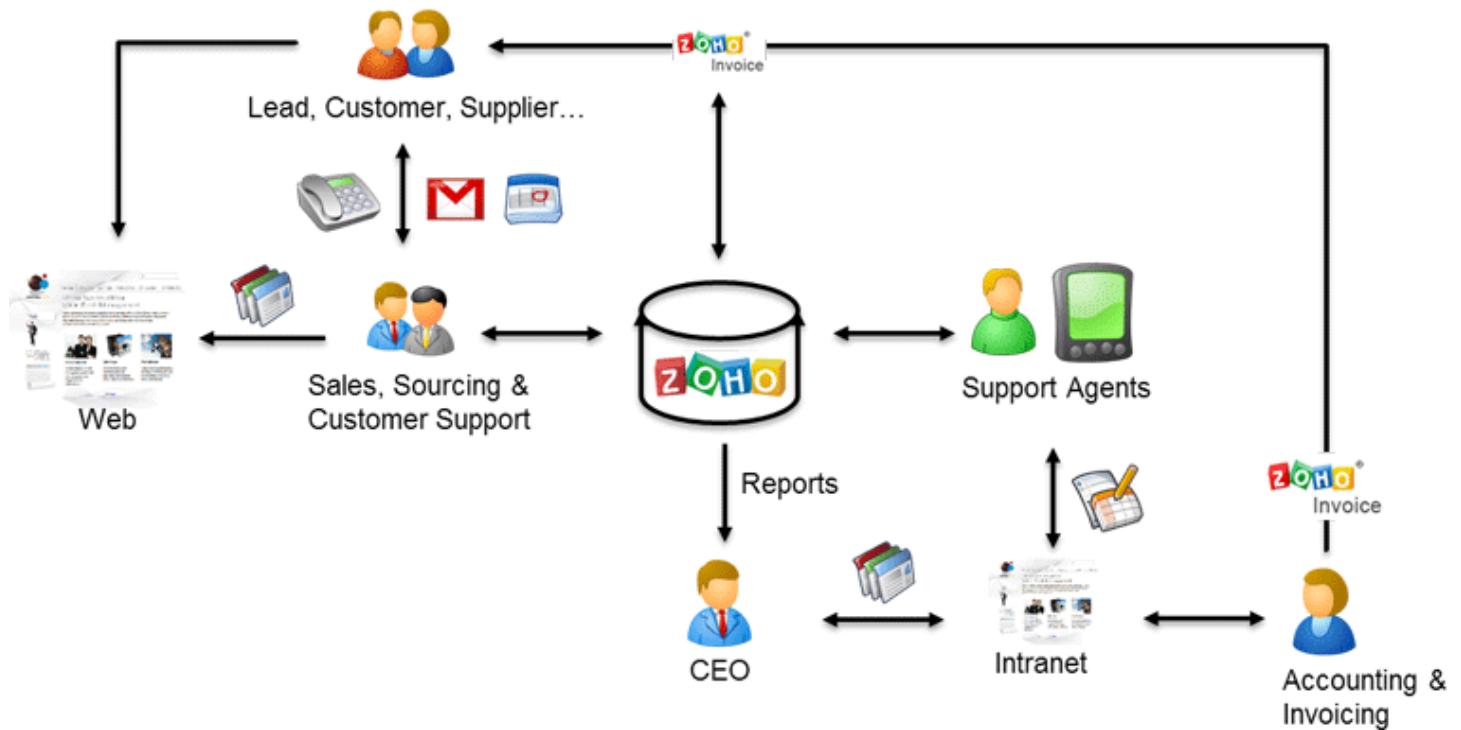


Preparation and Maintenance of
Zoho Books of accounts for

Dream Homes Realty
(Construction and Contracting- Industry)

Preparation and Maintenance of ZOHO Books for Dream Homes Realty

Dream Homes Realty, a construction company, uses Zoho Books to track project expenses, manage subcontractor payments, and handle invoicing. They can generate estimates and invoices for clients, track job costing, and monitor the profitability of each project. Zoho Books provides them with financial insights to make informed decisions.



Project Flow:

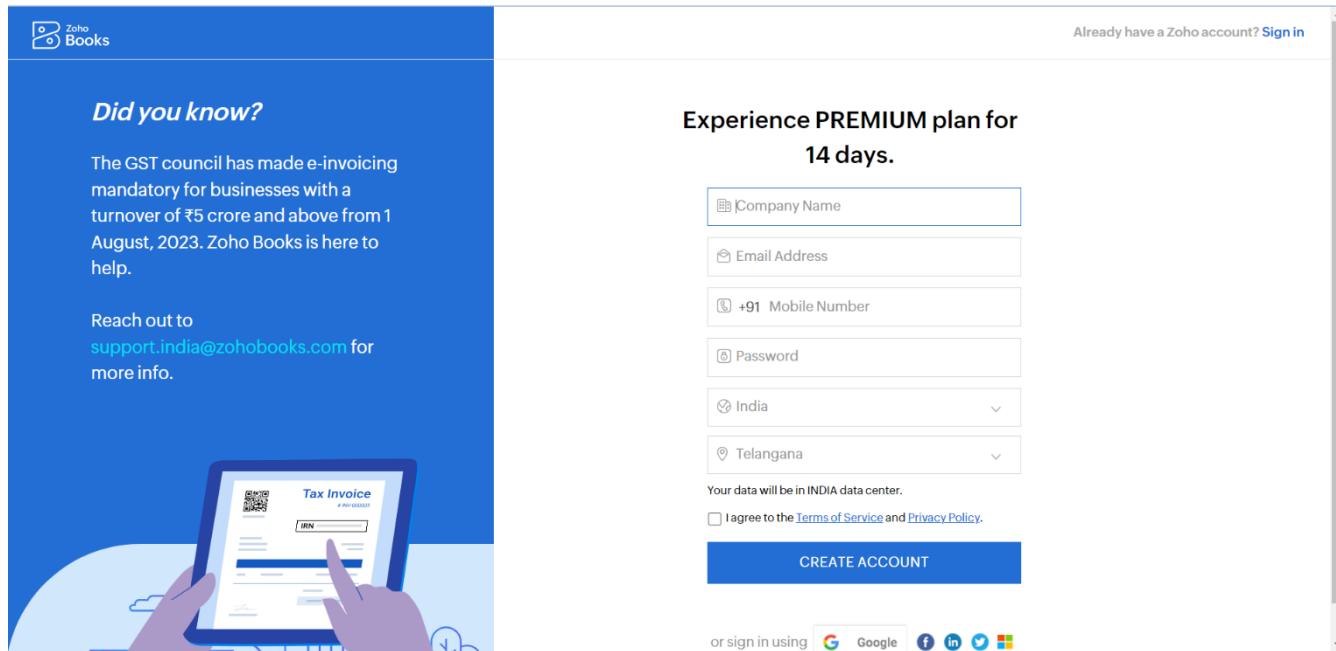
To accomplish this, we have to complete all the activities listed below,

- Set up your account
 - Sign up for a Zoho Books account and log in
 - Introduction
 - Lets Get Started
- Services
 - Creation
 - Review
- Vendors
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 - Review Vendors list and details
- Purchases
 - Purchase order Creation (PO)
 - PO to Bill Conversion
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 - Adding Bank Account
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- Journal Entries
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 - Recording Bank Transactions
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 - Balance Sheet
 - Profit and Loss
 - GSTR-3B
 - TDS Reports
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 - 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

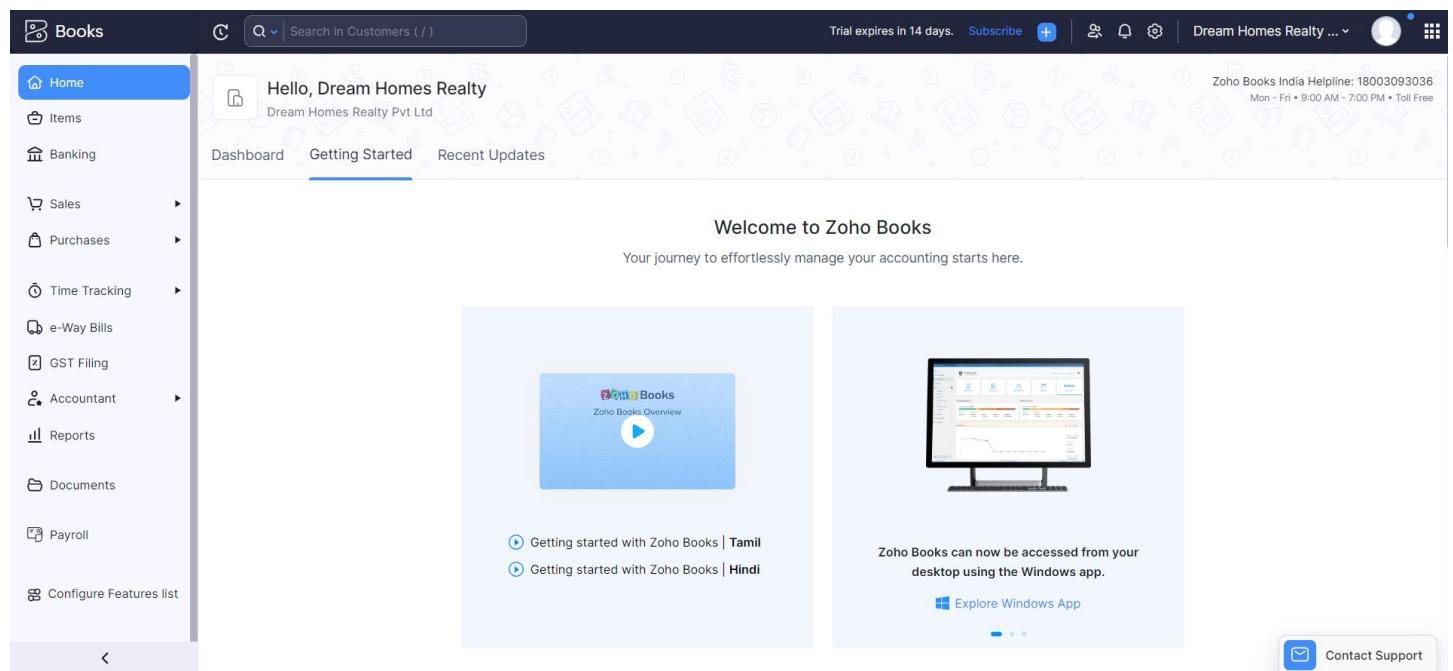
This screenshot shows the 'Set up your organization profile and start accounting with Zoho Books' page. It features fields for 'Organization Name*' (Zylker), 'Business Location*' (India, Maharashtra), 'State/Union Territory*' (Maharashtra), 'Add Organization Address', 'Regional Settings' (Time Zone: (GMT 5:30) India Standard Time (Asia/Calcutta)), 'Currency' (INR - Indian Rupee), 'Language' (English), and a checked checkbox for 'My business is registered for GST.' There's also a note about changing preferences later and a prominent 'Get started' button.

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 interface for the user 'Dream Homes Realty'. The left sidebar contains a navigation menu with options like Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main dashboard features a 'Hello, Dream Homes Realty' greeting and a 'Dream Homes Realty Pvt Ltd' logo. It includes links for Dashboard, Getting Started, and Recent Updates. A central banner says 'Welcome to Zoho Books' and 'Your journey to effortlessly manage your accounting starts here.' It features two cards: one for 'Getting started with Zoho Books | Tamil' and another for 'Getting started with Zoho Books | Hindi'. Another card promotes the Windows app with a link to 'Explore Windows App'. The top right corner shows trial information ('Trial expires in 14 days'), a 'Subscribe' button, and various system icons. The bottom right corner has a 'Contact Support' button.

Activity 3: Lets get started

Lets Assume Dream Homes Realty is offering below services:

1. Real Estate Development - Selling Price Rs. 5,000/- per sft.

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

It requires below Purchase items for the supply of above services:

1. Bricks (Cost price is Rs.10/- per brick)
2. Cement (CP is Rs.500/- per Bag)
3. Iron & Steel (CP is Rs.100/- per Kg)
4. Sand (CP Rs.10,000/- per one Load)

Milestone 2: Service Creation:

Activity 1: Creation

To Create the above both sale products/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. sft)
- HSN/SAC Code of the Item (Search from the Search option using respective Item name)
- Selling Price for Sale Products
- Tax Rate for Sale Products

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

The screenshot shows the Zoho Books software interface. The left sidebar has a navigation menu with links for Home, Items (which is currently selected and highlighted in blue), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main content area is titled "All Items" and contains a table with columns for NAME, DESCRIPTION, RATE, HSN/SAC, and USAGE UNIT. A note at the bottom of the table says "Goods and Services, if they have a price tag, put them here." At the bottom of the screen, there is a promotional banner for "Zoho Inventory" which describes it as an advanced inventory management software that works seamlessly with Zoho Books. It highlights features like tracking items based on serial numbers and batches, selling items across sales channels, and transferring items across warehouses. There are "Learn More" and "X" buttons on the banner.

Books

Trial expires in 14 days. [Subscribe](#) [+ Add](#) [User](#) [Help](#) [Dream Homes Realty ...](#)

New Item

Type <small>(?)</small>	<input type="radio"/> Goods <input checked="" type="radio"/> Service
Name*	Real Estate Development
Unit <small>(?)</small>	ft <small>x v</small>
SAC	9972 <small>Q</small>
Tax Preference*	Taxable
<input checked="" type="checkbox"/> Sales Information <input type="checkbox"/> Purchase Information	
Selling Price*	INR 5000
Cost Price	INR
Account*	Sales
Account	Cost of Goods Sold
Description	Description
Preferred Vendor	
Save Cancel	

Activity 2: Review of Items after Addition

Books

Trial expires in 14 days. [Subscribe](#) [+ New](#) [...](#) [?](#)

Active Items

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	<input type="text"/>
<input type="checkbox"/>	Sand		₹0.00		Tonne	
<input type="checkbox"/>	Iron & Steel		0		kg	
<input type="checkbox"/>	Cement		0		pcs	
<input type="checkbox"/>	Bricks		0		pcs	
<input type="checkbox"/>	Real Estate Development	Service	₹5,000.00	9972	ft	

Milestone 3: Vendors

Activity 1: Vendors Creation

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

1. Juniper Traders (GST registered)
2. Iyyer Iron and Steel Traders (GST registered)
3. Bhavya Cement Traders (GST Registered)

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 Zoho Books navigation panel on the left. The 'Vendors' option under 'Purchases' is highlighted with a blue background. The main area is titled 'All Vendors' with a sub-header 'Business is no fun without people.' It includes a 'CREATE NEW VENDOR' button and instructions for importing vendors from a file or using a CSV file.

The screenshot shows the 'New Vendor' creation form. The 'Vendors' option under 'Purchases' is selected in the navigation panel. The form fields include:
Primary Contact: Salutation (dropdown), Bhavya Cement, Last Name.
Company Name: Bhavya Cement Traders.
Vendor Display Name*: Bhavya Cement Traders (dropdown).
Vendor Email: (empty field).
Vendor Phone: Work Phone, Mobile.
Other Details tab: GST Treatment* (dropdown), GSTIN / UIN* (input field: 33AAAAA0000A15Z), PAN (input field: AAAAAA0000A), Source Of Supply* (dropdown).
Buttons at the bottom: Save, Cancel.

Activity 2: Review of Vendors List

After Creating the Vendors check and review all the details:

The screenshot shows the Zoho Books interface for managing vendors. On the left sidebar, under the 'Vendors' section, 'Juniper Traders' is selected. The main content area displays the vendor's details:

- Overview:** Shows Juniper Traders with a balance of ₹0.00.
- 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: 33AAAAA0000A1Z; PAN: AAAAAA0000A.
- What's Next for Your Vendor?**: A callout box with a circular arrow icon. It says: "Your vendor has been added. Create a purchase order or record a bill for the items you buy from your vendor." It includes 'New Purchase Order' and 'New Bill' buttons.
- Payables:** A table showing outstanding payables and unused credits for INR- Indian Rupee.
- Expenses:** A chart showing expenses over the last 6 months.

The screenshot shows the Zoho Books interface displaying a list of active vendors. On the left sidebar, under the 'Vendors' section, 'Active Vendors' is selected. The main content area lists three vendors:

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
Bhavya Cement Traders	Bhavya Cement Traders			Tamil Nadu	₹0.00	₹0.00
Iyyer Iron and Steel Traders	Iyyer Iron and Steel Traders			Tamil Nadu	₹0.00	₹0.00
Juniper Traders	Juniper Traders			Tamil Nadu	₹0.00	₹0.00

Milestone 4: Purchases

Activity 1: Purchase Order Creation

Next Dream Homes Realty has raised below purchase orders from the vendors:

1. 05-04-2023 Juniper Traders- Bricks- Qty 20,000 @ Rs.10/- 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>Click on Save Draft

The screenshot shows the Zoho Books interface for creating a new purchase order. The left sidebar navigation is visible, with 'Purchases' selected under the main menu. The main area is titled 'New Purchase Order'.

Vendor Name*: Juniper Traders

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 (selected) - sairampulugan, Tamil Nadu, India, Change destination to deliver

ITEM DETAILS table:

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Bricks	Materials	200000 pcs	10	GST18 [18%]	20,00,000.00
Add a description to your item					
goods HSN Code: Update					
Type or click to select an item.	Select Account	1.00	0.00	GST18 [18%]	0.00

Sub Total: 20,00,000.00
Total Quantity: 200000

Discount: 0 %

CGST9 [9%]: 1,80,000.00
SGST9 [9%]: 1,80,000.00

Total Tax Amount: 360000.00 INR

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

Activity 2: Purchase Order to Purchase Bills Conversion

After Creating the Purchase orders, Mark as issued and the click “Convert to Bill” to convert the same as bill entry by entering the same PO date as Bill date:

The screenshot shows the Zoho Books interface. On the left sidebar, under the 'Purchases' category, 'Purchase Orders' is selected. In the main area, a purchase order for Juniper Traders is listed with the amount ₹23,60,000.00 and the status 'ISSUED'. At the top right of the PO card, there is a 'Convert to Bill' button. Below the PO, a box titled 'Complete Your Purchase' provides instructions to create bills and receives. To the right, a large preview of the 'PURCHASE ORDER' document is shown, which includes the vendor's name, address, and a blue 'Issued' ribbon.

This screenshot shows the Zoho Books interface after conversion. The left sidebar now lists 'Bills' under the 'Purchases' category. A purchase bill for Juniper Traders is shown with the amount ₹23,60,000.00 and the status 'OPEN'. A message 'The bill has been created.' is displayed above the bill card. Below the bill, a 'Record Payment' button is visible. To the right, a 'Purchase Orders' section shows one item. A large preview of the 'BILL' document is shown, which includes the vendor's name, address, and a blue 'Open' ribbon.

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 Dream Homes Realty purchased directly from the below Suppliers:

1. 05-04-2023 Iyyer Iron and Steel Traders- Iron and Steel – Qty 10,000 kgs GST @ 18%
2. 05-04-2023 Bhavya Cement Traders- Cement- Qty 500 Bags GST @ 18%

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

The screenshot shows the Zoho Books software interface for creating a new bill. The left sidebar has a navigation menu with links for Home, Items, Banking, Sales, Purchases, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, and e-Way Bills. The main area is titled "New Bill" and contains fields for Vendor Name (Iyyer Iron and Steel Traders), GST Treatment (Registered Business - Regular), GSTIN, Source Of Supply (TN - Tamil Nadu), Destination Of Supply (TN - Tamil Nadu), Bill# (02), Order Number, Bill Date (05/04/2023), Due Date (05/04/2023), Payment Terms (Due on Receipt), and Customer Details (Select Customer). The item details section lists "Iron & Steel" with a quantity of 10000 kg at a rate of 100, with taxes GST18 [18%] and CGST9 [9%], and SGST9 [9%]. The total tax amount is 180000.00 INR. At the bottom are buttons for Save as Draft, Save as Open, and Cancel.

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.

DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUEDATE	AMOUNT	BALANCE DUE
05/04/2023	03		Bhavya Cement Traders	OPEN	05/08/2023	₹2,95,000.00	₹2,95,000.00
05/04/2023	02		Iyyer Iron and Steel Traders	OPEN	05/08/2023	₹11,80,000.00	₹11,80,000.00
05/04/2023	01	PO-00001	Juniper Traders	OPEN	05/08/2023	₹23,60,000.00	₹23,60,000.00

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).

- 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 interface in Zoho Inventory. The left sidebar navigation includes Home, Items, Banking, Sales (selected), Customers (selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Purchases, Time Tracking, and e-Way Bills. The main form is titled 'New Customer' and contains the following fields:
Customer Type: Business (radio button selected).
Primary Contact: Salutation dropdown (empty), TechWise Solution (text input), Last Name (text input).
Company Name: TechWise Solutions Pvt Ltd (text input).
Customer Display Name*: TechWise Solutions Pvt Ltd (dropdown).
Customer Email: (text input).
Customer Phone: Work Phone (text input), Mobile (text input).
Below this, the 'Other Details' tab is selected, showing:
GST Treatment*: Registered Business - Regular (dropdown).
GSTIN / UIN*: 33AAAAA0000A15Z (text input), Get Taxpayer details (link).
Business Legal Name: (text input).
Business Trade Name: (text input).
PAN: AAAAA0000A (text input).
Place Of Supply*: [TN] - Tamil Nadu (dropdown).
Tax Preference*: Taxable (radio button selected).
Currency: INR- Indian Rupee (dropdown).
Opening Balance: INR (text input).
Payment Terms: Due on Receipt (dropdown).
Enable Portal? (checkbox): Allow portal access for this customer (unchecked).
Portal Language: English (dropdown).
At the bottom are Save and Cancel buttons.

Activity 2: Review the Customers List

The screenshot shows the Zoho Books software interface. On the left, there's a sidebar with navigation links for Home, Items, Banking, Sales (Customers selected), Purchases, Time Tracking, and e-Way Bills. The main area displays the customer details for "DigitalEdge Technologies Pvt Ltd". The "Overview" tab is active, showing the company name, address, and other details. A "What's Next for Your Customer?" section suggests creating a quote or invoice. Below this, there's a receivables table and an income chart. Another customer, "Techwise Solutions Pvt Ltd", is listed in the sidebar.

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
DigitalEdge Technologies Pvt Ltd	DigitalEdge Technologies Pvt Ltd			Tamil Nadu	₹0.00	₹0.00
Techwise Solutions Pvt Ltd	Techwise Solutions Pvt Ltd			Tamil Nadu	₹0.00	₹0.00

This screenshot shows the "Active Customers" list in Zoho Books. The sidebar is identical to the previous one. The main area lists two active customers: "DigitalEdge Technologies Pvt Ltd" and "Techwise Solutions Pvt Ltd". Each entry includes checkboxes for selecting the customer, their names, company names, and place of supply.

NAME	COMPANY NAME	PLACE OF SUPPLY
DigitalEdge Technologies Pvt Ltd	DigitalEdge Technologies Pvt Ltd	Tamil Nadu
Techwise Solutions Pvt Ltd	Techwise Solutions Pvt Ltd	Tamil Nadu

Milestone 6: Sales

Activity 1: Sales Order Creation

Dream Homes Realty received below Sales Order from the mentioned Customer:

1. 10/04/2023 DigitalEdge Technologies PVT Ltd – Real Estate Development of 10,000 sft - paid through bank on 15/04/2023

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

The screenshot shows the Zoho Books interface for creating a new sales order. The left sidebar is the navigation menu with options like Home, Items, Banking, Sales (Customers, Quotes, Sales Orders), Purchases, Time Tracking, and e-Way Bills. The main area is titled 'New Sales Order'.

Customer Information:

- Customer Name*: DigitalEdge Technologies Pvt Ltd
- BILLING ADDRESS: Add new address
- SHIPPING ADDRESS: Add new address
- GST Treatment: Registered Business - Regular
- GSTIN: 33AAAAA0000A15Z

Sales Order Details:

- Place Of Supply*: [TN] - Tamil Nadu
- Sales Order#: SO-00001
- Reference#:
- Sales Order Date*: 05/04/2023
- Expected Shipment: 05/04/2023

Line Item Details:

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Real Estate Development	10000 ft	5000	GST18 [18%]	5,00,00,000.00
Service			Recent Transactions	
SERVICE SAC: 9972				
Type or click to select an item.	1.00	0.00	GST18 [18%]	0.00

Total Summary:

Sub Total	5,00,00,000.00	
Discount	0 %	0.00
CGST9 [9%]	45,00,000.00	
SGST9 [9%]	45,00,000.00	
Adjustment	0.00	
Total (₹)	5,90,00,000.00	

Customer Notes:

Enter any notes to be displayed in your transaction

Buttons:

- Save as Draft
- Save and Send
- Cancel

Footer:

Total Amount: ₹ 5,90,00,000.00
Total Quantity: 10000

Activity 2: Sales Order to Sale Invoice Conversion

After creation of the Sales order mark the order as completed and convert to invoice to convert it automatically in to Invoice:

The screenshot shows the Zoho Books interface. On the left, the navigation panel is open with the 'Sales Orders' option selected. In the center, a Sales Order for 'DigitalEdge Technologies Pvt...' (SO-00001) is displayed with a status of 'CONFIRMED'. A modal window titled 'Fulfill the Sales Order' is open, containing a message: 'You can create packages, shipments or invoices (in any sequence) to complete this sales order.' Below this, the 'Invoice Status' is shown as 'NOT INVOICED'. To the right, a preview of the generated 'SALES ORDER' document is visible, featuring the company details 'Dream Homes Realty Pvt Ltd' and the order information 'Sales Order# SO-00001'. A blue button labeled 'Convert to Invoice' is prominently displayed at the top right of the modal.

Activity 3: Direct Sale Invoices

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

1. 20-04-2023 Techwise Solutions Pvt Ltd- Real estate Development 5000 sft.

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 interface with the 'Invoices' option selected in the navigation panel. A 'New Invoice' form is open, prompting for 'Customer Name*' (Techwise Solutions Pvt Ltd). The 'Place Of Supply*' field is set to '[TN] - Tamil Nadu'. The 'Invoice#' field contains 'INV-000002'. The 'Invoice Date*' field is set to '20/04/2023'. At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. To the right, a summary indicates a 'Total Amount: ₹ 2,95,00,000.00' and 'Total Quantity: 5000'. A note at the bottom of the form states: 'To create transaction dated before 01/07/2017, click here'.

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 software interface. The left sidebar has a navigation menu with options like Home, Items, Banking, Sales (Customers, Quotes, Sales Orders, Delivery Challans), Invoices (Payments Received, Recurring Invoices, Credit Notes), Purchases, Time Tracking, and e-Way Bills. The main area is titled 'All Invoices' and lists two entries:

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUEDATE	AMOUNT	BALANCE DUE
20/04/2023	INV-000002		Techwise Solutions Pvt Ltd	DUE TODAY	02/08/2023	₹2,95,00,000.00	₹2,95,00,000.00
10/04/2023	INV-000001	SO-00001	DigitalEdge Technologies Pvt Ltd	DUE IN 8 DAYS	10/08/2023	₹5,90,00,000.00	₹5,90,00,000.00

Milestone 7: Bank Account

Activity 1: Adding Bank Account

Dream Homes Realty has opened an account in ICICI Bank with A/c no 001. 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 in the Zoho Books interface. The left sidebar has a navigation menu with options like Home, Items, Banking (selected), Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main form has the following fields:

Select Account Type*	<input checked="" type="radio"/> Bank <input type="radio"/> Credit Card
Account Name*	ICICI Bank-001
Account Code	
Currency*	INR
Account Number	000001
Bank Name	ICICI Bank
IFSC	
Description	Max. 500 characters

At the bottom of the form are 'Save' and 'Cancel' buttons. There is also a checkbox labeled 'Make this primary'.

Milestone 8: Accounts & Ledgers

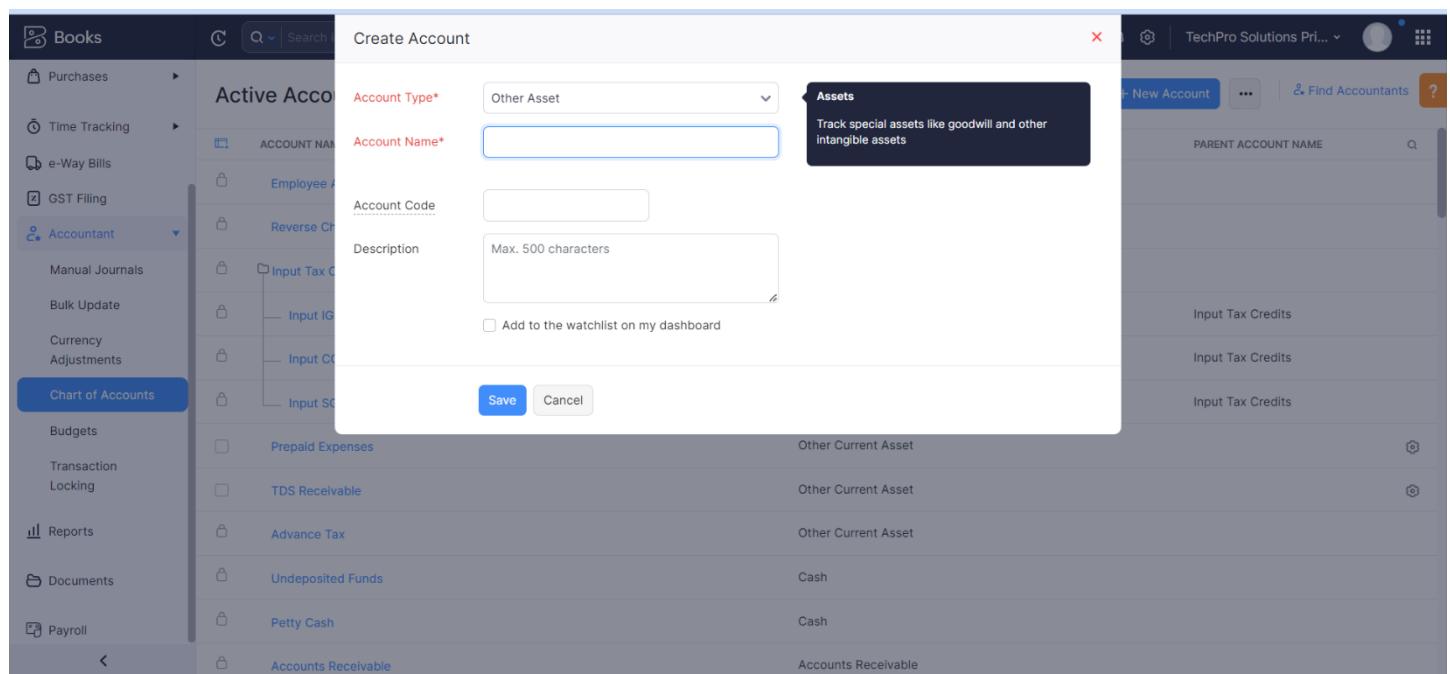
Activity 1: Creation of New Accounts/Ledgers:

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



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.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 (INR)	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

Add another line

Sub Total 25,00,000.00 25,00,000.00

Total (₹) 25,00,000.00 25,00,000.00

Difference 0.00

Attachments

Save **Cancel**

Journals **+ New Journal**

Status: All Journals **All**

Date	Amount	Status
30/04/2023	₹25,00,000.00	PUBLISHED

1

Published

JOURNAL #1

Date: 30/04/2023

Amount: ₹25,00,000.00

Notes: Salary for the Month of April-2023

Contact: 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/- paid in Bank.
2. Labour Cost Rs.500,000/- paid in Bank
3. 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 providing the necessary fields and Save

Edit Expense

Date*	30/04/2023
Expense Account*	Rent Expense
Expense Type*	<input type="radio"/> Goods <input checked="" type="radio"/> Services
SAC	
Amount*	INR <input type="text" value="200000"/>
Paid Through*	Rent Payable
Vendor	<input type="text"/> <input type="button" value="Search"/>
GST Treatment*	Registered Business - Regular
Vendor GSTIN*	33AAAAA0000A15Z
Source Of Supply*	[TN] - Tamil Nadu
Destination Of Supply*	[TN] - Tamil Nadu
Reverse Charge	<input type="checkbox"/> This transaction is applicable for reverse charge

Drag or Drop your Receipts
Maximum file size allowed is 7MB

Upload your Files

All Expenses

DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT
30/04/2023	Labor			ICICI Bank 001		NON-BILLABLE	₹5,00,000.00
30/04/2023	Other Expenses			Petty Cash		NON-BILLABLE	₹5,000.00
30/04/2023	Rent Expense	Rent-001		ICICI Bank 001		NON-BILLABLE	₹2,36,000.00

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		1000000	1000000
10-04-2023	Petty Cash Withdrawl	10000		990000
15-04-2023	Amount received from DigitalEdge Technologies Pvt Ltd		5900000	6890000
25-04-2023	Paid to Bhavya Cements	295000		6595000
25-04-2023	Paid to Iyyer Iron and Steel Traders	1180000		5415000
25-04-2023	Paid to Juniper Traders	2360000		3055000
25-04-2023	Amount received from Techwise Solutions Pvt Ltd		2950000	6005000
30-04-2023	Paid To Labour	500000		5505000
30-04-2023	Rent Paid	236000		5269000
30-04-2023	Salary Paid	2500000		2769000

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

The screenshot shows the Zoho Books interface for managing bank transactions. On the left, there's a sidebar with various icons. The main area displays a message about no transactions and instructions for importing bank statements. A large blue button labeled 'Import Statement' is prominent. On the right, a modal window titled 'Add Transaction' is open, showing a list of transaction types categorized under 'MONEY OUT' (Expense, Vendor Advance, Vendor Payment, Transfer To Another Account, Card Payment, Owner Drawings, Credit Note Refund, Payment Refund) and 'MONEY IN' (Customer Advance). The 'Expense' option is currently selected.

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:

The screenshot shows the Zoho Books interface for managing bank statements. On the left, there's a sidebar with various icons. The main area displays a table of transactions for 'ICICI Bank 001'. A summary at the top says 'Amount in Zoho Books ₹-7,36,000.00'. The table has columns for Date, Reference#, Type, Status, Deposits, Withdrawals, and Running Balance. Two entries are visible: one for Labor (Manually Added) and one for Rent Expense (Manually Added). On the right, a modal window titled 'Customer Payment' is open. It contains fields for Customer (DigitalEdge Technologies Pvt Ltd), Amount Received (INR 5900000), Date (15/04/2023), Payment # (2), Reference# (Rent-001), Received Via (Bank Transfer), Description (Max. 500 characters), and Retained Tax? (unchecked). At the bottom, there are buttons for 'Clear Applied Amount', 'Invoice Details', 'Payment(INR)', and a note 'INV-000003 5900000.00'.

For Vendor Payment:

This screenshot shows the same Zoho Books interface as above, but with a different transaction type. The table on the left shows a balance of ₹51,64,000.00. The transaction table includes an entry for 'Customer Payment' on 15/04/2023, with details: Customer: DigitalEdge Technologies Pvt Ltd, Amount: ₹59,00,000.00. On the right, a modal window titled 'Vendor Payment' is open. It contains fields for Vendor (Bhavya Cement Traders), Payment # (1), Amount (INR 2950000), Date (25/04/2023), Reference# (), Paid Via (Bank Transfer), Description (Max. 500 characters), and Retained Tax? (unchecked). At the bottom, there are buttons for 'Clear Applied Amount', 'Bill Details', 'Payment(INR)', and a note '03 Due ₹2,95,000.00 05/04/2023 Pay in Full'.

For Salary Payment pass the journal entry:

The screenshot shows the 'New Journal' page in Zoho Books. The left sidebar has a navigation menu with 'Books' selected. Under 'Manual Journals', 'Journal#*' is set to 2, 'Reference#' is empty, 'Notes*' contains 'Salary Paid for April-2023', 'Journal Type' is 'Cash based journal', and 'Currency' is 'INR- Indian Rupee'. The main area displays a table with two rows: one for 'Salary Payable' debited to 'Select Contact' for 25,00,000.00 and another for 'ICICI Bank 001' credited from 'Select Contact' for 25,00,000.00. A summary row at the bottom shows a subtotal of 25,00,000.00 and totals of 25,00,000.00 for both Debits and Credits. 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

The screenshot shows the 'Reports' section in Zoho Books. The left sidebar has a navigation menu with 'Reports' selected. Under 'General Reports', there are several options: 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, Payments Received, Recurring Invoices, and Payables. Each option has a small icon next to it. On the right side, there are sections for Sales, Receivables, and Payables, each listing various reports with small icons. A search bar at the top says 'Search reports' and a link 'Configure Report Layout' is at the top right. A URL at the bottom provides the specific API endpoint for generating a Profit and Loss report.

Activity 1: Profit and Loss Account

Schedule Report Export As X

Dream Homes Realty Pvt Ltd
Profit and Loss
Basis: Accrual
From 01/04/2023 To 30/04/2023

+ Add Temporary Note

ACCOUNT	TOTAL
Operating Income	
Sales	75,00,000.00
Total for Operating Income	75,00,000.00
Cost of Goods Sold	
Labor	5,00,000.00
Materials	32,50,000.00
Total for Cost of Goods Sold	37,50,000.00
Gross Profit	37,50,000.00
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	10,45,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	10,45,000.00

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

Dream Homes Realty Pvt Ltd
Balance Sheet
Basis: Accrual
As of 30/04/2023

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
ICICI Bank 001	27,69,000.00
Total for Bank	27,69,000.00
Other current assets	
Input Tax Credits	0.00
Input CGST	3,10,500.00
Input SGST	3,10,500.00

Activity 3: 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

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)	₹75,00,000.00	₹0.00	₹6,75,000.00	₹6,75,000.00	₹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	₹75,00,000.00	₹0.00	₹6,75,000.00	₹6,75,000.00	₹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	CESS Tax
1	2	3	4	5	6

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-000003	Invoice	₹50,00,000.00	₹0.00	₹4,50,000.00	₹4,50,000.00	₹0.00
20/04/2023	INV-000002	Invoice	₹25,00,000.00	₹0.00	₹2,25,000.00	₹2,25,000.00	₹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		10,00,000.00	0.00
Owner's Equity		0.00	10,00,000.00
		10,00,000.00	10,00,000.00

05/04/2023 - BILL 01 (JUNIPER TRADERS)		DEBIT	CREDIT
Input CGST		1,80,000.00	0.00
Input SGST		1,80,000.00	0.00
Materials		20,00,000.00	0.00
Accounts Payable		0.00	23,60,000.00
		23,60,000.00	23,60,000.00

Activity 5: Accounts Receivable Aging Details

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

The screenshot shows the Zoho Books interface with a sidebar on the left containing various icons for different modules like Customers, Sales, Purchase, etc. The main content area displays a report titled "AR Aging Summary By Invoice Due Date" for "Dream Homes Realty Pvt Ltd" as of "20/04/2023". The report has a header with a search bar, trial information, and a "Customize Report" button. Below the header is a table with the following columns: CUSTOMER NAME, CURRENT, 1-15 DAYS, 16-30 DAYS, 31-45 DAYS, > 45 DAYS, TOTAL, and TOTAL (FCY). There are two entries: "Techwise Solutions Pvt Ltd" with a current balance of ₹29,50,000.00, and a "Total" row with the same amount. A "Add Temporary Note" button is located at the top right of the table.

CUSTOMER NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	TOTAL (FCY)
Techwise Solutions Pvt Ltd	₹29,50,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹29,50,000.00	₹29,50,000.00
Total	₹29,50,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹29,50,000.00	₹29,50,000.00

Activity 6: Accounts Payable Aging Details

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

The screenshot shows the Zoho Books interface with a sidebar on the left containing various icons for different modules like Customers, Sales, Purchase, etc. The main content area displays a report titled "AP Aging Summary By Bill Due Date" for "Dream Homes Realty Pvt Ltd" as of "20/04/2023". The report has a header with a search bar, trial information, and a "Customize Report" button. Below the header is a table with the following columns: VENDOR NAME, CURRENT, 1-15 DAYS, 16-30 DAYS, 31-45 DAYS, > 45 DAYS, TOTAL, and FCY. There are three entries: "Bhavya Cement Traders" with a current balance of ₹2,95,00,000.00, "Ilyer Iron and Steel Traders" with a current balance of ₹11,80,00,000.00, and a "Total" row with a current balance of ₹38,35,00,000.00. A "Add Temporary Note" button is located at the top right of the table.

VENDOR NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	FCY
Bhavya Cement Traders	₹2,95,00,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹2,95,00,000.00	₹2,95,00,000.00
Ilyer Iron and Steel Traders	₹11,80,00,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹11,80,00,000.00	₹11,80,00,000.00
Total	₹38,35,00,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹38,35,00,000.00	₹38,35,00,000.00

