



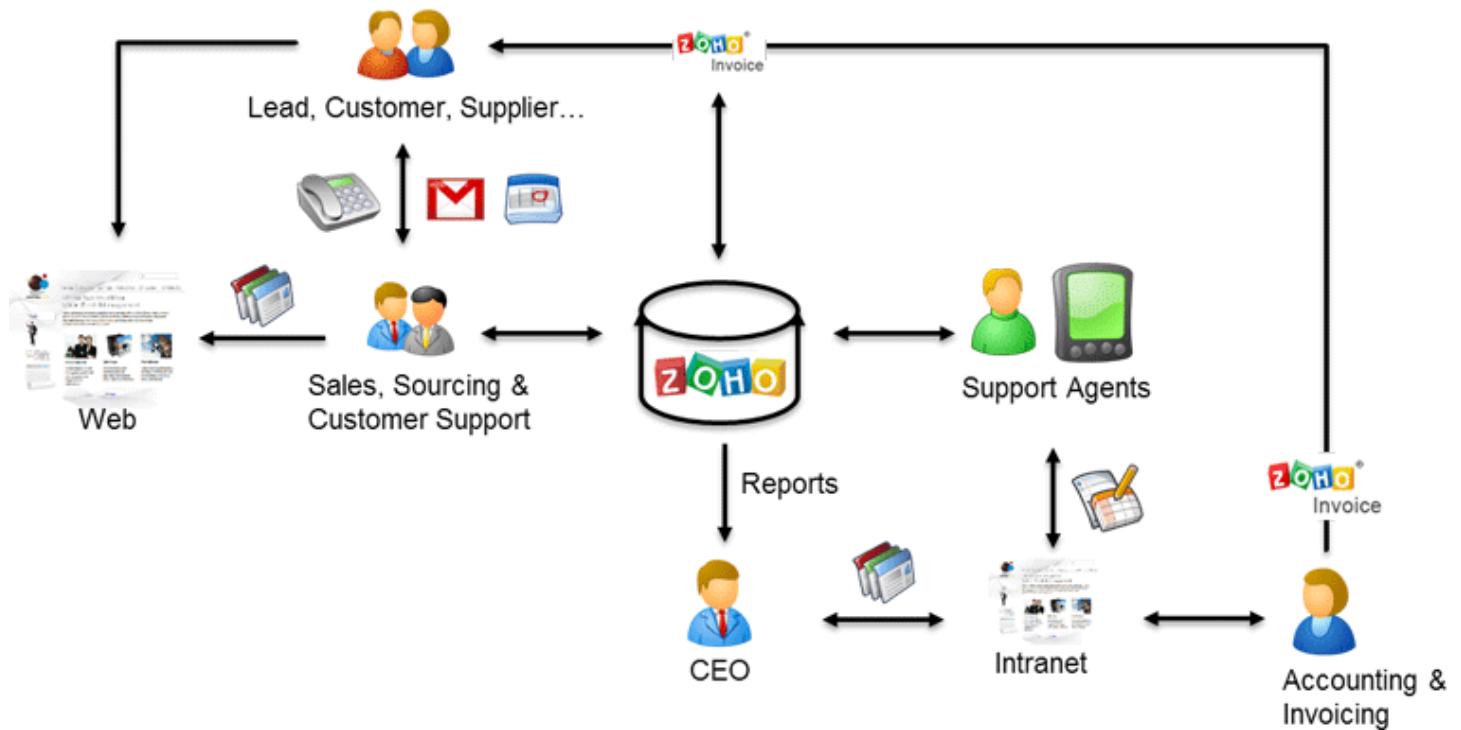
Preparation and Maintenance of  
Zoho Books of accounts for  
**Keerthi Sweets**  
**(Manufacturing and Trade - Industry)**

## 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 purchase orders, and generate invoices for their customers. They can track stock 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. Specializing in a wide variety of traditional and innovative sweets, they combine traditional recipes with modern techniques to create flavors that tantalize taste buds.

Keerthi Sweets is a Private Limited company also registered under GST in Tamil Nadu. Keerthi sweets is a Manufacturer and trader of various sweets in wholesale and retail, it has a wide range of customers (B2B & B2C) all over the state and it procures raw material from various suppliers in the state. It operates at a Gross Profit margin of 50%.



## **Project Flow:**

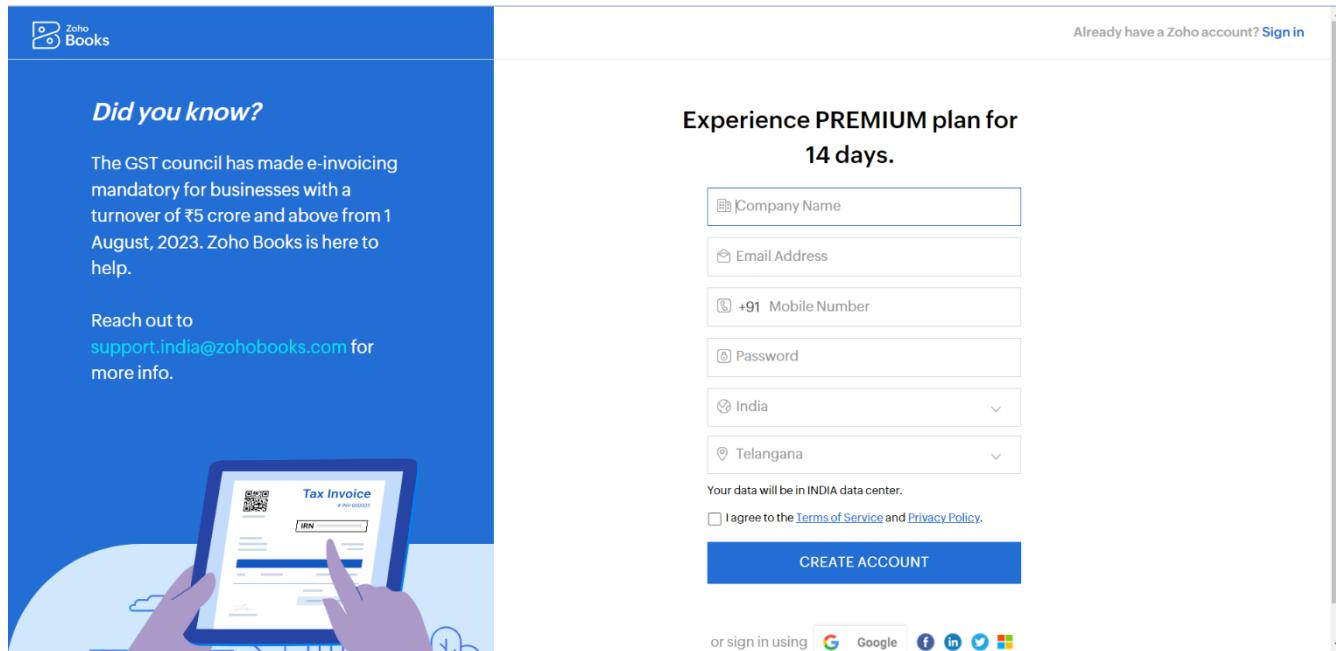
To accomplish this, we have to complete all the activities listed below,

- Set up your account
  - Sign up for a Zoho Books account and log in
  - Introduction
  - Lets Get Started
- Products & Items
  - Creation
  - Review
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  - Recording Bank Transactions
- Financial Reports
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  - Accounts Receivables
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## **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.

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

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

Organization Name\*  
Zylker

Business Location\*  
India

State/Union Territory\*  
Maharashtra

Add Organization Address

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

Currency  
INR - Indian Rupee

Language  
English

My business is registered for GST.  
XXXXXXXXXXXX

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

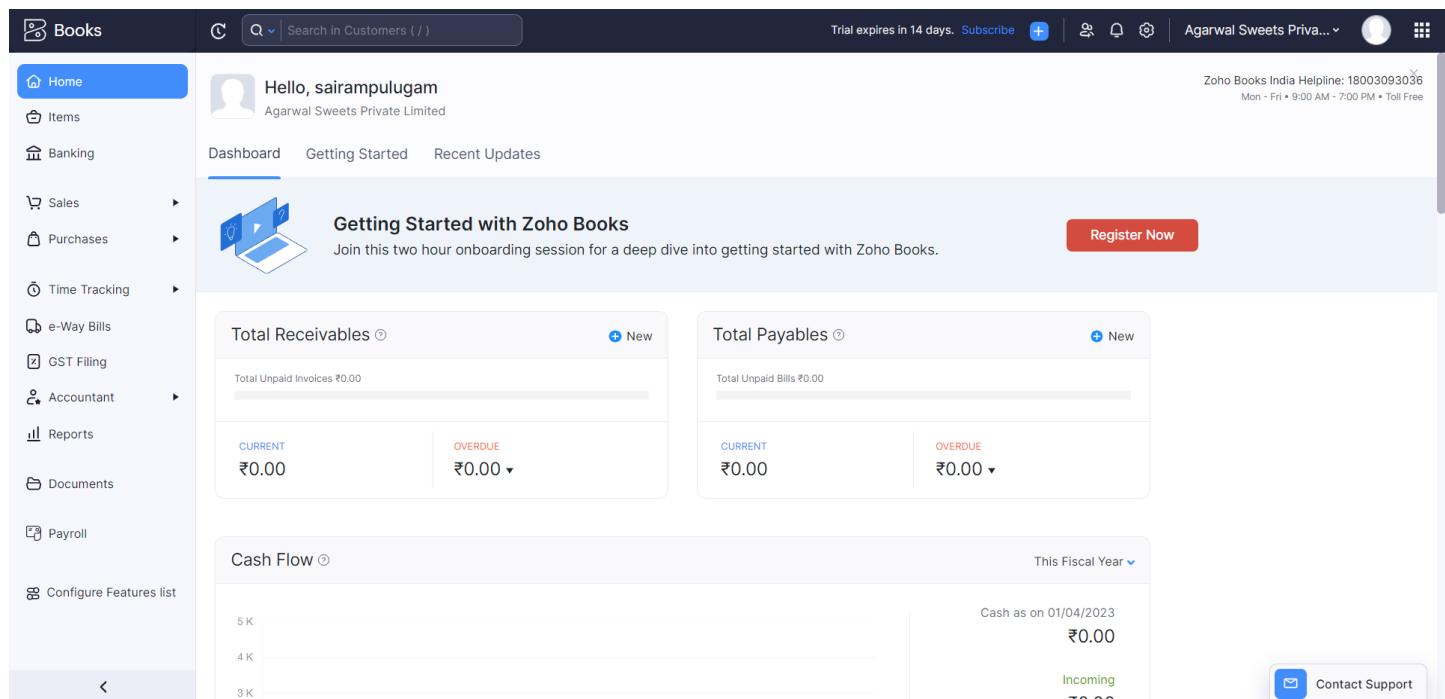
**Get started**

## Activity 2: Introduction

Before we get into the specifics, see where you'll find what.

### Introduction:

1. The **Navigation Panel** on the left-hand side lists all the modules of Zoho Books.
2. Get into the **Sales tab** and the **Purchases tab** to manage Quotes, Invoices, Expenses, Bills, and more.
3. The Quick Create button  by the respective modules is the shortcut to create new transactions.
4. The Quick Create option can be used to create a transaction on the fly from anywhere in Zoho Books.
5. Clicking on the Recent Activities option will display of list of most recent transactions you have carried out in your organization.
6. Use the Search bar to quickly find a specific transaction, contact, item or more.
7. The Notifications Section will notify you of any customer activity on the customer portal as well as announcements from the Zoho Books team.
8. Click on the Settings icon to manage your Organization Profile, Users, Subscriptions and more.



The screenshot shows the Zoho Books dashboard for the user 'Agarwal Sweets Private Limited'. The navigation panel on the left includes links for 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, sairampulugam' greeting and a 'Getting Started with Zoho Books' section with a video icon and a 'Register Now' button. It displays financial summaries for Total Receivables (₹0.00) and Total Payables (₹0.00), both with 'CURRENT' and 'OVERDUE' breakdowns. A 'Cash Flow' section shows a balance of ₹0.00 as of 01/04/2023, with an 'Incoming' amount of ₹0.00. The top right corner shows a trial expiration notice, a 'Subscribe' button, and user account details.

## Activity 3: Lets get started

Let us assume Keerthi Sweets has 5 sale **products** which are specified below with there Selling price excluding GST:

1. Kaju Barfi Rs.1000/- per kg
2. Gulab Jamun Rs.500/- per kg
3. Jangri Rs. 800/- per kg
4. Athirasam Rs.1200/- per kg
5. Mysore Pak Rs.1000/- per kg

OUTPUT GST @5% is applicable on all the above products:

To make the above products it require 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. Flavourings and Spices Rs.500 per Kg

## 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 such as

- 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

The screenshot shows the Zoho Books software interface. On the left, there's a navigation sidebar with various options like Home, Items (which is selected and highlighted in blue), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. Below the sidebar, there's a search bar and a message about a trial period. The main area is titled 'New Item' and contains a form for creating a new item. The form includes fields for Type (Goods is selected), Name\*, Unit, HSN Code, Tax Preference (set to Taxable), Sales Information (with fields for Selling Price\*, Account\*, and Description), and Purchase Information (with fields for Cost Price\*, Account\*, and Description). At the bottom, there are 'Save' and 'Cancel' buttons.

## Activity 2: Review of Items after Addition

NAME	DESCRIPTION	RATE	USAGE UNIT	PURCHASE DESCRIPTION	PURCHASE RATE	Q
Kaju Barfi	Sweets	₹1,000.00	kg		0	
Gulab Jamun	Sweets	₹500.00	kg		0	
Jangri	Sweets	₹800.00	kg		0	
Athirasam	Sweets	₹1,200.00	kg		0	
Mysore Pak	Sweets	₹1,000.00	kg		0	
Flour		0	kg	Raw Material	₹40.00	
Sugar		0	kg	Raw Material	₹50.00	
Ghee and Oil		0	kg	Raw Material	₹150.00	
Flavourings and Spices		0	kg	Raw material	₹500.00	
Dry Fruits		0	kg	Raw Material	₹600.00	

## Milestone 3: Vendors

### Activity 1: Vendors Creation

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

1. Iyyanger 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)

Now to create Vendors in books from Navigation Panel go to Purchases>Vendors>Create New Vendor.

## 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, a navigation panel lists various categories like Home, Items, Banking, Sales, Purchases, and Vendors. The 'Vendors' section is currently selected. The main content area displays a list of active vendors, with 'Iyyanger Sugar Traders' selected. The right side provides detailed information about the vendor, including its name, address, other details, and payables.

## Milestone 4: Purchases

### Activity 1: Purchase Order Creation

Next Keerthi Sweets has raised Purchase orders for the raw materials form the below mentioned vendors:

1. Iyyanger Sugar Traders – 200 Kgs Sugar Rs.50 pr kg for Credit Net 30 (GST registered)
2. Sweet Treats Raw Materials – 500 kgs Flour Rs. 40 per kg in Cash/Bank (GST registered)
3. Quality Delights Suppliers – 10kgs Dry Fruits Rs.600 kg in Cash/Bank (Non GST)

For Creation of purchase orders from Navigation Panel go to Purchases>Purchase Order> Creat New

The screenshot shows the 'New Purchase Order' creation screen. It includes fields for Vendor Name (with a dropdown menu), Delivery To (Organization: sairampulugam), Purchase Order# (PO-00001), Reference#, Date (30/06/2023), Expected Delivery Date, Shipment Preference, Payment Terms (Due on Receipt), and a checkbox for reverse charge. At the bottom, there are buttons for Save as Draft, Save and Send, and Cancel.

## Activity 2: Purchase Order to Purchase Bills Conversion

After Creating the Purchase orders, Mark the PO as “Convert to Bill” to convert the same as bill entry:

The screenshot shows the Zoho Books interface. On the left, the navigation bar includes 'Books', 'Home', 'Items', 'Banking', 'Sales', 'Purchases' (selected), 'Vendors', 'Expenses', 'Recurring Expenses', 'Purchase Orders' (selected), 'Bills', 'Payments Made', 'Recurring Bills', 'Vendor Credits', 'Time Tracking', 'e-Way Bills', and 'GST Filing'. The main area displays a 'Purchase Order' for 'PO-00001' from 'Iyyanger Sugar Traders'. The vendor details are: Agarwal Sweets Private Limited, Tamil Nadu, India, GSTIN 33AAAAA0000A1Z5. The purchase order amount is ₹10,500.00. The bill details show the vendor address: Iyyanger Sugar Traders, Tamil Nadu, India, GSTIN 33AAAAA0000A1Z5. The delivery address is: sarampulugam, Tamil Nadu, India. The date is 01/04/2023. The bill table lists one item: Sugar (Raw Material) at 17 kg, rate 50.00, amount 10,000.00. Subtotal is 10,000.00, CGST2.5 (2.5%) is 250.00, and SGST2.5 (2.5%) is 250.00.

## Activity 3: Direct Vendor Purchases Bills Creation:

Keerthi Sweets purchased the raw material for the below suppliers directly with out purchase order.

1. Raj Essence Suppliers – 5 kgs Flavourings and Spices Rs.500 per Kg in Cash (Non GST)
2. Quality Sweets Ingredients – 20kgs Ghee and Oil Rs.150 per kg in Cash (GST registered)

To create direct purchase invoices for the above transaction from navigation panle go to :  
Purchases>Bills>Create New

The screenshot shows the 'New Bill' creation form. The navigation bar on the left is identical to the previous screenshot. The form fields include: 'Vendor Name\*' (Raj Essence Suppliers), 'GST Treatment: Unregistered Business', 'Source Of Supply\*' ([TN] - Tamil Nadu), 'Destination Of Supply\*' ([TN] - Tamil Nadu), 'Bill#\*', 'Order Number', 'Bill Date\*' (dd/MM/yyyy), 'Due Date' (30/06/2023), 'Payment Terms' (Due on Receipt), and a checkbox for 'This transaction is applicable for reverse charge'. At the bottom are buttons for 'Save as Draft', 'Save as Open' (highlighted in blue), and 'Cancel'. A note at the bottom right says 'Template: 'Standard Template' Change | Make Recurring'.

Also we can attach the Scanned Copy of the Bill below for any future reference and documentation.

This screenshot shows the continuation of the 'New Bill' creation form. It includes a 'Notes' section with a note: 'It will not be shown in PDF' and an 'Attach File(s) to Bill' section with a 'Upload File' button and a note: 'You can upload a maximum of 5 files, 5MB each'.

## Activity 4: Payment Marking to Purchase Bills

Fill the required fields and save the bill and add the cash payment date to the bill to mark it as paid.

The screenshot shows the 'Books' application interface. On the left sidebar, under the 'Purchases' section, the 'Bills' option is selected. In the main area, a list of bills is displayed, with one bill for 'Raj Essence Suppliers' highlighted. The bill details are shown in a modal window:

- Bill Number:** 001
- Bill From:** Raj Essence Suppliers
- Bill Date:** 01/04/2023
- Due Date:** 01/04/2023
- Terms:** Due on Receipt
- Item & Description:** Flavourings and Spices (Raw material)
- HSN/SAC:** 09101210
- Qty:** 5.00 kg
- Rate:** ₹500.00
- Amount:** ₹2,500.00
- Sub Total:** ₹2,500.00
- Total:** ₹2,500.00
- Payments Made:** ₹2,500.00
- Balance Due:** ₹0.00

## Activity 5: Reconciliation of Open Bills

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

The screenshot shows the 'Books' application interface. On the left sidebar, under the 'Purchases' section, the 'Bills' option is selected. In the main area, a list of bills is displayed, with one bill for 'Quality Delights Suppliers' highlighted. The bill details are shown in a modal window:

- Bill Number:** 03
- Bill From:** Quality Delights Suppliers
- Bill Date:** 30/06/2023
- Status:** OPEN
- Record Payment:** This bill is in the open status. You can now record payment for this bill.
- Purchase Orders:** 1
- Show PDF View:** (button)
- Open:** (blue ribbon icon)
- Agarwal Sweets Private Limited**  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A1ZS
- BILL**  
Bill# 03
- Balance Due:** ₹10,500.00
- Order Number:** PO-00001
- Bill Date:** 30/06/2023

## **Milestone 5: Customers**

### **Activity 1: Customers Creation:**

The below are the list of customers:

1. Suresh Kumar iyer is a GST registered person.
2. Priya Ranganathan is a GST registered person.
3. Aravindan Mani is not a registered person.
4. Kavitha Rajendran is not a registered person.
5. Karthik Krishnan is not a registered person.

- 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.

New Customer

Customer Type  Business  Individual

Primary Contact

Company Name

Customer Display Name\*

Customer Email

Customer Phone

Other Details

GST Treatment\*

PAN

Place Of Supply\*

### **Activity 2: Review the Customers List**

Active Customers

<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/>	Mr. Karthik Krishnan				Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	Ms. Kavitha Rajendran				Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	Mr. Aravindan Mani				Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	Ms. Priya Ranganathan	Priya Sweets			Telangana	₹0.00	₹0.00
<input type="checkbox"/>	Mr. Suresh Kumar iyer	Suresh Sweets			Tamil Nadu	₹0.00	₹0.00

## **Milestone 6: Sales**

### **Activity 1: Sales Order Creation**

Keerthi Sweets received the sales order from the below customers:

1. 10/04/2023 Suresh Kumar iyer – 100 kgs of Kaju Barfi on credit – paid through bank on 25/04/2023
2. 20/04/2023 Priya Ranganathan – 50 kgs Jangri – Paid in cash on 20/04/2023

To Create Sales Order from navigation panel go to Sales>Sales Order> Creat New and fill the necessary fields:

The screenshot shows the 'New Sales Order' creation page in Zoho Books. The left sidebar is titled 'Books' and includes sections for Home, Items, Banking, Sales (Customers, Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes), Purchases, Time Tracking, e-Way Bills, and GST Filing. The main area is titled 'New Sales Order' and contains fields for Customer Name (dropdown with placeholder 'Select Customer'), Sales Order# (SO-00003), Reference#, Sales Order Date (30/06/2023), Expected Shipment Date (dd/MM/yyyy), Payment Terms (Due on Receipt), Delivery Method (dropdown), and Salesperson (dropdown). At the bottom are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. A status bar at the bottom right shows 'Total Amount: ₹ 0.00' and 'Total Quantity: 0'.

### **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 'All Sales Orders' list in Zoho Books. The left sidebar is identical to the previous screenshot. The main area lists two sales orders: 'Ms. Priya Ranganathan SO-00002 | 15/04/2023' and 'Mr. Suresh Kumar iyer SO-00001 | 10/04/2023', both marked as 'CLOSED'. Below the list is a preview of the 'SALES ORDER' document for 'SO-00001'. The document header includes 'Agarwal Sweets Private Limited, Tamil Nadu, India, GSTIN 33AAAAA0000A1ZS'. It shows 'Bill To: Mr. Suresh Kumar iyer, GSTIN 33AAAAA0000A1ZS' and 'Ship To: GSTIN 33AAAAA0000A1ZS'. The 'Order Date' is listed as '10/04/2023'. The 'Place Of Supply' is 'Tamil Nadu (33)'. The document footer shows a table with one item: '# Item & Description HSN/SAC Qty Rate Amount', with row 1 being 'Kaju Barfi 17049020 100.00 1,000.00 1,00,000.00'. The status bar at the bottom right shows 'Attachments' and 'Comments & History'.

## Activity 3: Direct Sale Invoices

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

1. 20-04-2023 Aravindan Mani purchased 10kgs of Gulab Janum.
2. 20-04-2023 Kavitha Rajendran purchased 5kgs of Athirasam.
3. 15-04-2023 Karthik Krishnan purchased 20kgs of Mysore Pak.

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:

The screenshot shows the 'New Invoice' creation interface. The left sidebar has 'Sales' selected under 'Invoices'. The main form includes fields for Customer Name (dropdown), Invoice# (INV-000004), Order Number, Invoice Date (30/06/2023), Salesperson (dropdown), Subject (text input), and payment terms (Due on Receipt). Buttons at the bottom include Save as Draft, Save and Send, and Cancel.

## Activity 4: Receive payment

Click on the Record payment and enter the Amount received to mark the Invoice Paid.

## Activity 5: 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 'All Invoices' list and a detailed view for INV-000002. The list shows five invoices with payment status (PAID or OVERDUE). The detailed view for INV-000002 shows options to 'Record payment' (button) and 'Add e-Way Bill Details' (button). A yellow 'Overdue' banner is visible. The right side displays the 'TAX INVOICE' document for Agarwal Sweets Private Limited.

## Milestone 7: Bank Account

### Activity 1: Adding Bank Account

Aggarwal Sweets has opened an account in ICICI Bank with A/c no 000001. To add the bank account go to Banking from the navigation panel and select add Bank account Manually and fill the necessary fields and save.

The screenshot shows the 'Books' application interface. The left sidebar has a 'Banking' tab selected. The main area is titled 'Add Bank or Credit Card'. The form contains fields for Account Name (ICICI Bank-001), Account Code, Currency (INR), Account Number (000001), Bank Name (ICICI Bank), IFSC, and Description (Max. 500 characters). There is also a checkbox for 'Make this primary'. At the bottom are 'Save' and 'Cancel' buttons. The status bar at the bottom shows weather (34°C, Partly sunny), system icons, and the date/time (11:27 03-07-2023).

## 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.

The screenshot shows the 'Books' application interface. The left sidebar has a 'Chart of Accounts' tab selected. The main area is titled 'Create Account'. The form fields include: Account Type (Other Asset), Account Name (empty), Account Code, Description (Max. 500 characters), and a checkbox for 'Add to the watchlist on my dashboard'. A tooltip for 'Assets' is displayed, stating 'Track special assets like goodwill and other intangible assets'. At the bottom are 'Save' and 'Cancel' buttons. The background shows a list of existing accounts under 'All Accounts' category.

## **Milestone 9: Journal Entries:**

### **Activity 1: Recording of Journal Entries**

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

- Employee salaries Rs.5,000/- each for 10 employees Total Rs.50,000/-.

To add the Journal Entry from navigation panel go to Accountant>Add Manual Journals, provide the necessary fields and after save and publish to post the entry.

New Journal

Date\* 30/04/2023

Journal#\* 3

Reference#

Notes\* Max. 500 characters

Journal Type  Cash based journal

Currency INR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salaries and Employee Wages	Being employee Salaries for the month of April-23	Select Contact	50000	
Salaries Payable	Being employee Salaries for the month of April-23	Select Contact		50000

+ Add another line

Save and Publish Save as Draft Cancel

Manual Journals

VIEW BY: Status: All Journals Period: All

DATE	JOURNAL#	STATUS	NOTES	AMOUNT
30/04/2023	2	PUBLISHED		₹23,600.00
30/04/2023	3	PUBLISHED	Employees Salary for April-2023	₹50,000.00

## Milestone 10: Expense & Bills

### Activity 1: Expense & Bills Entry

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

1. Office Rent Rs.20,000/- excluding GST @ 18% Total Invoice Value Rs.23,600/-.
2. Advertisement and Marketing expenses Rs.10,000/- paid in cash.
3. 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

Books

Search in Expenses ( / )

Date\* 30/04/2023

Expense Account\* Miscellaneous Expenses

Expense Type\* Services

Amount\* INR 5000

Paid Through\* Petty Cash

Vendor

GST Treatment\* Non-GST Supply

Source Of Supply\* [TN] - Tamil Nadu

Destination Of Supply\* [TN] - Tamil Nadu

Invoice#

Notes Max. 500 characters

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	Miscellaneous Expenses			Petty Cash		NON-BILLABLE	₹5,000.00
30/04/2023	Advertising And Marketing			Petty Cash		NON-BILLABLE	₹10,000.00

## Milestone 11: Bank Entries

### Activity 1: Recording of Bank Transactions

The Below are the Bank Transactions occurred during the month:

Date	Particulars	Debit	Credit	Balance
01-04-2023	Capital Deposit		100000	100000
01-04-2023	Cash Withdrawl for petty cash	10000		90000
10-04-2023	Paid to Iyyanger Sugar Traders	10500		79500
10-04-2023	Paid to Sweet Treats Raw Materials	21000		58500
10-04-2023	Paid to Quality Delights Suppliers	6000		52500
25-04-2023	Amount received from customer Mr. Suresh Kumar iyer		105000	157500
30-04-2023	Rent Payment	23600		133900
30-04-2023	Petty Cash Deposit		50000	183900

To Add the bank transaction go to Banking>Add Transaction and select the appropriate type to record the transactions:

Particulars	Transaction Type
Capital Deposit	Money In- Owner's Contribution
Cash Withdrawl for petty cash	Money Out- Transfer to Another Account
Paid to Iyyanger Sugar Traders	Money Out- Vendor Payment
Paid to Sweet Treats Raw Materials	Money Out- Vendor Payment
Paid to Quality Delights Suppliers	Money Out- Vendor Payment
Amount received from customer Mr. Suresh Kumar iyer	Money In – Customer payment
Petty Cash Deposit	Money In – Transfer from Another Account

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 to import bank statements. A central illustration shows a person working at a desk. On the right, a modal window titled "Add Transaction" is open, listing categories for "MONEY OUT" and "MONEY IN". Under "MONEY OUT", "Transfer To Another Account" is selected. Other options include Expense, Vendor Advance, Vendor Payment, Card Payment, Owner Drawings, Credit Note Refund, Payment Refund, and Customer Advance. At the bottom of the modal, it says "Supported File Formats: CSV • TSV • OFX • QIF • PDF".

For Vendor payment and Customer payment select the appropriate Vendor or customer and mark the payment against the open Bills and Invoices to close and mark completed.

## For Vendor Payment:

The screenshot shows the Zoho Books dashboard for ICICI Bank-0001. On the left, there's a sidebar with various icons. The main area displays a balance of ₹69,000.00 in Zoho Books. Below it, a table lists transactions: a vendor payment of ₹6,000.00 on 10/07/2023, another vendor payment of ₹21,000.00 on 10/04/2023, a transfer fund of ₹10,000.00 on 01/04/2023, and an owners contribution of ₹1,00,000.00 on 01/04/2023. A modal window titled "Vendor Payment" is open on the right, showing fields for Vendor (Iyyangar Sugar Traders), Payment # (5), Amount (INR 10500), Date (10/05/2023), Reference#, Paid Via (Bank Transfer), and Description (Max. 500 characters). It also shows Bill Details with a PO number (03) and a due amount of ₹10,500.00 due on 05/04/2023.

## For Customer Payment:

The screenshot shows the Zoho Books dashboard for ICICI Bank-0001. The sidebar and transaction table are similar to the previous vendor payment screenshot. A modal window titled "Customer Payment" is open on the right, showing fields for Customer (Mr. Suresh Kumar Iyer), Amount Received (INR 105000), Date (25/04/2023), Payment # (6), Reference#, Received Via (Cash), and Description (Max. 500 characters). It also shows Invoice Details with an invoice number (INV-000002), a due amount of ₹1,05,000.00 due on 10/04/2023, and a "Pay in Full" button.

## **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 Zoho Books navigation panel. The 'Reports' section is selected, displaying various financial reports under 'General Reports'. The reports include Business Overview, Sales, Receivables, Profit and Loss, Sales by Customer, Customer Balances, AR Aging Summary, AR Aging Details, Horizontal Profit and Loss, Sales by Item, Invoice Details, Cash Flow Statement, Sales by Sales Person, Sales Order Details, Balance Sheet, Delivery Challan Details, Horizontal Balance Sheet, Quote Details, Balance Sheet (Schedule III), Customer Balance Summary, Business Performance Ratios, Receivable Summary, Movement of Equity, Receivable Details, Payments Received, Recurring Invoices, and Payables.

[https://books.zoho.in/app/60022364461#/reports/profitandloss?cash\\_based=false&compare\\_entities=&compare\\_with=&corporation\\_tax\\_return\\_id=&custom\\_report\\_id=&filter\\_by=&from\\_date=&is\\_recent\\_period\\_first=false&previous\\_periods=0&select\\_columns=&show\\_rows=8&to\\_date=](https://books.zoho.in/app/60022364461#/reports/profitandloss?cash_based=false&compare_entities=&compare_with=&corporation_tax_return_id=&custom_report_id=&filter_by=&from_date=&is_recent_period_first=false&previous_periods=0&select_columns=&show_rows=8&to_date=)

### **Activity 1: Profit and Loss Account**

The screenshot shows the Profit and Loss report for Agarwal Sweets Private Limited. The report is based on Accrual basis from 01/04/2023 to 31/03/2024. The report details the operating income and expense, non-operating income, and non-operating expense, leading to a net profit of 44,500.00.

ACCOUNT	TOTAL
<b>Operating Income</b>	
Sales	1,71,000.00
<b>Total for Operating Income</b>	1,71,000.00
Cost of Goods Sold	41,500.00
Cost of Goods Sold	41,500.00
<b>Total for Cost of Goods Sold</b>	41,500.00
	Gross Profit
	1,29,500.00
<b>Operating Expense</b>	
Advertising And Marketing	10,000.00
Rent Expense	20,000.00
Salaries and Employee Wages	50,000.00
<b>Total for Operating Expense</b>	80,000.00
	Operating Profit
	49,500.00
<b>Non Operating Income</b>	
Total for Non Operating Income	0.00
<b>Non Operating Expense</b>	
Miscellaneous Expenses	5,000.00
<b>Total for Non Operating Expense</b>	5,000.00
	Net Profit/Loss
	44,500.00

## 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

Agarwal Sweets Private Limited  
Balance Sheet  
Basis: Accrual  
As of 30/04/2023

ACCOUNT	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash</b>	
Petty Cash	16,010.00
Total for Cash	16,010.00
<b>Bank</b>	
ICICI Bank-0001	2,07,500.00

balance\_sheet.xlsx

## 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

3.1 Details of Outward Supplies and inward supplies liable to reverse charge

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)	₹1,71,000.00	₹2,000.00	₹3,275.00	₹3,275.00	₹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				
<b>Total value</b>	<b>₹1,71,000.00</b>	<b>₹2,000.00</b>	<b>₹3,275.00</b>	<b>₹3,275.00</b>	<b>₹0.00</b>

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
(i) Taxable supplies on which electronic commerce operator pays tax under Sub-section (5) of Section 9 [To be furnished by the electronic commerce operator]	0	0	0	0	0

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	<a href="#">INV-000002</a>	Invoice	₹1,00,000.00	₹0.00	₹2,500.00	₹2,500.00	₹0.00
15/04/2023	<a href="#">INV-000001</a>	Invoice	₹20,000.00	₹0.00	₹500.00	₹500.00	₹0.00
20/04/2023	<a href="#">INV-000003</a>	Invoice	₹40,000.00	₹2,000.00	₹0.00	₹0.00	₹0.00
20/04/2023	<a href="#">INV-000004</a>	Invoice	₹5,000.00	₹0.00	₹125.00	₹125.00	₹0.00
20/04/2023	<a href="#">INV-000005</a>	Invoice	₹6,000.00	₹0.00	₹150.00	₹150.00	₹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-0001		1,00,000.00	0.00
Owner's Equity		0.00	1,00,000.00
		1,00,000.00	1,00,000.00
01/04/2023 - TRANSFER FUND 2		DEBIT	CREDIT
Petty Cash		10,000.00	0.00
ICICI Bank-0001		0.00	10,000.00
		10,000.00	10,000.00
05/04/2023 - BILL 03 (IYYANGER SUGAR TRADERS)		DEBIT	CREDIT
Cost of Goods Sold		10,000.00	0.00
Input CGST		250.00	0.00

## 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 report titled "AR Aging Details By Invoice Due Date" for "Agarwal Sweets Private Limited" as of 15/04/2023. The report lists invoices with details like Transaction ID, Type, Status, Customer Name, Age, Amount, and Balance Due.

DATE	TRANSACTION#	TYPE	STATUS	CUSTOMER NAME	AGE	AMOUNT	BALANCE DUE
Current						₹1,26,000.00	₹1,13,400.00
10/04/2023	INV-000002	Invoice	Sent	Mr. Suresh Kumar Iyer		₹1,05,000.00	₹1,05,000.00
15/04/2023	INV-000001	Invoice	Partially Paid	Mr. Karthik Krishnan		₹21,000.00	₹8,400.00
Total						₹1,26,000.00	₹1,13,400.00

## 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 report titled "AP Aging Details By Bill Date" for "Agarwal Sweets Private Limited" as of 05/04/2023. The report lists bills with details like Transaction ID, Type, Status, Vendor Name, Age, Bill Amount, and Balance Due.

DATE	TRANSACTION#	TYPE	STATUS	VENDOR NAME	AGE	BILL AMOUNT	BALANCE DUE
Current						₹40,000.00	₹40,000.00
05/04/2023	001	Bill	Open	Raj Essence Suppliers		₹2,500.00	₹2,500.00
05/04/2023	03	Bill	Open	Iyyanger Sugar Traders		₹10,500.00	₹10,500.00
05/04/2023	04	Bill	Open	Sweet Treats Raw Materials		₹21,000.00	₹21,000.00
05/04/2023	05	Bill	Open	Quality Delights Suppliers		₹6,000.00	₹6,000.00
Total						₹40,000.00	₹40,000.00

