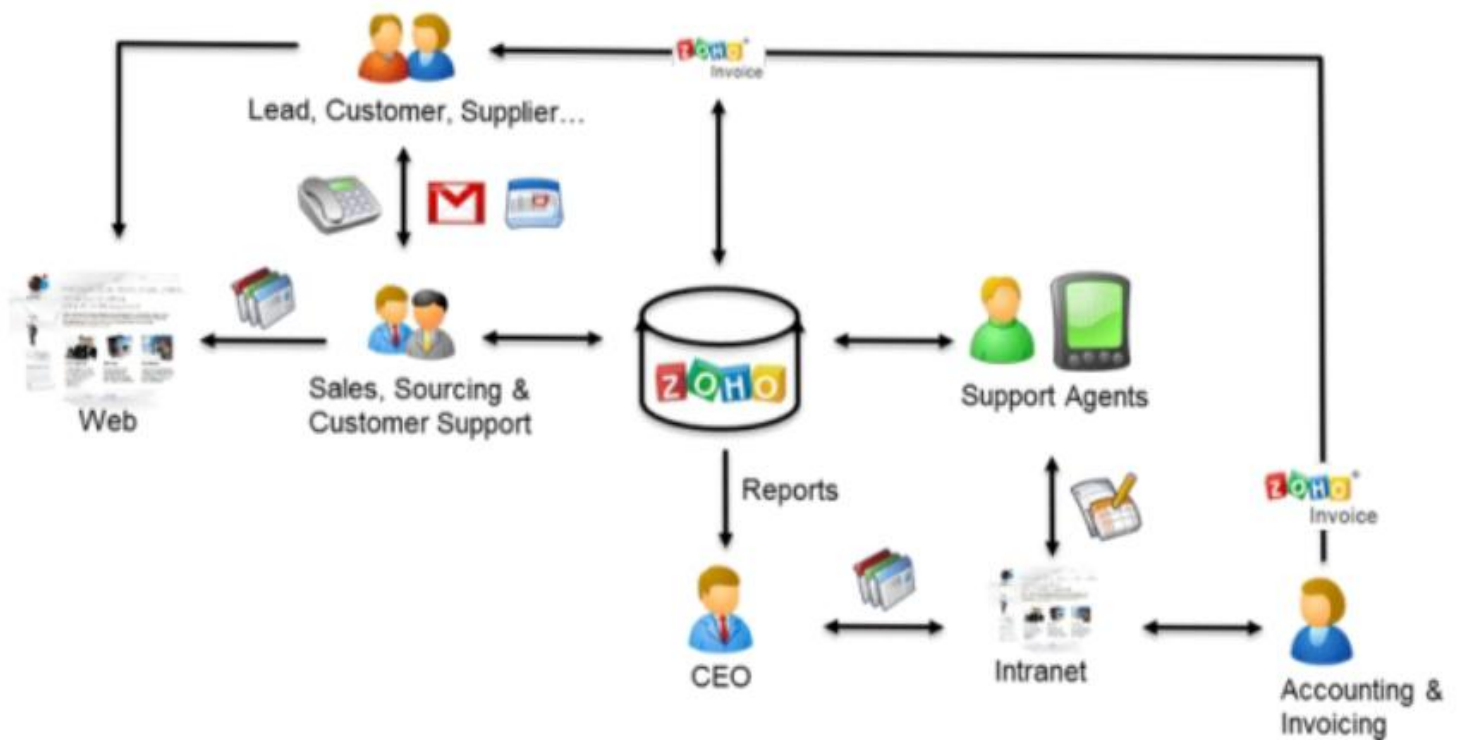




Books

Preparation and Maintenance of ZOHO Books for TravelTrax Tours

TravelTrax Tours, a tour operator, leverages Zoho Books to manage their bookings, track expenses, and handle invoicing for their customers. They can generate professional invoices, reconcile payments, and monitor their financial performance. Zoho Books helps them streamline their financial operations and enhance customer service.





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.

xxxxxxxxxxxxxxxxxx




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

Get started


Books

Search in Items (/)

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

TravelTrax Tours Pvt ...



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e-Way Bills

GST Filing

Accountant

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Payroll

Documents


Payroll


Configure Features list

New Item

Type 
☐ Goods ☒ Service

Name*
Corporate Travel

Unit 
▼

SAC
998555 

Tax Preference*
Taxable ▼

☒ Sales Information

Selling Price*
INR 5000

Account*
Sales ▼

Description
▼

Default Tax Rates
Intra State Tax Rate
GST18 [18%] ▼
Inter State Tax Rate
IGST18 [18%] ▼

☐ Purchase Information

Cost Price
INR ▼

Account
Cost of Goods Sold ▼

Description
▼

Preferred vendor
▼




Save

Cancel


Books


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Configure Features list


 Hello, Bright Ideas Consulting

Bright Ideas Consulting

DashboardGetting StartedRecent Updates


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▶ Getting started with Zoho Books | Hindi



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[Explore Windows App](#)

Contact Support

<https://books.zoho.in/app/600229993758/home>

Books

Search in Vendors (/)

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New Vendor

Primary Contact ⓘ

Salutation

Go Airlines

Last Name

Company Name

Go Airlines Pvt Ltd

Vendor Display Name* ⓘ

Go Airlines Pvt Ltd

Vendor Email ⓘ

Vendor Phone ⓘ

Work Phone

Mobile

Other Details

Address

Contact Persons

Bank Details

Custom Fields

Reporting Tags

Remarks

GST Treatment*

Registered Business - Regular

GSTIN / UIN* ⓘ

33AAAAA0000A15Z

[Get Taxpayer details](#)

PAN ⓘ

AAAAA0000A

Books

Search in Vendors (/)

Trail expires in 14 days. [Subscribe](#)

TravelTraz Tours Pvt ...

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Active Vendors

| NAME | COMPANY NAME | EMAIL | PHONE | SOURCE OF SUPPLY | PAIABLES (BCT) | UNUSED CREDITS (BCT) | GST TREATMENT |
|---|----------------------------------|-------|-------|------------------|----------------|----------------------|-------------------------------|
| <input type="checkbox"/> Travel Retailers and Wholesalers | Travel Retailers and Wholesalers | | | Tamil Nadu | ₹0.00 | ₹0.00 | Unregistered Business |
| <input type="checkbox"/> Dream Resorts & Hotels Pvt Ltd | Dream Resorts & 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 |

Books

Search in Vendors (/)

Trail expires in 14 days. [Subscribe](#)

TravelTraz Tours Pvt ...

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Payments Made

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Active Vend...

☐ Travel Retailers and Wholesalers
₹0.00

☐ Dream Resorts & Hotels Pvt Ltd
₹0.00

☐ Go Airlines Pvt Ltd
₹0.00

Travel Retailers and Wholesalers

Travel Retailers and Wholesalers

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: Unregistered Business

Source Of Supply: Tamil Nadu

Portal Status: Disabled

Portal Language: English

What's Next for Your Vendor?

Your vendor has been added. Create a purchase order or record a bill for the items you buy from your vendor.

New Purchase Order

New Bill

You can request your contact to directly update the GSTN by sending an email. [Send email](#)

Payment due period
Due on Receipt

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](#) [Annual](#)

- Home
- Items
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- Purchases
 - Vendors
 - Expenses
 - Recurring Expenses
 - Purchase Orders**
 - Bills
 - Payments Made
 - Recurring Bills
 - Vendor Credits
- Time Tracking
- e-Way Bills

New Purchase Order

Vendor Name*

Dream Resorts & Hotels Pvt Ltd

Open Purchase Orders

BILLING ADDRESS

SHIPPING ADDRESS

Add new address

Add new address

GST Treatment: Registered Business - Regular

GSTRN: 33AAAAA0000A15Z

Source Of Supply*

[TN] - Tamil Nadu

Destination Of Supply*

[TN] - Tamil Nadu

Deliver To*

Organization Customer

TravelTrax

Tamil Nadu

India

- Home
- Items
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 - Vendors
 - Expenses
 - Recurring Expenses
 - Purchase Orders**
 - Bills
 - Payments Made
 - Recurring Bills
 - Vendor Credits
- Time Tracking
- e-Way Bills

| ITEM DETAILS | ACCOUNT | QUANTITY | RATE | TAX | AMOUNT |
|---------------------------------|--------------------|----------|------|-------------|-------------|
| Accommodation Bookings | Cost of Goods Sold | 200 | 1000 | GST18 (18%) | 2,00,000.00 |
| Add a description to your item | | | | | |
| HSN Code Update | | | | | |
| Add another line | | | | | |

Sub Total

Total Quantity : 200

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

Customer Notes

Will be displayed on purchase order

Save as Draft

Save and Send

Cancel

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

Books

Search in Customers (//)

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

TravelTrax Tours Pvt ...

Home

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Customers

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Sales Orders

Delivery Chitans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

New Customer

Customer Type ☒ Business ☐ Individual

Primary Contact

Selutation

TechWise Solutio

Last Name

Company Name

TechWise Solutions Pvt Ltd

Customer Display Name*

TechWise Solutions Pvt Ltd

Customer Email

Customer Phone

Work Phone

Mobile

Other Details

Address

Contact Persons

Custom Fields

Reporting Tags

Remarks

GST Treatment*

Registered Business - Regular

GSTIN / URP*

33AAAAA0000AT5Z

[Get Taxpayer details](#)

Business Legal Name

PAN

AAAAA0000A

Place Of Supply*

[TN] - Tamil Nadu

Tax Preference*

☒ Taxable ☐ Tax Exempt

Currency

INR - Indian Rupee

Opening Balance

INR

Payment Terms

Due on Receipt

Enable Portal?

☐ Allow portal access for this customer

Portal Language

English

Save

Cancel

Books

Search in Sales Orders (1/1)

Total expires in 14 days. [Subscribe](#)

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Customers

Quotes

Sales Orders

Delivery Chitans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

New Sales Order

Customer Name*

Technise Solutions Pvt Ltd

View Customer Details

BILLING ADDRESS

SHIPPING ADDRESS

DST Treatment: Registered Business - Regular

GSTIN: 33AAAA00004152

Place Of Supply*

TNE - Tamil Nadu

Sales Order#*

SO-00001

Reference#

Sales Order Date*

05/04/2023

To create transaction dated before 01/01/2017, [click here](#)

| ITEM DETAILS | QUANTITY | RATE | TAX | AMOUNT |
|---|----------|------|-------------|-------------|
| <div>Corporate Travel</div> <div>Add a description to your item</div> <div>SAC 999999</div> | 100 | 5000 | GST18 (18%) | 5,90,000.00 |
| Type or click to select an item. | 1.00 | 0.00 | GST18 (18%) | 0.00 |

Add another line

Sub Total

5,90,000.00

Discount

0 %

0.00

CGST9 (9%)

45,000.00

SGST9 (9%)

45,000.00

Adjustment

0.00

Total (₹)

5,90,000.00

Customer Notes

Enter any notes to be displayed in your transaction

Save as Draft

Save and Send

Cancel

Total Amount: ₹ 5,90,000.00

Total Quantity: 100

Books

Home

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Sales

- Customers
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- Delivery Charters
- Invoices
- Payments Received
- Recurring Invoices
- Credit Notes

Purchases

Time Tracking

e-Way Bills

Search in Sales Orders (1/1)

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

TravelTrax Tours Pvt ...

All Sales Orders

SO-00001

TechWise Solutions Pvt Ltd

SO-00001 05/04/2023

₹5,90,000.00

CONFIRMED

Edit

Email

PDF/Print

Convert to Invoice

Create

Attachments

Comments & History

Fulfill the Sales Order

You can create packages, shipments or invoices (in any sequence) to complete this sales order.

Convert

Convert to Invoice

Instant Invoice

Invoice Status - NOT INVOICED

Show

Comments

TravelTrax Tours Pvt Ltd

Taxid Trax

Taxid

GSTIN 33AAAA00000102

www.traxtours.com

SALES ORDER

Sales Order# SO-00001

Bill To

TechWise Solutions Pvt Ltd

GSTIN 33AAAA00000102

Ship To

GSTIN 33AAAA00000102

Order Date

05/04/2023

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- Invoices
- Payments Received
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- Credit Notes

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Search in Sales Orders (1/1)

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

TravelTrax Tours Pvt ...

TechWise Solutions Pvt Ltd

SO-00001 05/04/2023

₹5,90,000.00

CONFIRMED

From sales order SO-00001

INV-000001

Edit

Send

Share

PDF/Print

Record Payment

Attachments

Comments & History

Send the invoice

Invoice has been created. You can email it to your customer or mark it as sent.

Send Invoice

Mark as Sent

Associated sales orders

Tax Invoice

TravelTrax Tours Pvt Ltd

Taxid Trax

Taxid

GSTIN 33AAAA00000102

www.traxtours.com

TAX INVOICE

From

TravelTrax Tours Pvt Ltd

GSTIN 33AAAA00000102

To

TechWise Solutions Pvt Ltd

GSTIN 33AAAA00000102

2

[Add new address](#)

GETN: 13AAAAAGTGGT12

[194] - David Smith

NSPQ-4/2012-1

To create transaction dated before 01/01/2012, [click here](#)

Prepayment Penalties

Cancel

Total Amount: ₹ 1,18,000.00

Total Quantity: 50

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Add Bank or Credit Card

Select Account Type*

☒ Bank ☐ Credit Card

Account Name*

ICICI Bank-001

Account Code

Currency*

INR

Account Number

000001

Bank Name

ICICI Bank

IFSC

Description

Max. 500 characters

☐ Make this primary

Save

Cancel



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Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction

Active Accounts

ACCOUNT NAME

Employee Salary

Reverse Charge

Input Tax Credit

Input Tax Credit

Input Tax Credit

Input Tax Credit

Input Tax Credit

Prepaid Expense

TDS Receivable

Advance Tax

Undeposited Funds

Petty Cash

Bank

Create Account

Account Type*

Other Current Liability

Liability

Any short term liability like

Customer Deposits

Tax Payable

Account Name*

Salary Payable

Make this a sub-account

Account Code

Description

Max. 500 characters

Add to the watchlist on my dashboard

Save

Cancel

TravelTrax Tours Pvt

New Account

Find Accountants

PARENT ACCOUNT NAME

Input Tax Credits

Input Tax Credits

Input Tax Credits

Other Current Asset

Other Current Asset

Cash

Cash

Bank

Sales

Purchases

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Bulk Update

Currency Adjustments

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Transaction Locking

Reports

Documents

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 INFO | 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 |
| 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

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction Locking

Reports

Documents

Journals

+ New Journal

1

Attachments Comments & History

Status: All Journals

Edit PDF/Print Make Recurring

30/04/2023 ₹1,00,000.00 PUBLISHED

JOURNAL

#1

Date: 30/04/2023

Amount: ₹1,00,000.00

Notes

Salary Payable for the month of April-2023

Reference Number:

| 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 |

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Expenses

Recurring Expenses

Purchase Orders

BBs

Payments Made

Recurring BBs

Vendor Credits

Time Tracking

e-Way BBs

Record Expense

Record Mileage

Date*

Expense Account*

Expense Type*

SAC

Amount*

Field Through*

Vendor

GST Treatment*

Vendor GSTIN*

Source Of Supply*

Destination Of Supply*

Reverse Charge

30/04/2023

Item Expense

Goods

Services

INR

100000

ICICI Bank 001

Registered Business - Regular

33AAAAA0000A152

Get Taxpayer details

TNE - Tamil Nadu

TNE - Tamil Nadu

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

BBs

Payments Made

Recurring BBs

Vendor Credits

Time Tracking

e-Way BBs

Tax*

Amount is

Invoice#*

Notes

Customer Name

Reporting Tags

GST18 (18%)

Tax Amount = 18000.00 INR

Eligible for ITC

Tax Inclusive

Tax Exclusive

001

Max. 500 characters

Associate Tags

Save

Save and New entry

Cancel

Books

Search in Expenses (/)

Total expires in 14 days. [Subscribe](#)

TravelTrax Tours Pvt ...

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e-Way BBs

All Expenses

| DATE | EXPENSE ACCOUNT | REFERENCE# | VENDOR NAME | PAID THROUGH | CUSTOMER NAME | STATUS | AMOUNT |
|------------|-----------------|------------|-------------|----------------|---------------|--------------|--------------|
| 30/04/2023 | Other Expenses | | | Petty Cash | | NON-BILLABLE | ₹5,000.00 |
| 30/04/2023 | Rent Expense | Rent 01 | | ICICI Bank 001 | | NON-BILLABLE | ₹1,50,000.00 |

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 | | 100000 | 100000 |
| 10-04-2023 | Petty Cash Withdrawl | 10000 | | 90000 |
| 05-04-2023 | Amount received from Techwise Solutions Pvt Ltd | | 590000 | 680000 |
| 10-04-2023 | Amount received from Rainbow High School | | 118000 | 798000 |
| 15-04-2023 | Amount received from Swaminathan & Family | | 590000 | 1388000 |
| 25-04-2023 | Paid to Dream Resorts & Hotels Pvt Ltd | 236000 | | 1152000 |
| 25-04-2023 | Paid to Travel Retailers and Wholesalers | 100000 | | 1052000 |
| 25-04-2023 | Paid To Go Airlines Pvt Ltd | 472000 | | 580000 |
| 30-04-2023 | Rent Paid | 118000 | | 462000 |
| 30-04-2023 | Salary Paid | 100000 | | 362000 |

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 |

Travel Trax Tours

Profit and Loss

Basis: Accrual

From 01/04/2023 To 31/03/2024

| Account | Total |
|--|---------------------|
| Operating Income | |
| Sales | 11,00,000.00 |
| Total for Operating Income | 11,00,000.00 |
| Cost of Goods Sold | |
| Cost of Goods Sold | 7,00,000.00 |
| Total for Cost of Goods Sold | 7,00,000.00 |
| Gross Profit | 4,00,000.00 |
| Operating Expense | |
| Other Expenses | 5,000.00 |
| Rent Expense | 1,00,000.00 |
| Total for Operating Expense | 1,05,000.00 |
| Operating Profit | 2,95,000.00 |
| Non Operating Income | |
| Total for Non Operating Income | 0.00 |
| Non Operating Expense | |
| Total for Non Operating Expense | 0.00 |
| Net Profit/Loss | 2,95,000.00 |

**Amount is displayed in your base currency INR

Travel Trax Tours

Balance Sheet

Basis: Accrual

As of 20/09/2023

| Account | Account Code | Total |
|---------------------------------------|--------------|--------------------|
| Assets | | |
| Current Assets | | |
| Cash | | |
| Petty Cash | | 5,000.00 |
| Total for Cash | | 5,000.00 |
| Bank | | |
| ICIC Bank - 01 | | 4,62,000.00 |
| Total for Bank | | 4,62,000.00 |
| Other current assets | | |
| Input Tax Credits | | 0.00 |
| Input CGST | | 63,000.00 |
| Input SGST | | 63,000.00 |
| Total for Input Tax Credits | | 1,26,000.00 |
| Total for Other current assets | | 1,26,000.00 |
| Total for Current Assets | | 5,93,000.00 |
| Total for Assets | | 5,93,000.00 |
| Liabilities & Equities | | |
| Liabilities | | |
| Current Liabilities | | |
| GST Payable | | 0.00 |
| Output CGST | | 99,000.00 |
| Output SGST | | 99,000.00 |
| Total for GST Payable | | 1,98,000.00 |
| Total for Current Liabilities | | 1,98,000.00 |
| Total for Liabilities | | 1,98,000.00 |
| Equities | | |
| Owner's Equity | | 1,00,000.00 |
| Current Year Earnings | | 2,95,000.00 |
| Total for Equities | | 3,95,000.00 |

| Account | Account Code | Total |
|---|--------------|--------------------|
| Total for Liabilities & Equities | | 5,93,000.00 |

| 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) | ₹11,00,000.00 | ₹0.00 | ₹99,000.00 | ₹99,000.00 | ₹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 | ₹11,00,000.00 | ₹0.00 | ₹99,000.00 | ₹99,000.00 | ₹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 |

TravelTrax Tours Pvt Ltd
Tax Return
From 01/04/2023 To 30/04/2023

+ Add Temporary Note

| DATE ↕ | ENTRY NUMBER | TRANSACTION TYPE | AMOUNT | IGST AMOUNT | CGST AMOUNT | SGST AMOUNT | CESS AMOUNT |
|------------|----------------------------|------------------|--------------|-------------|-------------|-------------|-------------|
| 05/04/2023 | INV-000001 | Invoice | ₹5,00,000.00 | ₹0.00 | ₹45,000.00 | ₹45,000.00 | ₹0.00 |
| 10/04/2023 | INV-000002 | Invoice | ₹1,00,000.00 | ₹0.00 | ₹9,000.00 | ₹9,000.00 | ₹0.00 |
| 15/04/2023 | INV-000003 | Invoice | ₹5,00,000.00 | ₹0.00 | ₹45,000.00 | ₹45,000.00 | ₹0.00 |

TravelTrax Tours Pvt Ltd
Journal Report

Basis: Accrual
From 01/04/2023 To 30/04/2023

[+ Add Temporary Note](#)

| 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 - INVOICE INV-000001 (TECHWISE SOLUTIONS PVT LTD) | | |
| | DEBIT | CREDIT |
| Accounts Receivable | 5,90,000.00 | 0.00 |
| Output CGST | 0.00 | 45,000.00 |
| Output SGST | 0.00 | 45,000.00 |
| Sales | 0.00 | 5,00,000.00 |
| | 5,90,000.00 | 5,90,000.00 |