

NAME : S. KAVI SRI

REG NO : C1C25157

CLASS : III - B.com (CA)

SEMESTER : V

GROUP : 10

PREPARATION AND MAINTANENCE  
OF ZOH0 BOOKS FOR KEERTHI  
SWEETS

## Preparation and maintenance of Zoho Books for Keerthi Sweets

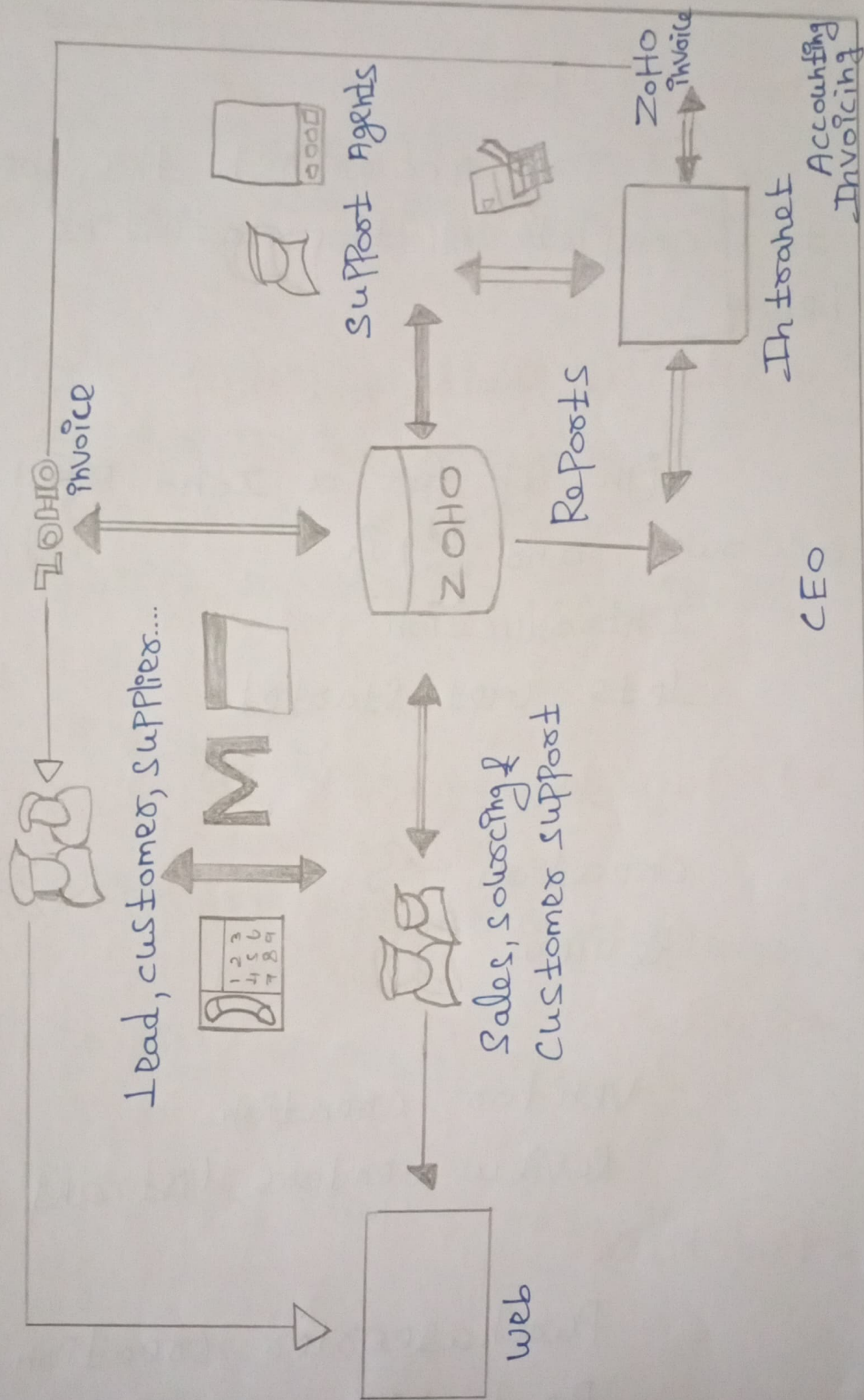
Keerthi Sweets a manufacturer and Trader, of sweets, relies on Zoho Books to manage their inventory, handle of purchase orders, and generate invoice for their customers. They can track stock of levels, manage supplier payments, and generate financial reports. Zoho Books helps them streamline their wholesale operations and optimize inventory management.

Keerthi Sweets is a renowned manufacturer and trader of delectable sweets, catering to both wholesale and retail customers. With a rich heritage spanning several decades, Keerthi Sweets has earned a reputation for its commitment to quality. Authenticity, and customer satisfaction of a wide variety of traditional and



Innovative Sweets, they combine of a traditional recipes with modern to techniques to create flavours that tantalize taste buds.

keerthi sweets, is a Private limited company Also registered of under GST in Tamil Nadu. Keerthi sweets is a manufacture and trader of various sweets in wholesale and retail, It has a wide range of customers (B2B & B2C) All over in the State and it procures raw material from various suppliers in the State. It operates at a gross profit margin of 50%.





## 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 login

Introduction

Let's Get Started

### \* Products & Items

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

## Sale

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 Expense Bills

## Bank Transactions

Recording Bank Transactions

## Financial Reports

Balance Sheet

Profit and Loss

GSTR - 3B

Journal Reports

Accounts Payables



# milestone 1: Set up your Account

## Activity 1:

Sign up for a Zoho Books account and login.

### To sign up for Zoho Books:

Click on the above link, it will navigate to Zoho books portal as a 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 for Email Address and click the link received in your email for verification.

Enter your organisation details in the Page your redirected and click Get started.


## Activity 2 :

### Introduction

Before we get into the specifics,

1. The Navigation Panel on the left-hand side lists all the modules of Zoho Books.

2. Get into the Sale tab and Purchases tab to manage quotes, Invoices, Bills, Expenses, and more.

3. The quick create button  by the respective modules is the shortcut to create new transactions.

4. The quick create option can be used to create a transaction on the fly from anywhere in Zoho Books.

5. Clicking on the Recent Activities option will display a list of most recent transaction you have carried out in your organization.

6. Use the search bar to quickly find a specific transaction, contact item or more.

7. Click on the Settings icon to manage your organization, profile, users, subscription more.



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 - India Rupee ✓

Language

English ✓

My business is registered for GST

XXXXXXXXXXXX

GST started

## Milestone 2: Products/Items

### Activity: 1

#### Creation:

To create the above both Sale Products and Purchase Items in Books go to "Items" from the Navigation Panel and click on "+ New" Button and give the respective fields.

Item Name

Units (eg. kg)

HSN code of the item

Selling Price for sale products

Cost Price for purchase products

Tax Rate for sale products.

Books	Search in Item (/)	Total expires days +
Home	New Item	
Items +	Type (?) <input type="radio"/> Goods <input type="radio"/> Service	
Banking	Name* <input type="text"/>	
Sale ▶	Unit <input type="text" value="V"/>	
Purchase ▶	HSN code <input type="text" value="Q"/>	
Time ▶	Tax Preference* <input type="text" value="V"/>	
e-way Bills	<input checked="" type="checkbox"/> Sales Information	
GST filling	Selling Price* <input type="text" value="INR"/>	
Accountant	Account* <input type="text" value="V"/>	
Reports	Description <input type="text"/>	
Document	<input type="button" value="Save"/> <input type="button" value="cancel"/>	
Payroll		
configure		
feature list		



### Activity 3:

#### Let's get started

Let's us Assume Keerthi Sweets has 5 sale Products which are specified below with their selling Price excluding GST:



















1. Kaju Barfi RS. 1000/- Per kg
2. Gulab Jamun RS. 500/- Per kg
3. Jaggery RS. 800/- Per kg
4. Athirasam RS. 1200/- Per kg
5. Mysore Pak RS. 1000/- Per kg

To make the above products it requires the below items - raw material ingredients:

1. Sugar RS. 50 Per kg
2. Flour RS. 40 Per kg
3. Ghee and oil RS. 150 Per kg
4. Dry fruits RS. 600 Per kg
5. Flavours and spices RS. 500 Per kg

## Activity 2:

### Review of Items after Addition

	 Qv search in items (1)	   
 Home	All Items v	+New ... ?
 Items +	NAME	DESCRIPTION Rate
 Bake	Kaju Barfi	Sweets ₹1,000.00kg
 Purchases	Gulab Jamun	Sweets ₹500.00kg
 Time	Jahgoi	sweets ₹800.00kg
 e-way Bills	A thirasam	sweets ₹1200.00kg
 GST filling	mysore Pak	Sweets ₹1,000.00kg
 Accountant	flour	0kg
 Reports	sugar	0kg
 Documents	Ghee and oil	0kg
 Payroll	flavourings and spices	0kg
 configure features	dry fruits.	0kg
<		



## milestone 3:

### vendors creation

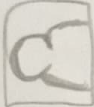
The following are the list of vendors from which the raw materials are purchased.

- 1) Lyyanger Sugar Traders (GST registered)
- 2) Raj Essence suppliers (Non GST)
- 3) quality ~~sweets~~ Ingredients (GST) registered
- 4) Sweet Treats Raw materials (GST registered)
- 5) quality delights suppliers (Non GST)

Books	Q search in vendors() Agarwal sweets & more
Home	Primary contact <input type="text"/> Salutation v <input type="text"/> ?
Items	<input type="text"/>
Banking	Company name <input type="text"/>
Sale	Vendor Display Name* <input type="text"/>
Purchases	Vendor Email <input type="text"/>
Vendors +	Vendor Phone work Phone mobile
Expenses	GST Treatment* <input type="text"/>
Recurring Expenses	PAN <input type="text"/>
Purchase orders	Currency <input type="text"/> INR-Indian Rupee
Bills	Opening Balance <input type="text"/> INR
Time Tracking ▶	<input type="text"/> Save <input type="text"/> cancel
E-way Bills	
GST filling	
<	

# Activity 2: Review of vendors List

After creating the vendors check and review all the details

Books	Q/S Search in vendors (✓)	Subscribe [F] [A] [G] Agrowal Sweets...	Statement what's next for your vendors?
Home items	Active vend..v + ...	14yanger Sugars Traders	New Purchase order
Banking	<input type="checkbox"/> Quality Delights Suppliers ₹0.00	 14yanger Sugars Traders Edit invite delete	New Bill:
Sale	<input type="checkbox"/> Sweet Treats Raw materials ₹0.00	Address	Payment due
Purchases	<input type="checkbox"/> Quality Sweets Ingredients ₹0.00	Billing Address	Period:
Expenses	<input type="checkbox"/> Raj Essence Suppliers ₹0.00	Other details	Net 30
Receiving Expenses	<input type="checkbox"/> 14yanger Sugars Traders ₹0.00	default currency: INR	Payables:
Purchase order Bill		Payment terms: Net 30	Currency
Payment made vendor credit		GST treatment - Regular	INR - Indian Rupee
Time e-way bills		PAN: AAAA0000A	Outstand Payable
Best filling		GSTIN: 33AAA0000A1Z5	₹0.00
		Source of supply: Tamil Nadu	Unused credits
		Portal status: Disabled	₹0.00
		Tax Information (+) n	Opening Balance: Expenses last 6 months