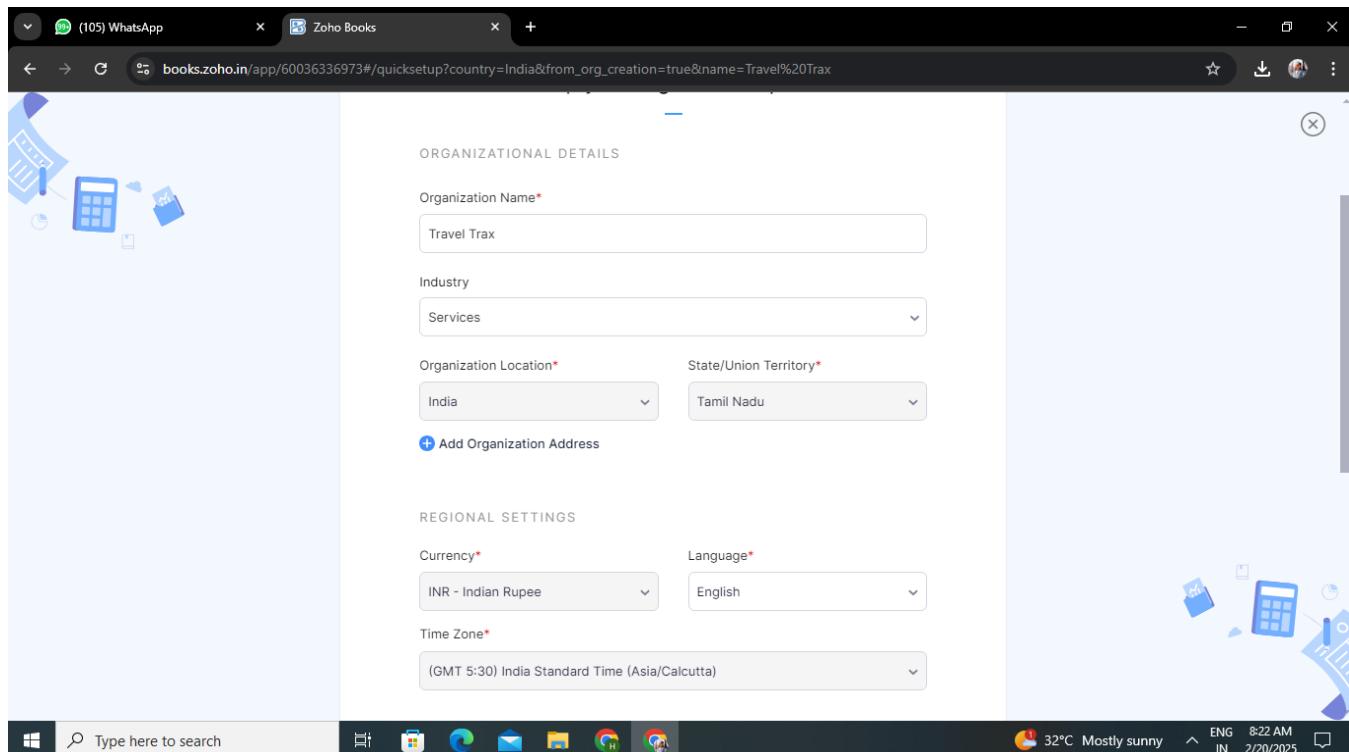


**Preparation and Maintenance of
Zoho Books of accounts for
TravelTrax Tours
(Hospitality and Tourism- Industry)**

Name : Mital Shah

Milestone 1: Set up your account

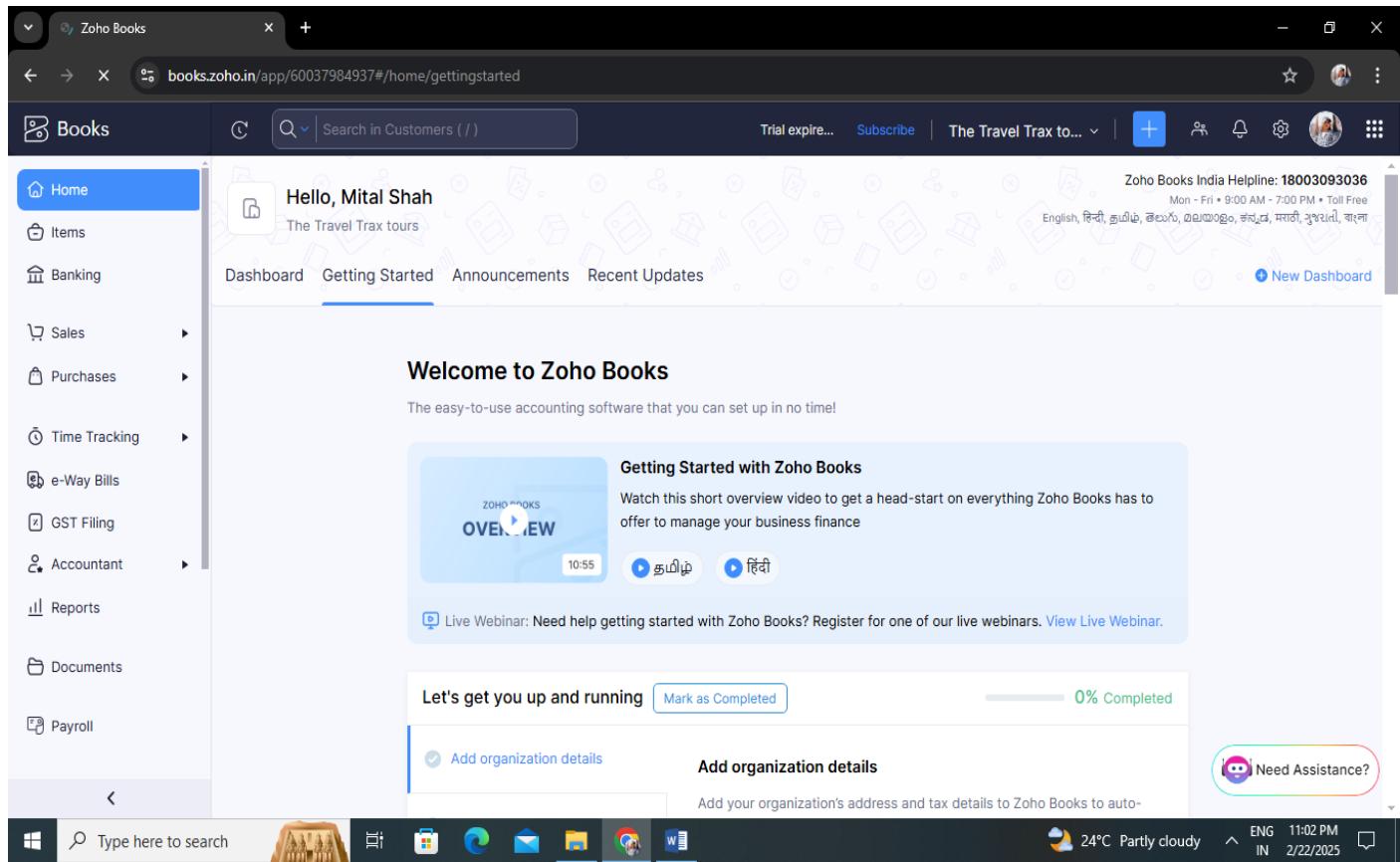
Activity 1: Sign up for a Zoho Books account and Login



Narration:

This image shows the initial setup of the Travel Trax Zoho Books account. I have entered the organization name, Travel Trax, and am now specifying the location as India, state as Maharashtra, with the time zone set to Asia/Kolkata. The primary language is English, and I will be entering the GST number, which is associated with Tamil Nadu, to complete the basic organizational details for Travel Trax within Zoho Books."

Activity 2. Setting Up Zoho Books Account for Travel Tracks Tour



Narration: Account Creation in Zoho Books

I created a Zoho Books account for Travel Tracks Tour to manage financial transactions efficiently. The dashboard provides easy access to modules like banking, sales, and reports. The "Getting Started" section offers a tutorial for setup and navigation. This step initiates the bookkeeping process for systematic transaction management.

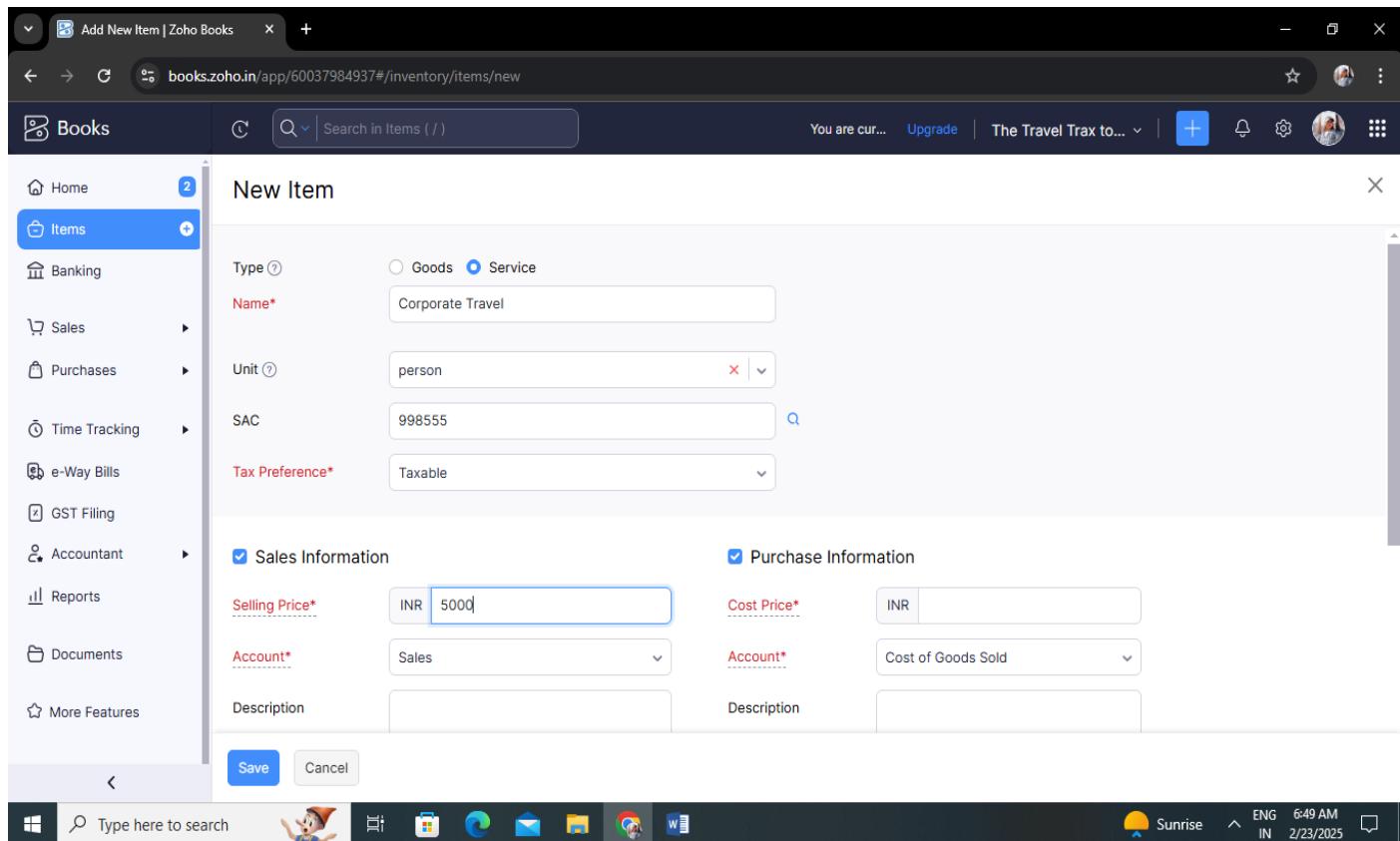
Milestone 2: Service Creation:

Activity 1: Creation

Here we create our first item/service creation which is Corporate Travel. By going to “**Items**” from the Navigation Panel and clicking on “**+ New**” Button and give the respective fields such as

- Item Name
- Units (eg. Hrs)
- SAC Code of the Item (Eg: 998311)
- Sale Price
- Tax Rate

After providing all the required details click on save.



Narration: In "Activity 3," the 'Corporate Travel' service is first defined as a new item in Zoho Books, specifying its type, name, price (INR 5000), and tax details. This item is then used to populate the 'Items' section of a sales invoice, initiating the recording of a transaction for the service.

2. Family Travel

The screenshot shows the 'New Item' creation page in Zoho Books. The left sidebar is titled 'Books' and includes links for Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The main form is titled 'New Item' and has the following fields:

- Type: Service (radio button selected)
- Name*: Family Travel
- Unit: person
- SAC: 998555
- Tax Preference*: Taxable
- Sales Information Purchase Information
- Selling Price*: INR 10000
- Cost Price: INR
- Account*: Sales
- Cost of Goods Sold: Cost of Goods Sold
- Description: (empty field)

At the bottom are 'Save' and 'Cancel' buttons. The taskbar at the bottom shows various application icons and the date/time: 6:50 AM 2/23/2025.

Narration: 'Family Travel' is set up as a new service item in zoho books with a price of INR 1000 per person.

3. Education & learning Tours

The screenshot shows the 'New Item' creation page in Zoho Books. The left sidebar is identical to the previous screenshot. The main form is titled 'New Item' and has the following fields:

- Type: Service (radio button selected)
- Name*: Education & learning tours
- Unit: person
- SAC: 998555
- Tax Preference*: Taxable
- Sales Information Purchase Information
- Selling Price*: INR 2000
- Cost Price: INR
- Account*: Sales
- Cost of Goods Sold: Cost of Goods Sold
- Description: (empty field)

At the bottom are 'Save' and 'Cancel' buttons. The taskbar at the bottom shows various application icons and the date/time: 6:51 AM 2/23/2025.

Narration: 'Education & Learning Tours' is set up as a new service item in zoho books with a price of INR 2000 per person.

4. Transportation Purchases

The screenshot shows the 'New Item' setup in Zoho Books. The 'Items' tab is selected in the sidebar. The main form is titled 'New Item'. The 'Unit' is set to 'person'. The 'SAC' is '998555'. The 'Tax Preference' is 'Taxable'. Under 'Purchase Information', the 'Cost Price*' is set to '2000'. The 'Account' is 'Sales' and the 'Description' is left blank. The 'Preferred Vendor' dropdown is also empty. The 'Save' button is visible at the bottom.

Narration: Transportation Purchases is set up as a new Purchase item in zoho books with a price of cost price 2000.

5. Accommodation bookings

The screenshot shows the 'New Item' setup in Zoho Books. The 'Items' tab is selected in the sidebar. The main form is titled 'New Item'. The 'Type' is set to 'Service'. The 'Name*' is 'Accommodation Bookings'. The 'Unit' is 'person'. The 'SAC' is '998555'. The 'Tax Preference' is 'Taxable'. Under 'Purchase Information', the 'Cost Price*' is set to '1000'. The 'Account' is 'Sales' and the 'Description' is left blank. The 'Preferred Vendor' dropdown is also empty. The 'Save' button is visible at the bottom.

Narration: Accommodation bookings is set up as a new Purchase item in zoho books with a price of cost price 1000.

6. Tours & Activity Travel

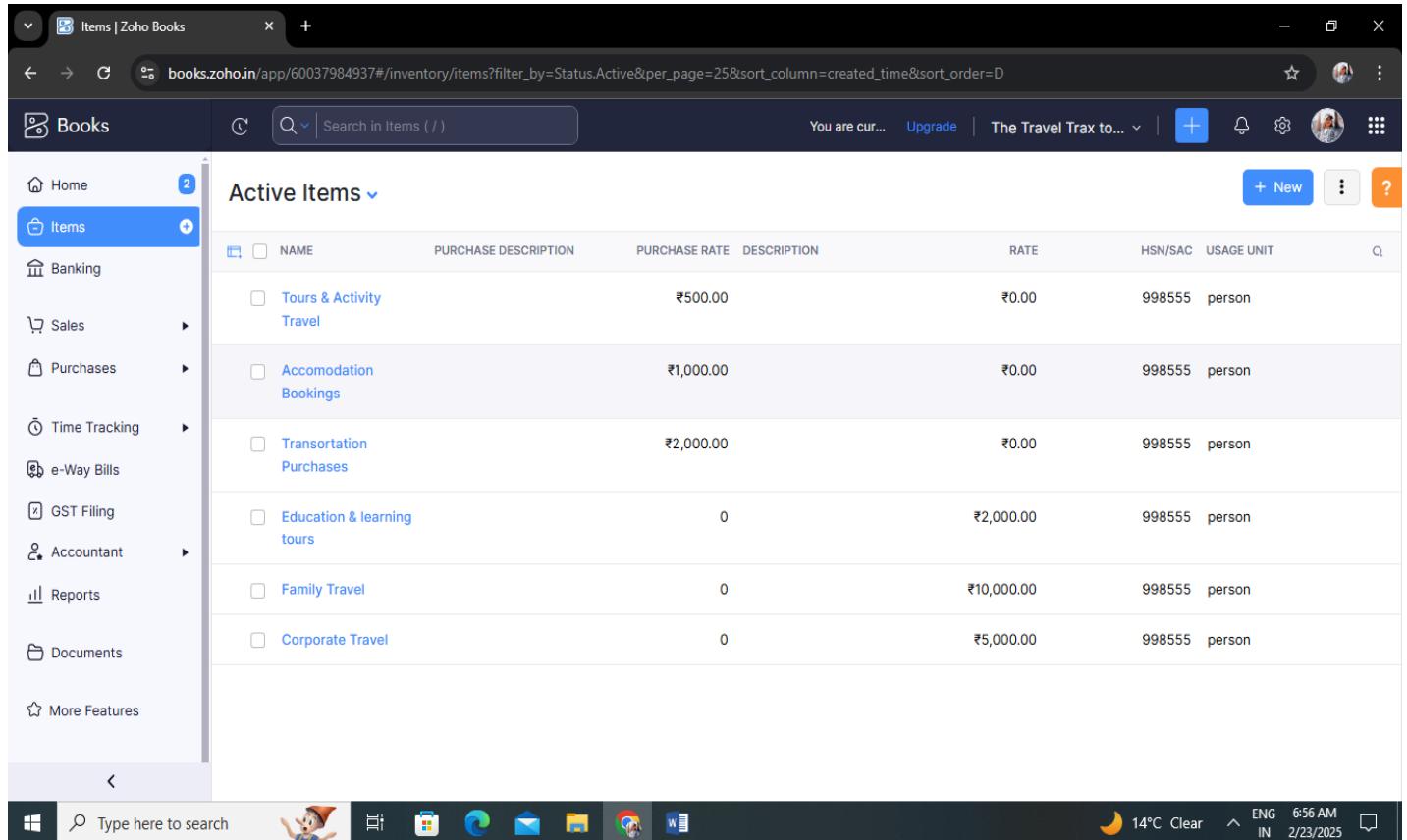
The screenshot shows the Zoho Books application interface. On the left, a sidebar menu includes Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The main area is titled 'New Item' and contains the following fields:

- Type: Service (radio button selected)
- Name*: Tours & Activity Travel
- Unit: person
- SAC: 998555
- Tax Preference*: Taxable
- Sales Information Purchase Information
- Selling Price: INR [empty field]
- Cost Price*: INR 500
- Account: Sales
- Cost of Goods Sold
- Description: [empty field]

At the bottom are 'Save' and 'Cancel' buttons. The status bar at the bottom of the screen shows the Windows taskbar with various icons and the system tray indicating 'Sunrise' and the date/time '2/23/2025 6:56 AM'.

Narration: Tours & Activity Travel is set up as a new Purchase item in zoho books with a price of cost price 500.

Activity 2: Review of Items after Addition



The screenshot shows the Zoho Books application interface. The left sidebar has a navigation menu with 'Books' selected. The main area displays a table titled 'Active Items' with the following data:

NAME	PURCHASE DESCRIPTION	PURCHASE RATE	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
Tours & Activity Travel		₹500.00		₹0.00	998555	person
Accommodation Bookings		₹1,000.00		₹0.00	998555	person
Transportation Purchases		₹2,000.00		₹0.00	998555	person
Education & learning tours		0		₹2,000.00	998555	person
Family Travel		0		₹10,000.00	998555	person
Corporate Travel		0		₹5,000.00	998555	person

The status bar at the bottom shows system information: 14°C Clear, ENG IN, 6:56 AM, 2/23/2025.

Here we successfully added all the items that are:

1. Corporate Travel
2. Family Travel
3. Education & Learning
4. Transportation Purchases
5. Accommodations Bookings
6. Tours & Activity Travel

Milestone:3

Activity 1: Vendor Creation

1.Dream Resort & Hotels

"We have successfully added a new vendor in Books by navigating to **Purchases > Vendors > Create New Vendor**, filling in the required fields, and clicking Save."

The screenshot shows the 'New Vendor' creation page in Zoho Books. The left sidebar is visible with 'Books' selected. The main form has the following details:

- Primary Contact:** Salutation dropdown set to "Dream Resort", Last Name field is empty.
- Company Name:** "Dream Resort & Hotels".
- Email Address:** Empty input field.
- Phone:** Work Phone dropdown, Mobile checkbox.
- GST Treatment:** "Registered Business - Regular".
- GSTIN / UIN:** Input field containing "33AAAAA0000A15Z", with a link "Get Taxpayer details" next to it.

At the bottom are 'Save' and 'Cancel' buttons. The status bar at the bottom right shows the date as 2/23/2025 and the time as 6:59 AM.

2. Go Airlines

The screenshot shows the 'New Vendor' creation page in Zoho Books. The left sidebar is visible with 'Books' selected. The main form has the following details:

- Primary Contact:** Salutation dropdown set to "Go Airlines", Last Name field is empty.
- Company Name:** "Go Airlines".
- Email Address:** Empty input field.
- Phone:** Work Phone dropdown, Mobile checkbox.
- GST Treatment:** "Registered Business - Regular".
- GSTIN / UIN:** Input field containing "33AAAAA0000A15Z", with a link "Get Taxpayer details" next to it.

At the bottom are 'Save' and 'Cancel' buttons. The status bar at the bottom right shows the date as 2/23/2025 and the time as 6:58 AM.

3.Travel & Retailers & Wholesalers

The screenshot shows the Zoho Books interface for creating a new vendor. The left sidebar navigation includes Home, Items, Banking, Sales, Purchases (selected), Vendors (selected), Expenses, Purchase Orders, Bills, Payments Made, Vendor Credits, Time Tracking, and e-Way Bills. The main form is titled "New Vendor" and contains fields for Primary Contact (Salutation: Travel Retailers, Last Name: Travel Retailers & Wholesalers), Company Name (Travel Retailers & Wholesalers), Display Name* (Travel Retailers & Wholesalers), Email Address, and Phone (Work Phone, Mobile). Below these are tabs for Other Details, Address, Contact Persons, Bank Details, Custom Fields, Reporting Tags, and Remarks. Under "Other Details", the GST Treatment* is set to Unregistered Business and the Source of Supply* is set to [TN] - Tamil Nadu. At the bottom are Save and Cancel buttons. The browser address bar shows books.zoho.in/app/60037984937#/vendors/new. The taskbar at the bottom shows the Windows Start button, a search bar with a cartoon character icon, and various pinned application icons.

Activity 2: Review of Vendors List

The screenshot shows the Zoho Books application interface. The left sidebar has a 'Books' icon and lists categories: Home, Items, Banking, Sales, Purchases (selected), Vendors (selected), Expenses, Purchase Orders, Bills, Payments Made, Vendor Credits, Time Tracking, and e-Way Bills. The main area is titled 'Active Vendors' and displays a table with three rows. The columns are: NAME, COMPANY NAME, PHONE, SOURCE OF SUPPLY, PAYABLES (BCY), UNUSED CREDITS (BCY), and GST TREATMENT. The data is as follows:

NAME	COMPANY NAME	PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)	GST TREATMENT
<input type="checkbox"/> Travel Retailers & Wholesalers	Travel Retailers & Wholesalers		Tamil Nadu	₹0.00	₹0.00	Unregistered Business
<input type="checkbox"/> Dream Resort & Hotels	Dream Resort & Hotels		Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular
<input type="checkbox"/> Go Airlines	Go Airlines		Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular

The bottom taskbar includes icons for File, Home, Recent, Task View, Start, Taskbar View, Edge, Mail, Photos, Google, and Word, along with system status: 14°C Clear, ENG IN, 7:02 AM, and 2/23/2025.

Narration: Here we successfully created all the vendors that are:

1. Go Airlines (GST registered)
2. Dream Resorts & Hotels (GST registered)
3. Travel Retailers & Wholesalers (Non GST)

As you can see, we've successfully created all the necessary vendor account. Go Airlines and Dream Resorts & Hotels, both registered under GST, and Travel Retailers & Wholesalers, operating without GST.

• Milestone 4: Purchases

Activity 1: Purchase Order Creation

Next TravelTrax Tours has raised below purchase orders from the vendors:

1. 05-04-2023 Dream Resorts & Hotels – Accommodation Bookings - For Qty 200 Persons

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

New Purchase Order

Vendor Name* Dream Resort & Hotels

BILLING ADDRESS + New Address

SHIPPING ADDRESS + New Address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A15Z

Source of Supply* [TN] - Tamil Nadu

Destination of Supply* [TN] - Tamil Nadu

Delivery Address* Organization Mital Shah

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

ITEM DETAILS ACCOUNT QUANTITY RATE TAX AMOUNT

Accommodation Bookings Cost of Goods Sold 200 1000 GST18 [18%] 2,00,000.00

Add another line

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

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 10-04-2023 and then click on Save as open.

The screenshot shows the Zoho Books interface for managing purchase orders. On the left, a sidebar menu is visible under the 'Purchases' section, with 'Purchase Orders' selected. The main content area displays a purchase order for 'Dream Resort & Hotels' with a total amount of ₹2,36,000.00. The order is marked as 'DRAFT'. Below the order details, there is a 'WHAT'S NEXT?' section with options to 'Send Purchase Order' or 'Mark as Issued'. A large preview window on the right shows a 'PURCHASE ORDER' document with the following details:

Draft

The Travel Trax tours
Tamil Nadu
India
GSTIN 33AAAAA0000A15Z
mitalshah2107@gmail.com

PURCHASE ORDER
PO-00001

Vendor Address: [Redacted]

At the bottom of the screen, the Windows taskbar is visible, showing the search bar, pinned apps (File Explorer, Edge, Mail, etc.), and system status indicators (weather, battery, date/time).

Activity 3: Direct Vendor Purchases Bills Creation:

Next TravelTrax Tours availed the services from the below Suppliers:

1. 10-04-2023 Transportation Purchases From GO Airlines- For 200 persons

To create direct purchase invoices for the above transaction from navigation pane 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 purchase order. The vendor name is set to "Go Airlines". The "Source of Supply" is "[TN] - Tamil Nadu" and the "Destination of Supply" is also "[TN] - Tamil Nadu". The delivery address is "Mital Shah" under "Organization". The bottom right shows a Windows taskbar with weather, system, and date/time information.

2. 10-04-2023 Tour and Activity Utilities from Travel Retailers & Wholesalers- Qty 200

The screenshot shows the Zoho Books application interface. On the left, a sidebar menu includes options like Home, Items, Banking, Sales, Purchases, Vendors, Expenses, Purchase Orders (selected), Bills, Payments Made, Vendor Credits, Time Tracking, and e-Way Bills. The main area is titled "New Purchase Order" and displays the following fields:

- Vendor Name***: Travel Retailers & Wholesalers
- BILLING ADDRESS**: + New Address
- SHIPPING ADDRESS**: + New Address
- GST Treatment**: Unregistered Business
- Source of Supply***: [TN] - Tamil Nadu
- Destination of Supply***: [TN] - Tamil Nadu
- Delivery Address***:
Organization: Mital Shah (with edit icon)
Tamil Nadu, India ,

At the bottom, there are buttons for "Save as Draft", "Save and Send" (highlighted in blue), and "Cancel". A status bar at the bottom right shows the template as "Standard Template" and the date as "2/23/2025".

Here we complete the Direct Vendor Purchases bill Creation that travel trax availed the services from the below Suppliers:

1. Transportation Purchases From GO Airlines- For 200 persons

2.10-04-2023 Tour and Activity Utilities from Travel Retailers & Wholesalers- Qty 200

Activity 4: Reconciliation of Open & Outstanding Bills

For Open & Outstanding Bills payments need to be marked as and when amounts are paid through the bank account.

The screenshot shows the Zoho Books application interface. On the left, a sidebar menu includes Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Purchase Orders, Bills (selected), Payments Made, and Vendor Credits. Under Bills, there are links for All Bills, +New, and a three-dot menu. The main area displays a list of bills:

Bill Description	Amount	Status
Travel Retailers & Wholesale... 3 * 15/04/2023	₹1,00,000.00	OVERDUE BY 568 DAYS
Go Airlines 2 * 10/04/2023	₹4,72,000.00	OVERDUE BY 568 DAYS
Dream Resort & Hotels 1 * 10/04/2023	₹2,36,000.00	OVERDUE BY 568 DAYS

A modal window for bill number 3 is open, showing the vendor details: The Travel Trax tours, Tamil Nadu, India, GSTIN 33AAAAA0000A15Z, mitalshah2107@gmail.com. The status is marked as 'Overdue' with a note: 'Payment was not made on time.' Below the modal is a preview of the bill document, which includes the header 'BILL' and 'Bill# 3', the vendor details, and the amount '₹1,00,000.00'. The bottom right corner of the screen shows the system status bar with weather (16°C Sunny), language (ENG IN), and date (2/23/2025).

This screenshot shows the same Zoho Books interface as the previous one, but the list of bills has been expanded to show more details:

DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUUE DATE	AMOUNT	BALANCE DUE
10/04/2023	3	PO-00003	Travel Retailers & Wholesalers	OVERDUE BY 568 DAYS	05/08/2023	₹1,00,000.00	₹1,00,000.00
10/04/2023	2	PO-00002	Go Airlines	OVERDUE BY 568 DAYS	05/08/2023	₹4,72,000.00	₹4,72,000.00
10/04/2023	1	PO-00001	Dream Resort & Hotels	OVERDUE BY 568 DAYS	05/08/2023	₹2,36,000.00	₹2,36,000.00

The bottom right corner of the screen shows the system status bar with weather (16°C Sunny), language (ENG IN), and date (2/23/2025).

- **Milestone 5: Customers**

Activity 1: Customers Creation:

- 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.

1.TechWise Solutions Pvt Ltd (GST Registered).

The screenshot shows the Zoho Books interface for creating a new customer. The left sidebar is visible with categories like Home, Items, Banking, Sales, Customers (selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, and Purchases. The main area is titled 'New Customer' and includes a sub-link 'Fetch Customer Details From GSTN'. It has sections for 'Customer Type' (Business selected), 'Primary Contact' (Salutation dropdown set to 'Techwise Solution'), 'Company Name' (input field 'Techwise Solution Pvt Ltd'), 'Display Name*' (dropdown set to 'Techwise Solution'), 'Email Address' (input field), 'Phone' (dropdowns for 'Work Phone' and 'Mobile'), and 'Other Details' tab (GST Treatment dropdown set to 'Registered Business - Regular'). At the bottom are 'Save' and 'Cancel' buttons. The taskbar at the bottom shows the Windows Start button, a search bar with a cartoon character icon, and various pinned application icons. The system tray shows the date (2/23/2025), time (7:21 AM), weather (16°C Sunny), and language (ENG IN).

2. Rainbow High School (GST Registered).

The screenshot shows the 'New Customer' form in the Zoho Books application. The 'Customer Type' is set to 'Business'. The 'Primary Contact' section includes 'Salutation' (Rainbow HighSchool), 'Last Name' (Rainbow HighSchool), 'Company Name' (Rainbow High School), 'Display Name*' (Rainbow High School), 'Email Address' (empty), 'Phone' (Work Phone and Mobile fields), and 'Other Details' tab (GST Treatment: Registered Business - Regular). The bottom right corner of the window has a status bar showing weather (16°C Sunny), language (ENG IN), time (7:23 AM), and date (2/23/2025).

3. Swaminathan & Family (Non GST).

The screenshot shows the 'New Customer' form in the Zoho Books application. The 'Customer Type' is set to 'Individual'. The 'Primary Contact' section includes 'Salutation' (Swaminathan & Famil), 'Last Name' (Swaminathan & Family), 'Company Name' (Swaminathan & Family), 'Display Name*' (Swaminathan & Family), 'Email Address' (empty), 'Phone' (Work Phone and Mobile fields), and 'Other Details' tab (GST Treatment: Unregistered Business). The bottom right corner of the window has a status bar showing weather (16°C Sunny), language (ENG IN), time (7:24 AM), and date (2/23/2025).

Activity 2: Review the Customers List

The screenshot shows the Zoho Books application interface. The left sidebar is titled 'Books' and contains navigation links for Home, Items, Banking, Sales (with 'Customers' selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, and Purchases. The main content area is titled 'Active Customers' and displays a table with three rows of customer data. The columns are: NAME, COMPANY NAME, EMAIL, PHONE, PLACE OF SUPPLY, RECEIVABLES (BCY), UNUSED CREDITS (BCY), and GST TREATMENT. The first row shows 'Swaminathan & Family' with details: Tamil Nadu, ₹0.00, ₹0.00, Unregistered Business. The second row shows 'Rainbow High School' with details: Tamil Nadu, ₹0.00, ₹0.00, Registered Business - Regular. The third row shows 'Techwise Solution Pvt Ltd' with details: Tamil Nadu, ₹0.00, ₹0.00, Registered Business - Regular. A blue checkmark is visible next to the third row. The top right of the screen shows 'You are cur...', 'Upgrade', 'The Travel Trax to...', and various system icons. The bottom taskbar includes the Windows logo, a search bar with 'Type here to search', and icons for File Explorer, Edge, Mail, Google Sheets, and Word.

NAME	COMPANY NAME	EMAIL	PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)	GST TREATMENT
Swaminathan & Family	Swaminathan & Family			Tamil Nadu	₹0.00	₹0.00	Unregistered Business
Rainbow High School	Rainbow High School			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular
Techwise Solution Pvt Ltd	Techwise Solution Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular

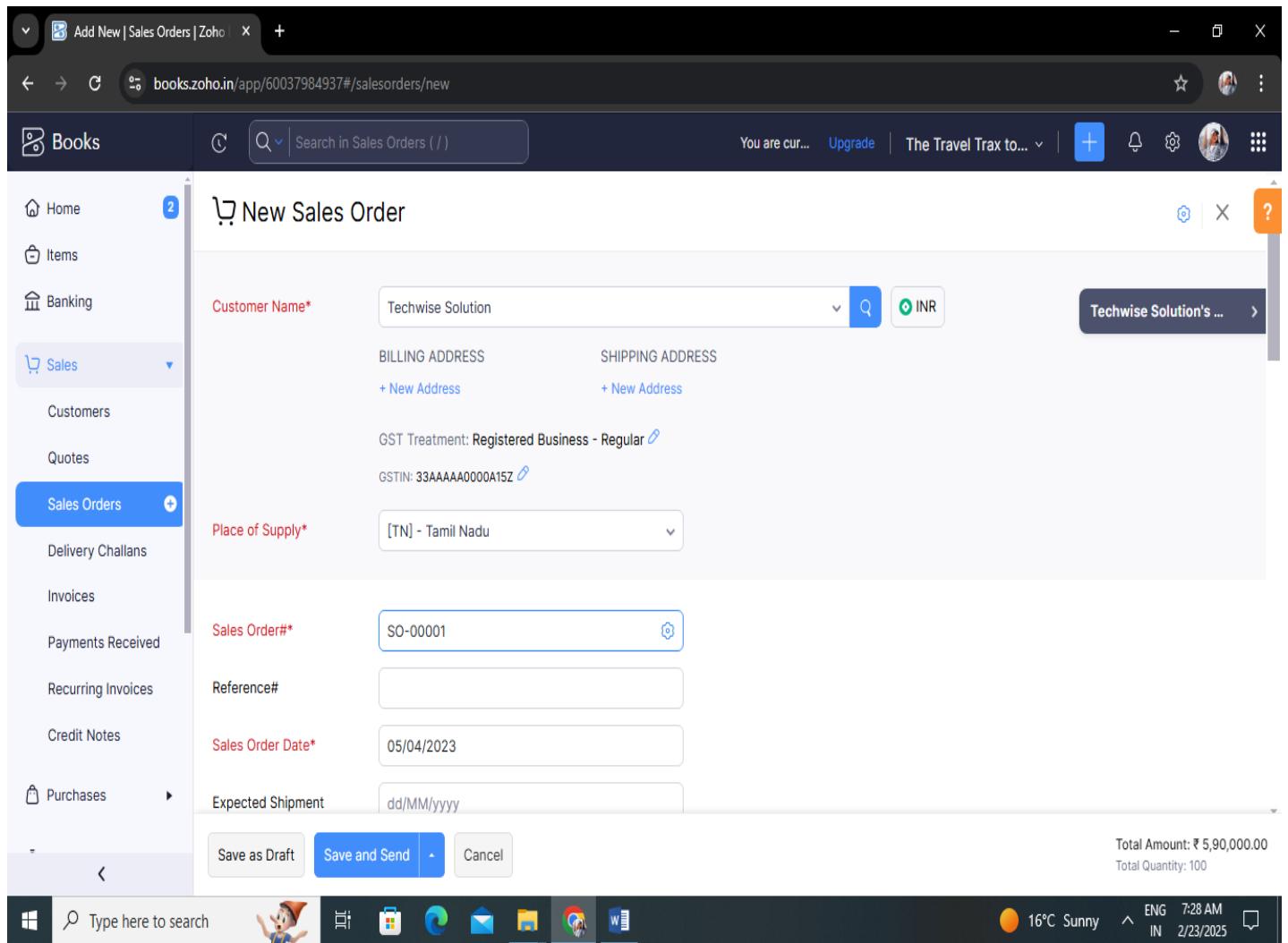
Milestone 6: Sales

Activity 1: Sales Order Creation

TravelTrax Tours received below Sales Order from the mentioned Customer:

- 1. 05/04/2023 TechWise Solutions Pvt Ltd – Corporate Travel Booking for Qty 100 Persons - 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 titled 'Books' and includes links for Home, Items, Banking, Sales (Customers, Quotes, Sales Orders), Invoices, Payments Received, Recurring Invoices, Credit Notes, and Purchases. The main content area is titled 'New Sales Order'. It has sections for 'Customer Name*' (Techwise Solution), 'BILLING ADDRESS' (+ New Address), 'SHIPPING ADDRESS' (+ New Address), 'GST Treatment: Registered Business - Regular', 'GSTIN: 33AAAAA0000A15Z', 'Place of Supply*' ([TN] - Tamil Nadu), 'Sales Order#*' (SO-00001), 'Reference#', 'Sales Order Date*' (05/04/2023), and 'Expected Shipment' (dd/MM/yyyy). At the bottom are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. A status bar at the bottom right shows 'Total Amount: ₹ 5,90,000.00' and 'Total Quantity: 100'. The system status bar at the bottom indicates '16°C Sunny', '7:28 AM', 'ENG IN 2/23/2025', and a search bar.

Activity 2: Sales Order to Sale Invoice Conversion

After creation of the Sales order mark the order as Confirmed and mark as sent to convert it automatically in to Invoice

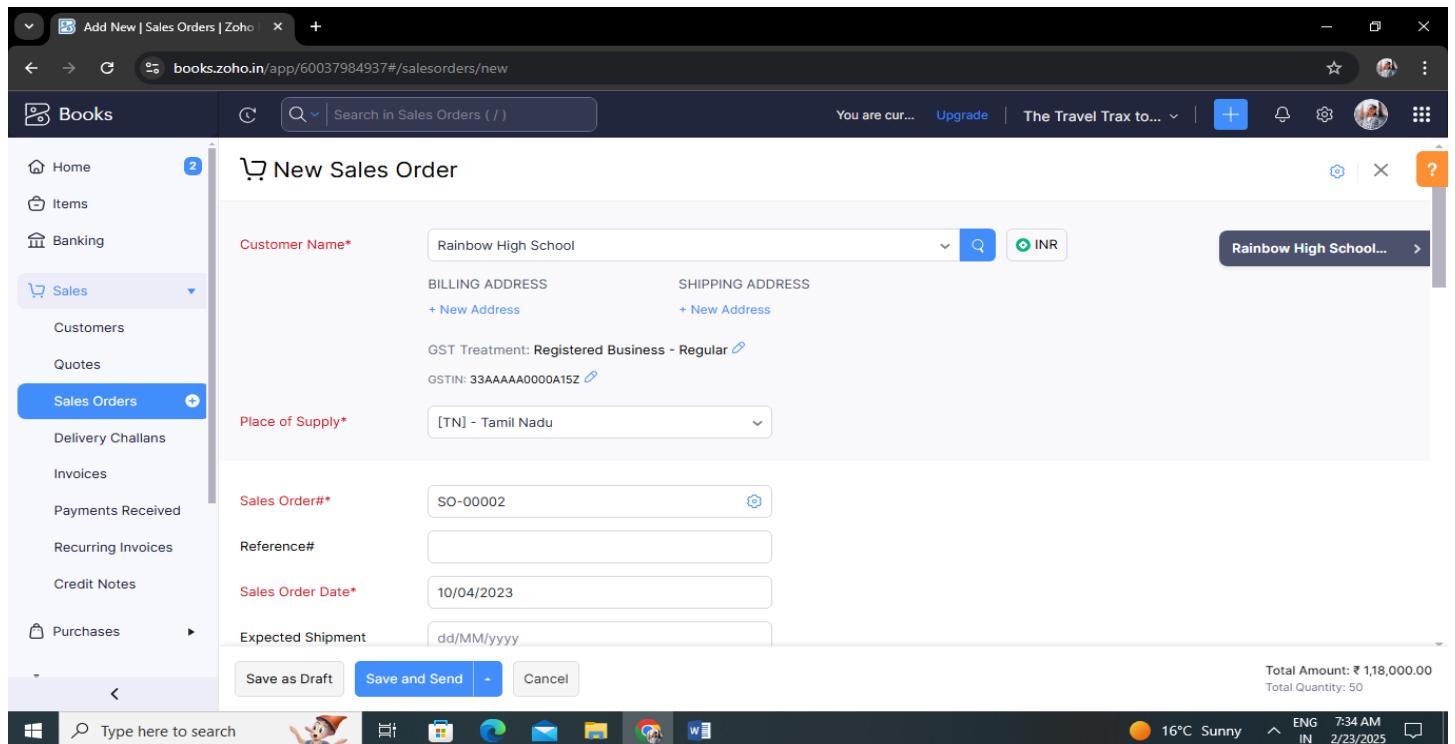
The screenshot shows the Zoho Books Sales Orders interface. On the left, a sidebar menu is open under the 'Sales' category, with 'Sales Orders' selected. The main area displays a sales order for 'Techwise Solution' with ID 'SO-00001'. The order is marked as 'DRAFT'. The customer information includes 'Techwise Solution' and the date '05/04/2023'. Below the order details, there is a 'WHAT'S NEXT?' section with options to 'Send Sales Order' or 'Mark as Confirmed'. A large preview window on the right shows a PDF version of the sales order. The PDF header reads 'SALES ORDER' and 'Sales Order# SO-00001'. It lists the company 'The Travel Trax tours', address 'Tamil Nadu, India', GSTIN '33AAAAA0000A15Z', and email 'mitalshah2107@gmail.com'. The PDF also shows the 'Bill To' section for 'Techwise Solution' with GSTIN '33AAAAA0000A15Z'. At the bottom of the PDF preview, there is a weather widget showing '16°C Sunny' and a system status bar with the date '2/23/2025'.

Activity 3: Direct Sale Invoices

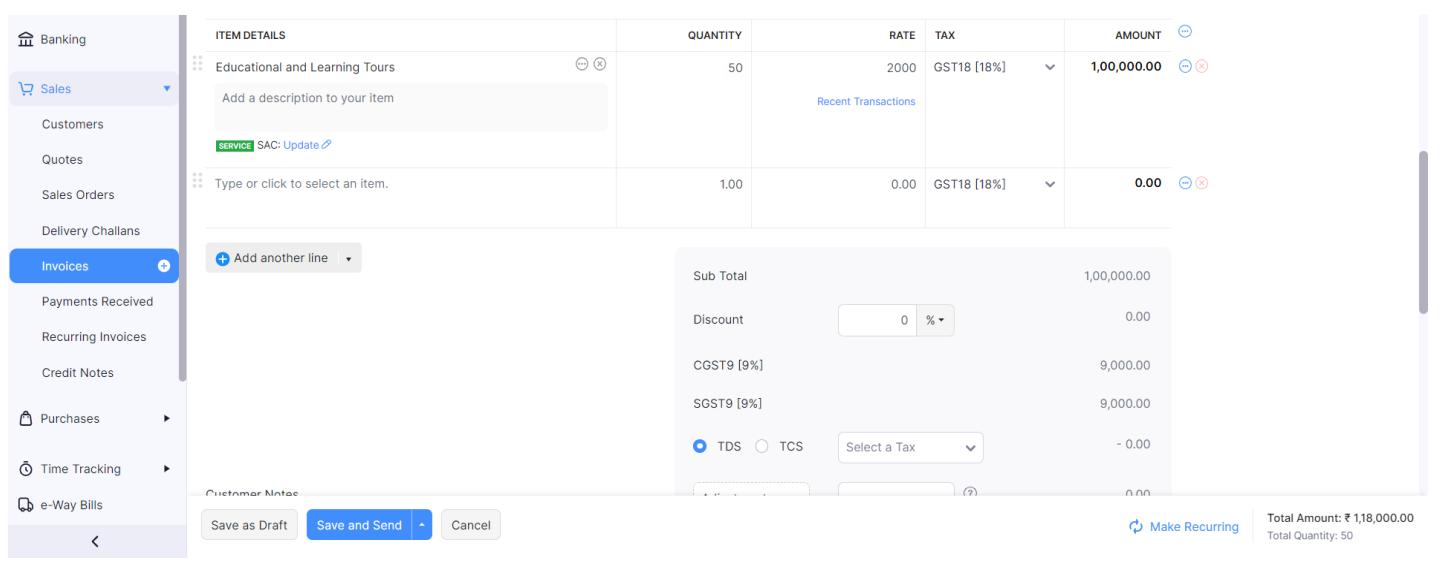
The below are the direct sale transactions occurred and payments were received in Bank.

1. 10-04-2023 Rainbow High School- Education and Learning Tour for Qty 50 Students

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 'New Sales Order' page in Zoho Books. The customer is set to 'Rainbow High School'. Billing and shipping addresses are both set to '+ New Address'. The GST Treatment is 'Registered Business - Regular'. The place of supply is '[TN] - Tamil Nadu'. The sales order number is 'SO-00002'. The reference number is blank, and the sales order date is '10/04/2023'. The expected shipment date is 'dd/MM/yyyy'. The total amount is ₹ 1,18,000.00 and the total quantity is 50. At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'.



The screenshot shows the 'Invoices' creation page in Zoho Books. The item details for 'Educational and Learning Tours' show a quantity of 50, a rate of 2000, and a tax of GST18 [18%], resulting in an amount of ₹ 1,00,000.00. A second line item with a quantity of 1.00 and a rate of 0.00 has a tax of GST18 [18%] and an amount of ₹ 0.00. The subtotal is ₹ 1,00,000.00. The discount is 0%. Taxes listed are CGST9 [9%] and SGST9 [9%]. The TDS and TCS options are available, with TDS selected. The total amount is ₹ 1,18,000.00 and the total quantity is 50. At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'.

The screenshot shows the Zoho Books interface. On the left sidebar, under the Sales section, the 'Sales Orders' option is selected. In the main area, an invoice for 'INV-00002' is displayed, originating from sales order 'SO-00002'. The invoice is for 'The Travel Trax tours' and is marked as 'Draft'. The total amount is ₹ 5,90,000.00. The invoice details include:

#	: INV-00002	Place Of Supply	: Tamil Nadu (3)
Invoice Date	: 10/04/2023		
Terms	: Due On Receipt		
Due Date	: 10/04/2023		
P.O.#	: SO-00002		
Bill To		Ship To	

The system status bar at the bottom indicates it's 7:36 AM on 2/23/2025, in ENG IN, with a temperature of 16°C and sunny weather.

2. 15-04-2023 Swaminathan & Family – 300Hrs for Legal Consulting

The screenshot shows the 'New Sales Order' page in Zoho Books. The customer is set to 'Swaminathan & Family'. The sales order number is 'SO-00004'. The total amount is ₹ 5,90,000.00. The expected shipment date is '15/04/2023'. The system status bar at the bottom indicates it's 7:37 AM on 2/23/2025, in ENG IN, with a temperature of 16°C and sunny weather.

The screenshot shows the Zoho Books Sales Orders page. The left sidebar navigation includes Home, Items, Banking, Sales (Customers, Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes), Purchases, and a search bar. The main content area displays three sales orders:

- Swaminathan & Family** (SO-00004) - Status: DRAFT, Amount: ₹5,90,000.00
- Rainbow High School** (SO-00002) - Status: CLOSED, Amount: ₹1,18,000.00
- Techwise Solution** (SO-00001) - Status: CLOSED, Amount: ₹5,90,000.00

A "WHAT'S NEXT?" section suggests sending the sales order or marking it as confirmed. A preview of the sales order document is shown on the right, titled "SALES ORDER" with "Sales Order# SO-00004". The document header includes "The Travel Trax tours", address, GSTIN, and email. The bill to section lists "Swaminathan & Family". The order date is 15/04/2023.

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 Invoices page. The left sidebar navigation includes Home, Items, Banking, Sales (Customers, Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes), Purchases, and a search bar. The main content area displays three open invoices:

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DU DATE	AMOUNT	BALANCE DUE
15/04/2023	INV-000003	SO-00004	Swaminathan & Family	OVERDUE BY 680 DAYS	15/04/2023	₹5,90,000.00	₹5,90,000.00
10/04/2023	INV-000002	SO-00002	Rainbow High School	OVERDUE BY 685 DAYS	10/04/2023	₹1,18,000.00	₹1,18,000.00
05/04/2023	INV-000001	SO-00001	Techwise Solution	OVERDUE BY 690 DAYS	05/04/2023	₹5,90,000.00	₹5,90,000.00

The invoices are all marked as OVERDUE. The bottom status bar shows weather (16°C Sunny), language (ENG IN), and system time (7:38 AM 2/23/2025).

Milestone 7: Bank Account

Activity 1: Adding Bank Account

TravelTrax Tours 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 Zoho Books interface with the 'Banking' tab selected in the sidebar. The main page title is 'Add Bank or Credit Card'. The 'Select Account Type*' field has 'Bank' selected. The 'Account Name*' field contains 'ICICI BANK - 001'. The 'Account Code' field is empty. The 'Currency*' field shows 'INR'. The 'Bank Name' field contains 'ICICI BANK'. The 'IFSC' field is empty. The 'Description' field allows for up to 500 characters. A checkbox for 'Make this primary' is present but unchecked. The status bar at the bottom indicates it's 16°C Sunny, ENG IN, 7:41 AM, and the date is 2/23/2025.

The screenshot shows the Zoho Books interface for the account 'ICICI BANK - 001'. The sidebar shows various navigation options. The main area displays the account balance as 'Amount in Zoho Books ₹0.00'. A large illustration of a person holding a document and a pen is centered. Text on the right says 'No transactions, yet! Import your bank statements and view them here.' Below it, instructions for importing bank statements are listed: 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. A blue 'Import Statement' button is available. The status bar at the bottom indicates it's 16°C Sunny, ENG IN, 7:41 AM, and the date is 2/23/2025.

Milestone 8: Accounts & Ledgers

Activity 1: Creation of New Accounts/Ledgers:

1. To Create New Account from navigation panel go to Accountant>Chart of Accounts>+New Account, select the account type and provide the account name and save.

2. Create the these Ledgers: Salary Payable under Other Current Liabilities

The screenshot shows the 'Create Account' dialog box in the Zoho Books application. The 'Account Type*' dropdown is set to 'Other Current Liability'. The 'Account Name*' input field contains 'Salary Payable'. A tooltip for 'Liability' defines it as 'Any short term liability like: Customer Deposits, Tax Payable'. The 'Save' button is highlighted in blue.

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.

The screenshot illustrates the steps to record a journal entry in Zoho Books:

- New Journal Screen:** The user is on the "New Journal" page. They have entered the following details:
 - Date: 30/04/2023
 - Journal#: 1
 - Reference# (empty)
 - Notes: salary payable for the month of april
 - Journal Type: Cash based journal (unchecked)
 - Currency: INR- Indian RupeeA table below shows the transaction details:

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salary Payable	SALARY PAYABLE FOR MONTH OF APRIL	Select Contact	100000	

Buttons at the bottom include Save and Publish, Save as Draft, and Cancel. A "Make Recurring" link is also present.
- Journals List Screen:** After publishing, the user navigates to the "Journals" list. The published entry is visible with a green "Published" status indicator.

Date	Amount	Status
30/04/2023	₹1,00,000.00	PUBLISHED
- Journal Detail View:** The user views the details of the published journal entry. The entry is titled "JOURNAL #1". It includes:
 - Date: 30/04/2023
 - Amount: ₹1,00,000.00
 - Notes: salary payable for the month of april
 - Reference Number: (empty)
 - Table of transaction details:

Account	Contact	Debits	Credits
Salary Payable		1,00,000.00	
SALARY PAYABLE FOR MONTH OF APRIL			

Milestone 10: Expense & Bills

Activity 1: Expense & Bills Entry

Below are the expenses incurred on 30-04-2023:

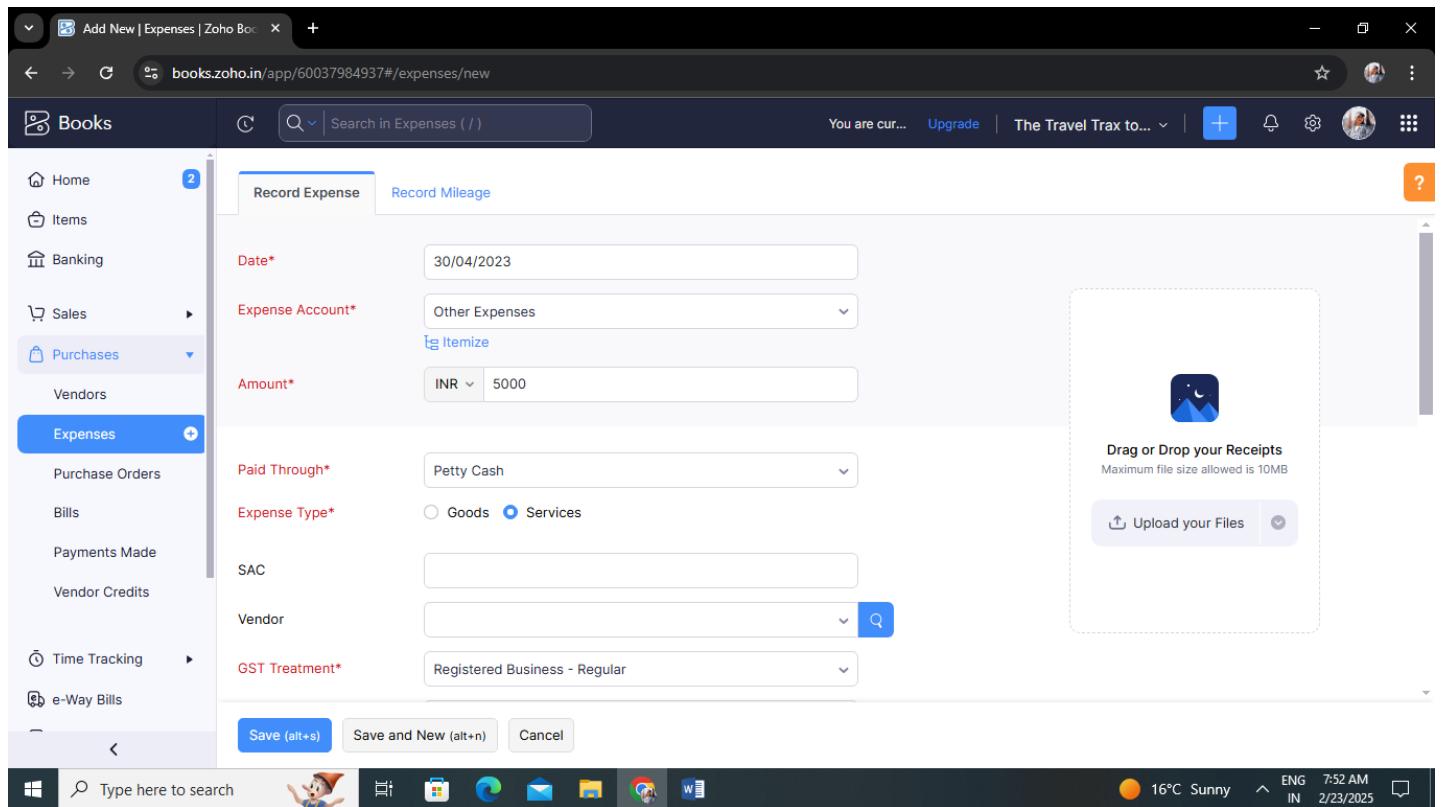
1. Office Rent Rs.1,00,000/- excluding GST @ 18% Total Invoice Value Rs.1,18,000/- paid through Bank on same day.

To create an expense entry from navigation panel go to Purchases>Expenses>Record Expense, add the expense by providing the necessary fields and Save

The screenshot shows the 'Record Expense' page in Zoho Books. The left sidebar has 'Purchases' selected under 'Expenses'. The main form fields are: Date (30/04/2023), Expense Account (Rent Expense), Amount (INR 100000), Paid Through (ICICI BANK -001), Expense Type (Services), SAC, Vendor, and GST Treatment (Registered Business - Regular). On the right, there's a 'Drag or Drop your Receipts' area with a file size limit of 10MB, and a 'Upload your Files' button.

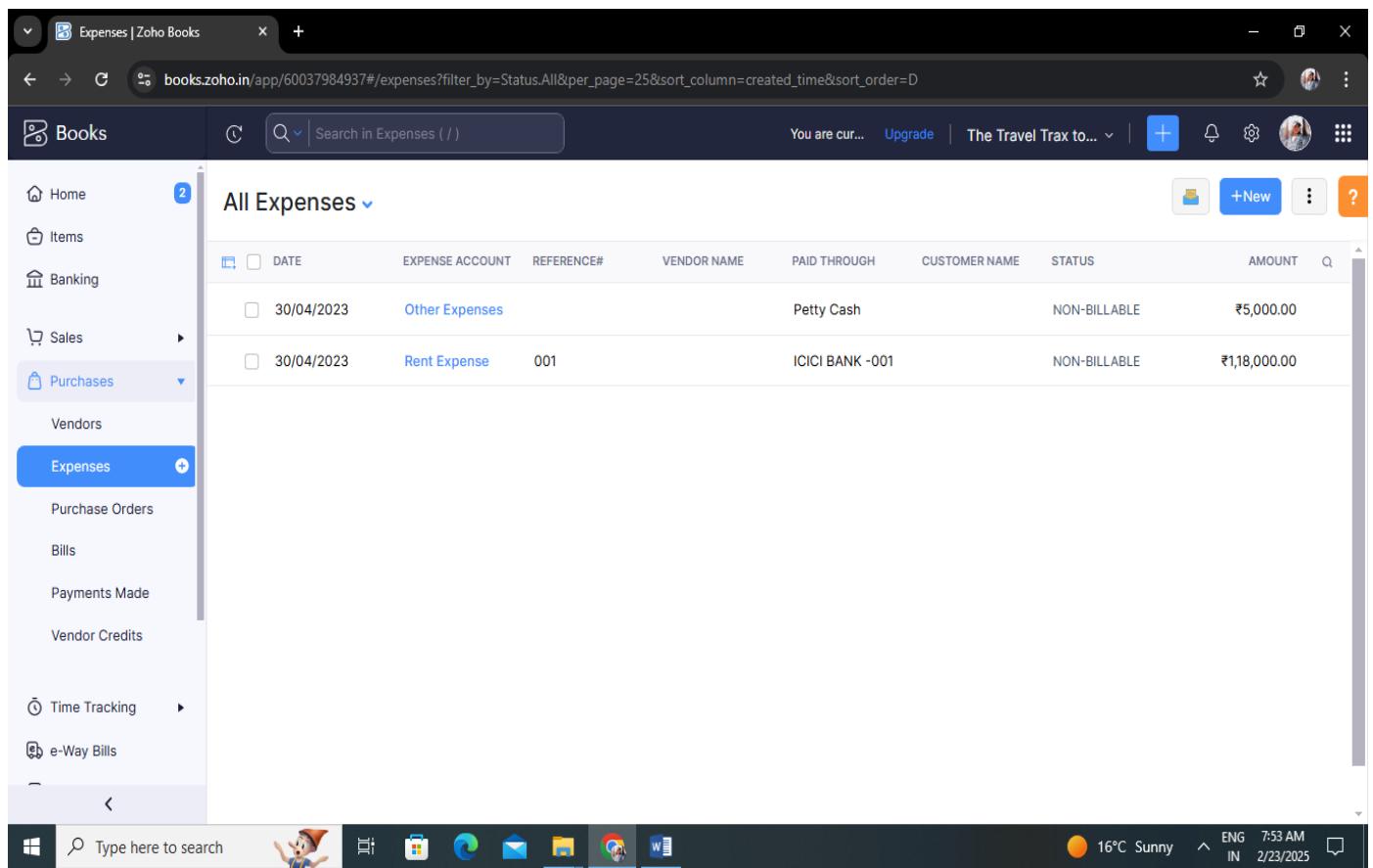
The screenshot shows the 'Expense Details' page for the recorded expense. It displays the following details: Expense Amount (₹1,18,000.00 on 30/04/2023), Paid Through (ICICI BANK -001), Tax (GST18 [18%]), Tax Amount (₹18,000.00 (Exclusive)), and Ref # (001). The right side features a 'Drag or Drop your Receipts' area with a 10MB limit and an 'Upload your Files' button.

2. Other Miscellaneous Expenses Rs.5,000/- paid in cash



The screenshot shows the 'Record Expense' page in Zoho Books. The left sidebar is titled 'Books' and includes links for Home, Items, Banking, Sales, Purchases, Vendors, Expenses, Purchase Orders, Bills, Payments Made, Vendor Credits, Time Tracking, and e-Way Bills. The main form has tabs for 'Record Expense' and 'Record Mileage'. The 'Record Expense' tab is active. It contains fields for Date (30/04/2023), Expense Account (Other Expenses), Amount (INR 5000), Paid Through (Petty Cash), Expense Type (Services selected), SAC, Vendor, and GST Treatment (Registered Business - Regular). A dashed box on the right is labeled 'Drag or Drop your Receipts' with a note about maximum file size (10MB) and an 'Upload your Files' button. At the bottom are 'Save (alt+s)', 'Save and New (alt+n)', and 'Cancel' buttons.

After recording the Expense Entries:



The screenshot shows the 'All Expenses' list in Zoho Books. The left sidebar is identical to the previous screenshot. The main area displays a table of 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	001		ICICI BANK -001		NON-BILLABLE	₹1,18,000.00

At the bottom, there are buttons for '+New' and a three-dot menu. The system status bar at the bottom shows the date (2/23/2025), time (7:53 AM), temperature (16°C), and weather (Sunny).

Milestone 11: Bank Entries

Activity 1: Recording of Bank Transactions

The Below are the Bank Transactions occurred during the month:

1. 01-04-2023 Capital Deposit

The screenshot shows the Zoho Books Banking module for ICICI BANK -001. The main dashboard displays a balance of ₹-2,18,000.00. A table lists transactions: one manual entry for Rent Expense (₹1,18,000.00) and another for Journal (₹1,00,000.00). A sidebar panel titled 'Owner's Contribution' details a transaction from Owner's Equity on 01/04/2023 for ₹10,000 via Cash.

Date	Reference#	Type	Status	Deposits	Withdrawals	Running Balance
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹-2,18,000.00	
30/04/2023		Journal	Manually Added	₹1,00,000.00	₹-1,00,000.00	

2. 10-04-2023 Petty Cash Withdrawl

The screenshot shows the Zoho Books Banking module for ICICI BANK -001. The main dashboard displays a balance of ₹-1,18,000.00. A table lists transactions: one manual entry for Rent Expense (₹1,18,000.00), one for Journal (₹1,00,000.00), and one for Owners Contribution (₹1,00,000.00). A sidebar panel titled 'Transfer To Another Account' details a transaction from ICICI BANK -001 to Petty Cash on 10/04/2023 for ₹10,000.

Date	Reference#	Type	Status	Deposits	Withdrawals	Running Balance
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹-1,18,000.00	
30/04/2023		Journal	Manually Added	₹1,00,000.00	₹0.00	
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00	₹1,00,000.00	

3. 05-04-2023 Amount received from Techwise Solutions Pvt Ltd

The screenshot shows the Zoho Books Banking module for ICICI BANK -001. On the left, there's a sidebar with icons for Home, Add Transaction, and a search bar. The main area displays a table of transactions:

Date	Reference#	Type	Status	Deposits	Withdrawals	Running Bal...
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹-1,28,000.00	
30/04/2023		Journal	Manually Added	₹1,00,000.00	₹-10,000.00	
10/04/2023		Transfer Fund	Manually Added To Account: Petty Cash	₹10,000.00	₹90,000.00	
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00	₹1,00,000.00	

To the right, a modal window titled "Customer Payment" is open, containing fields for:

- Customer*: Techwise Solution
- Amount Received*: INR 590000.00
- Bank Charges (if any): (empty)
- Date*: 05/04/2023
- Payment #*: 1
- Reference# (empty)
- Received Via: Cash
- Description: Max. 500 characters (empty)
- Retained Tax? (checkbox)

The system status bar at the bottom shows: 34°C Sunny, ENG IN, 8:11 PM, 2/23/2025.

4. 10-04-2023 Amount received from Rainbow High School

The screenshot shows the Zoho Books Banking module for ICICI BANK -001. The interface is identical to the previous one, with a sidebar, a transaction table, and an open "Customer Payment" dialog. The transaction table shows:

Date	Reference#	Type	Status	Deposits	Withdrawals	Running Bal...
30/04/2023		Journal	Manually Added	₹1,00,000.00	₹5,80,000.00	
10/04/2023		Transfer Fund	Manually Added To Account: Petty Cash	₹10,000.00	₹6,80,000.00	
05/04/2023		Customer Payment	Manually Added Customer: Techwise Solution	₹5,90,000.00	₹6,90,000.00	

The "Customer Payment" dialog is filled with the following information:

- Customer*: Rainbow High School
- Amount Received*: INR 118000.00
- Bank Charges (if any): (empty)
- Date*: 10/04/2023
- Payment #*: 2
- Reference# (empty)
- Received Via: Cash
- Description: Max. 500 characters (empty)
- Retained Tax? (checkbox)

The system status bar at the bottom shows: 34°C Sunny, ENG IN, 8:14 PM, 2/23/2025.

5. 15-04-2023 Amount received from Swaminathan & Family

The screenshot shows the Zoho Books Banking module interface. On the left, there's a sidebar with various icons. The main area displays a summary for 'ICICI BANK -001' with a balance of ₹5,80,000.00. Below this is a table of transactions:

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BAL...
05/04/2023		Customer Payment	Manually Added	₹5,90,00,000.00	₹6,90,00,000.00	
01/04/2023		Owners Contribution	Manually Added	₹1,00,00,000.00	₹1,00,00,000.00	

To the right, a modal window titled 'Customer Payment' is open, containing fields for Customer (Swaminathan & Family), Amount Received (INR 590000.00), Date (15/04/2023), and other details.

6. 25-04-2023 Paid to Dream Resorts & Hotels Pvt Ltd

The screenshot shows the Zoho Books Banking module interface. The sidebar and transaction table are similar to the previous screenshot, but the summary shows a balance of ₹11,70,000.00. The transaction table includes:

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BAL...
30/04/2023	001	Rent Expense	Manually Added	₹1,18,00,000.00	₹11,70,00,000.00	
30/04/2023		Journal	Manually Added	₹1,00,00,000.00	₹12,88,00,000.00	0
15/04/2023		Customer Payment	Manually Added	₹5,90,00,000.00	₹13,88,00,000.00	0
10/04/2023		Customer	Manually	₹1,18,00,000.00	₹7,98,00,000.00	

A modal window titled 'Vendor Payment' is open, showing details for Dream Resort & Hotels, payment number 1, amount INR 236000, date 25/04/2023, and other payment information.

7. 25-04-2023 Paid to Travel Retailers and Wholesalers

The screenshot shows the Zoho Books Banking module for ICICI BANK -001. The left sidebar has icons for Home, Banking, Sales, Purchase, and Reports. The main dashboard shows 'Amount in Zoho Books' as ₹9,34,000.00. A transaction table lists:

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BAL...
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹9,34,000.00	
30/04/2023		Journal	Manually Added	₹1,00,000.00	₹10,52,000.00	0
25/04/2023		Vendor Payment	Manually Added	₹2,36,000.00	₹11,52,000.00	
15/04/2023		Customer Payment	Manually Added	₹5,90,000.00	₹13,88,000.00	0

A modal dialog titled 'Vendor Payment' is open on the right, containing fields for Vendor (Travel Retailers & Wholesalers), Payment # (2), Amount (INR 10000), Date (25/04/2023), Reference#, Paid Via (Cash), and Description (Max. 500 characters). Buttons for 'Clear Applied Amount', 'Bill Details', and 'Payment(INR)' are visible.

8. 25-04-2023 Paid To Go Airlines Pvt Ltd

The screenshot shows the Zoho Books Banking module for ICICI BANK -001. The left sidebar has icons for Home, Banking, Sales, Purchase, and Reports. The main dashboard shows 'Amount in Zoho Books' as ₹8,34,000.00. A transaction table lists:

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BAL...
30/04/2023		Journal	Manually Added	₹1,00,000.00	₹9,34,000.00	
25/04/2023		Vendor Payment	Manually Added	₹1,00,000.00	₹10,52,000.00	0
25/04/2023		Vendor Payment	Manually Added	₹2,36,000.00	₹11,52,000.00	
15/04/2023		Customer Payment	Manually Added	₹5,90,000.00	₹13,88,000.00	

A modal dialog titled 'Vendor Payment' is open on the right, containing fields for Vendor (Go Airlines), Payment # (3), Amount (INR 472000), Date (25/04/2023), Reference#, Paid Via (Cash), and Description (Max. 500 characters). Buttons for 'Clear Applied Amount', 'Bill Details', and 'Payment(INR)' are visible.

9. 30-04-2023 Rent Paid

The screenshot shows the Zoho Books Banking module interface. On the left, there's a sidebar with various icons. The main area displays a transaction for 'Rent Expense' dated 30/04/2023, with a debit of ₹1,18,000.00 and a credit of ₹-2,18,000.00. To the right, a modal window titled 'Owner's Contribution' is open, allowing users to add details like 'From Account' (Owner's Equity), 'Date' (01/04/2023), 'Amount' (INR 100000), and 'Received Via' (Cash). The system status bar at the bottom shows it's 17°C, sunny, and the date is 2/23/2025.

10.30-04-2023 Salary Paid

This screenshot is identical to the one above, showing the same transaction for 'Rent Expense' on 30/04/2023. The 'Owner's Contribution' modal is also visible, and the system status bar at the bottom indicates it's 17°C, sunny, and the date is 2/23/2025.

Milestone 12: Financial Reports:

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

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

Activity 1: Profit and Loss Account

The screenshot shows a Profit and Loss report generated on books.zoho.in. The report title is "The Travel Trax tours Profit and Loss" with a basis of "Accrual" and the date range "From 01/04/2023 To 30/04/2023". The report details the operating income and expense categories with their respective amounts.

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

The Travel Trax tours

Profit and Loss

Basis: Accrual

From 01/04/2023 To 30/04/2023

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

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 Travel Trax tours

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	3,62,000.00
Total for Bank	3,62,000.00
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	4,93,000.00
Other Assets	
Total for Other Assets	0.00
Fixed Assets	
Total for Fixed Assets	0.00
Total for Assets	4,93,000.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
Salary Payable	-1,00,000.00
GST Payable	0.00
Output CGST	99,000.00
Output SGST	99,000.00
Total for GST Payable	1,98,000.00

Account	Total
Total for Current Liabilities	98,000.00
Long Term Liabilities	
Total for Long Term Liabilities	0.00
Other Liabilities	
Total for Other Liabilities	0.00
Total for Liabilities	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
Total for Liabilities & Equities	4,93,000.00

**Amount is displayed in your base currency INR

Activity 3: GST Reports

To generate monthly GST Reports go to Reports>Search “GSTR-3B Summary”

The screenshot shows the Zoho Books interface with the "Taxes" section selected. A sub-menu "GSTR-3B Summary" is open, showing a report from 01/04/2023 to 30/04/2023. The main content area displays a table titled "3.1 Details of Outward Supplies and inward supplies liable to reverse charge". The table has columns for Nature of Supply, Taxable Value, Integrated Tax, Central Tax, State/UT Tax, and CESS Tax. The rows show various categories of outward supplies, with the total value being ₹11,00,000.00.

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)	₹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

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

The screenshot shows the Zoho Books interface with the "Taxes > GSTR-3B Summary" section selected. A sub-menu "Tax Return" is open, showing a report from 01/04/2023 to 30/04/2023. The main content area displays a table titled "Tax Return" for "The Travel Trax tours". The table has columns for DATE, ENTRY NUMBER, TRANSACTION TYPE, AMOUNT, IGST AMOUNT, CGST AMOUNT, SGST AMOUNT, and CESS AMOUNT. The rows show three invoices dated 05/04/2023, 10/04/2023, and 15/04/2023, each with an amount of ₹5,00,000.00 and tax amounts of ₹45,000.00.

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

Activity 4: Journal Report

The Travel Trax tours

Journal Report

Basis: Accrual

From 01/04/2023 To 30/04/2023

	Debit	Credit
01/04/2023 - Owners Contribution 1		
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 Solution)		
Accounts Receivable	3,90,000.00	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
05/04/2023 - Invoice Payment INV-000001 (Techwise Solution)		
ICICI BANK-001	3,90,000.00	0.00
Accounts Receivable	0.00	3,90,000.00
	3,90,000.00	3,90,000.00
10/04/2023 - Bill 1 (Dream Resort & Hotels)		
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
10/04/2023 - Bill 2 (Go Airlines)		
Cost of Goods Sold	4,00,000.00	0.00
Input CGST	36,000.00	0.00
Input SGST	36,000.00	0.00
Accounts Payable	0.00	4,72,000.00
	4,72,000.00	4,72,000.00
10/04/2023 - Bill 3 (Travel Retailers & Wholesalers)		
Cost of Goods Sold	1,00,000.00	0.00
Accounts Payable	0.00	1,00,000.00
	1,00,000.00	1,00,000.00
10/04/2023 - Invoice INV-000002 (Rainbow High School)		
Accounts Receivable	1,18,000.00	0.00
Output CGST	0.00	9,000.00
Output SGST	0.00	9,000.00
Sales	0.00	1,00,000.00
	1,18,000.00	1,18,000.00
10/04/2023 - Transfer Fund 1		
Petty Cash	10,000.00	0.00
ICICI BANK-001	0.00	10,000.00
	10,000.00	10,000.00
10/04/2023 - Invoice Payment INV-000002 (Rainbow High School)		
ICICI BANK-001	1,18,000.00	0.00
Accounts Receivable	0.00	1,18,000.00
	1,18,000.00	1,18,000.00
15/04/2023 - Invoice INV-000003 (Swaminathan & Family)		
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
15/04/2023 - Invoice Payment INV-000003 (Swaminathan & Family)		
ICICI BANK-001	5,90,000.00	0.00
Accounts Receivable	0.00	5,90,000.00
	5,90,000.00	5,90,000.00

25/04/2023 - Payments Made 1 (Dream Resort & Hotels)	Debit	Credit
Accounts Payable		
ICICI BANK-001	1,36,000.00	0.00
	0.00	1,36,000.00
	1,36,000.00	1,36,000.00
25/04/2023 - Payments Made 3 (Travel Retailers & Wholesalers)	Debit	Credit
Accounts Payable		
ICICI BANK-001	1,00,000.00	0.00
	0.00	1,00,000.00
	1,00,000.00	1,00,000.00
25/04/2023 - Payments Made 2 (Go Airlines)	Debit	Credit
Accounts Payable		
ICICI BANK-001	4,72,000.00	0.00
	0.00	4,72,000.00
	4,72,000.00	4,72,000.00
30/04/2023 - Journal 1	Debit	Credit
Salary Payable		
ICICI BANK-001	1,00,000.00	0.00
	0.00	1,00,000.00
	1,00,000.00	1,00,000.00
30/04/2023 - Expense 001	Debit	Credit
Input CGST		
Input SGST	9,000.00	0.00
Rent Expense		
ICICI BANK-001	9,000.00	0.00
	1,00,000.00	0.00
	0.00	1,18,000.00
	1,18,000.00	1,18,000.00
30/04/2023 - Expense 2	Debit	Credit
Other Expenses		
Petty Cash		
	5,000.00	0.00
	0.00	5,000.00
	5,000.00	5,000.00

**Amount is displayed in your base currency INR

Activity 5: Accounts Receivable Aging Details

The screenshot shows a web browser window for Zoho Books. The title bar reads "Zoho Books_Used Case_TravelTrax Tours - Word (Product Activation Failed)". The main content is the "AR Aging Summary By Invoice Due Date" report for "The Travel Trax tours" as of 10/04/2023. The report has a header section with filters: "As of: Custom", "Aging By: Invoice Due Date", "Entities: Invoice", and a "Run Report" button. Below the header is a table 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 shown below the table. The bottom of the screen shows a Windows taskbar with various icons and system status.

Activity 6: Accounts Payable Aging Details

The screenshot shows a web browser window for Zoho Books. The title bar reads "AP Aging Summary | Reports | books.zoho.in/app/60037984937#/reports/billsaging?filter_by=CustomDate&select_columns=%5B%7B"field"%3A"fcy_total"%2C"group"%3A"report"%7D%5D&to...". The main content is the "AP Aging Summary By Bill Due Date" report for "The Travel Trax tours" as of 24/04/2023. The report has a header section with filters: "As of: Custom", "Aging By: Bill Due Date", and a "Run Report" button. Below the header is a table with columns: VENDOR NAME, TOTAL (FCY), CURRENT, 1-15 DAYS, 16-30 DAYS, 31-45 DAYS, > 45 DAYS, TOTAL, and FCY. The table lists vendors: Dream Resort & Hotels, Go Airlines, and Travel Retailers & Wholesalers, along with a total row. The bottom of the screen shows a Windows taskbar with various icons and system status.