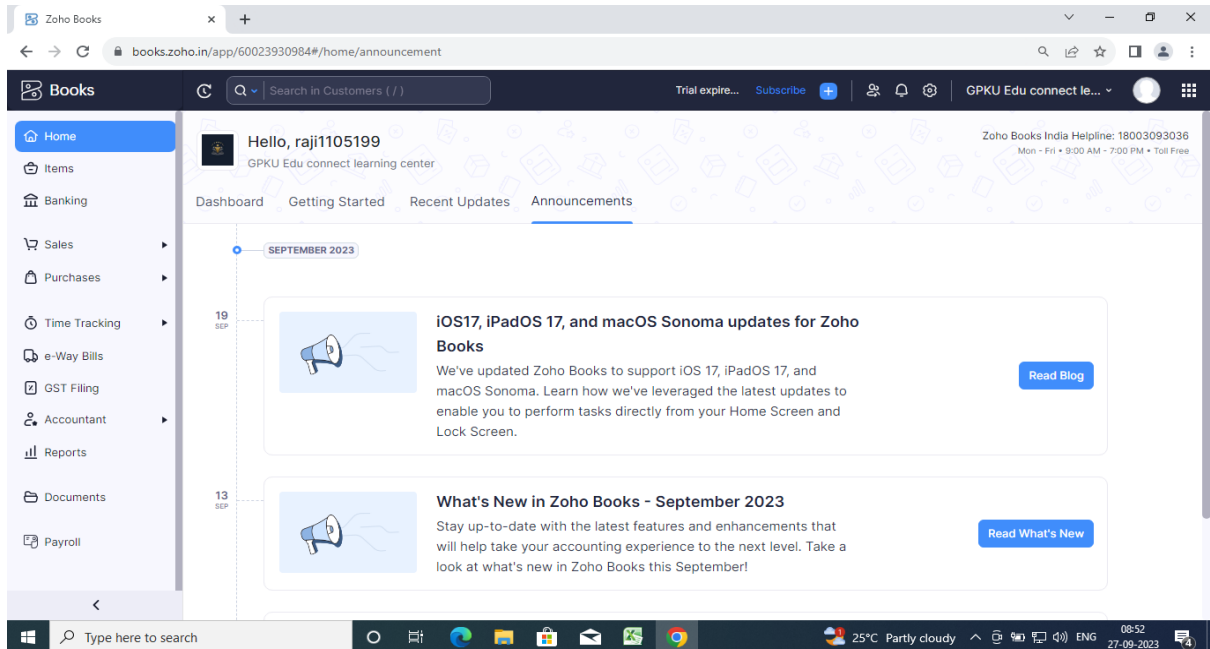


PREPARATION AND MAINTAINANCE OF ZOHO BOOKS OF EDU CONNECT LEARNING CENTER

Activity 1 : Creation of Edu Connect Learning Center and its Profile



The screenshot shows the Zoho Books web application interface. The top navigation bar includes the Zoho Books logo, a search bar, and user account information. The left sidebar contains various business management tools. The main content area is titled 'Announcements' and displays a timeline for September 2023. Two announcements are visible: one about iOS, iPadOS, and macOS updates, and another about new features for September 2023.

Announcements

SEPTEMBER 2023

19 SEP

iOS17, iPadOS 17, and macOS Sonoma updates for Zoho Books

We've updated Zoho Books to support iOS 17, iPadOS 17, and macOS Sonoma. Learn how we've leveraged the latest updates to enable you to perform tasks directly from your Home Screen and Lock Screen.

[Read Blog](#)

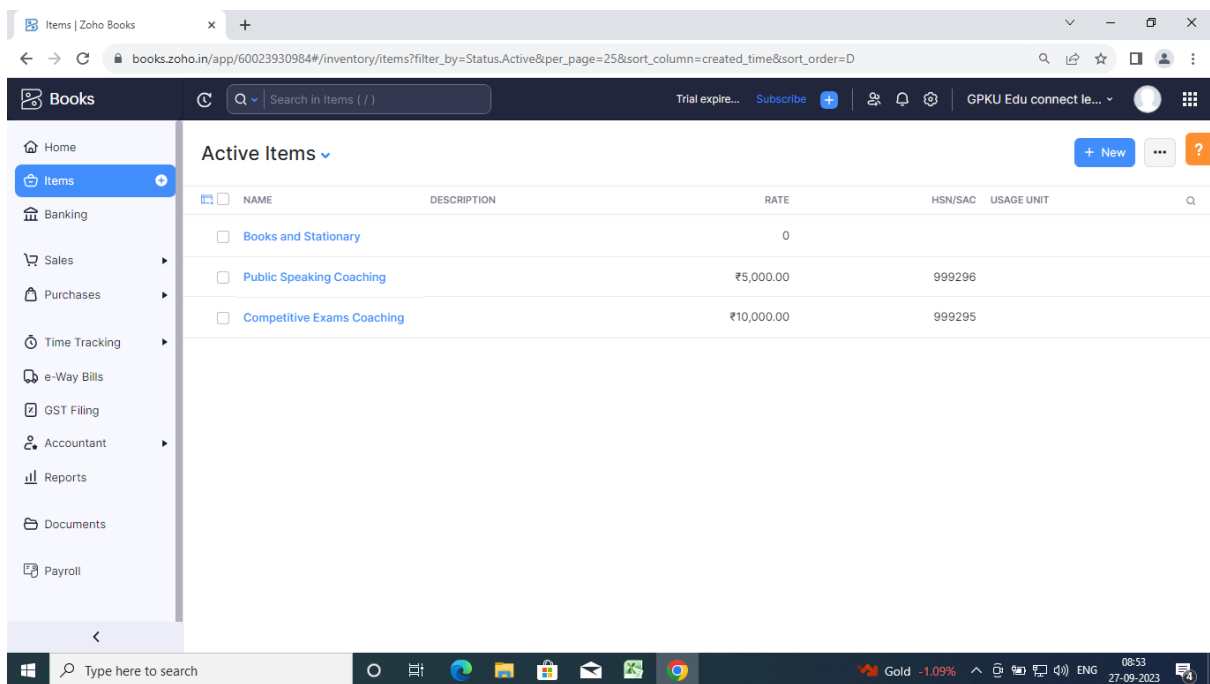
13 SEP

What's New in Zoho Books - September 2023

Stay up-to-date with the latest features and enhancements that will help take your accounting experience to the next level. Take a look at what's new in Zoho Books this September!

[Read What's New](#)

Activity 2: Creation of Items

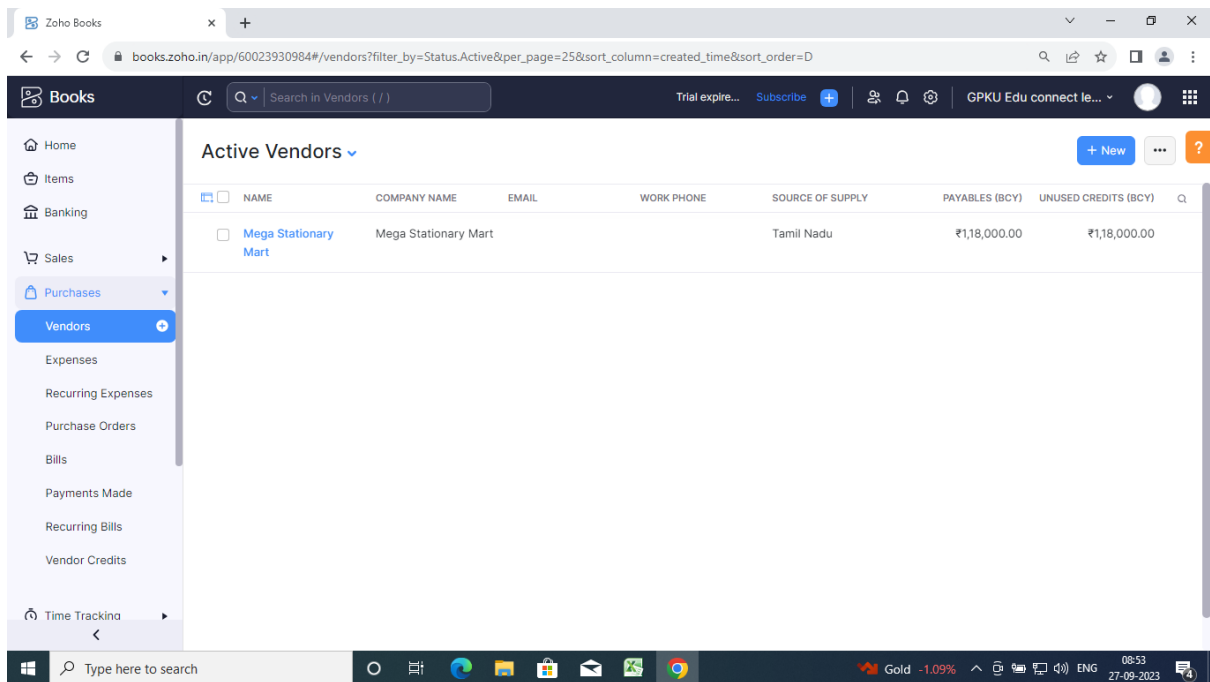


The screenshot shows the Zoho Books web application interface for the 'Items' section. The top navigation bar includes the Zoho Books logo, a search bar, and user account information. The left sidebar contains various business management tools. The main content area is titled 'Active Items' and displays a table with columns for NAME, DESCRIPTION, RATE, HSN/SAC, and USAGE UNIT. Three items are listed: 'Books and Stationary', 'Public Speaking Coaching', and 'Competitive Exams Coaching'.

Active Items

NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
<input type="checkbox"/> Books and Stationary		0		
<input type="checkbox"/> Public Speaking Coaching		₹5,000.00	999296	
<input type="checkbox"/> Competitive Exams Coaching		₹10,000.00	999295	

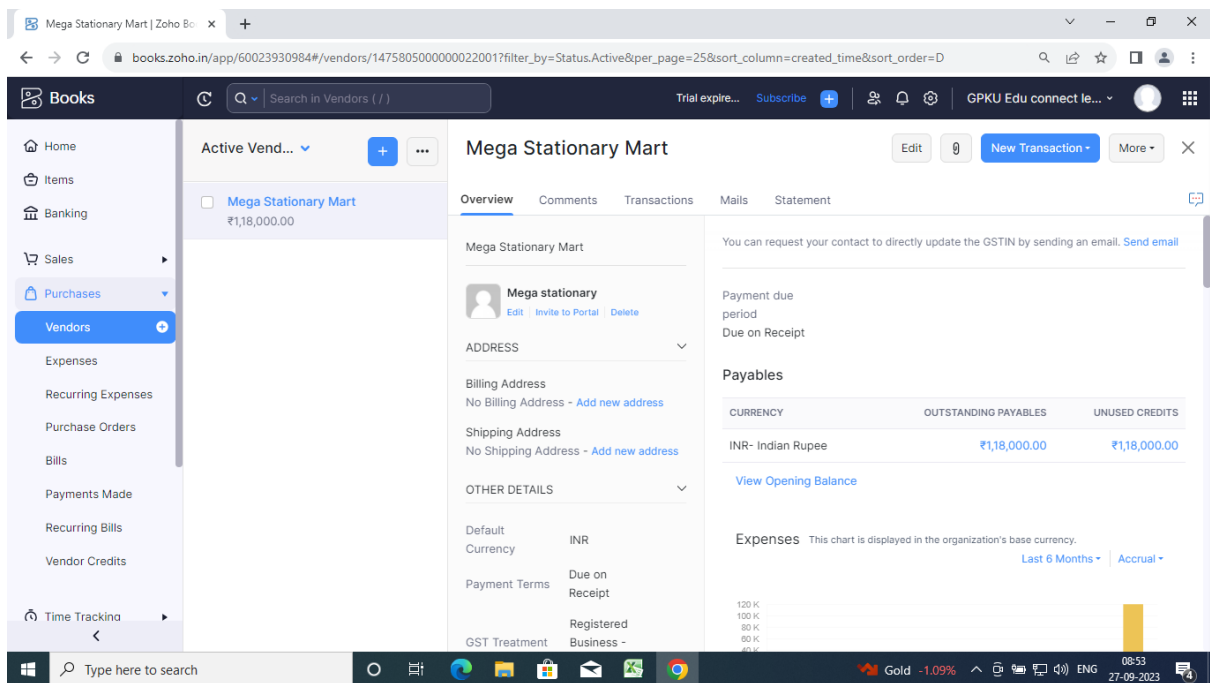
Activity 3 : Vendors Creation



The screenshot shows the Zoho Books interface with the 'Vendors' menu selected in the left sidebar. The main area displays a table of active vendors. The table has columns for NAME, COMPANY NAME, EMAIL, WORK PHONE, SOURCE OF SUPPLY, PAYABLES (BCY), and UNUSED CREDITS (BCY). One vendor, 'Mega Stationary Mart', is listed with a payable of ₹1,18,000.00 and unused credits of ₹1,18,000.00. The interface includes a top navigation bar with a search bar and a bottom taskbar with system icons.

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
Mega Stationary Mart	Mega Stationary Mart			Tamil Nadu	₹1,18,000.00	₹1,18,000.00

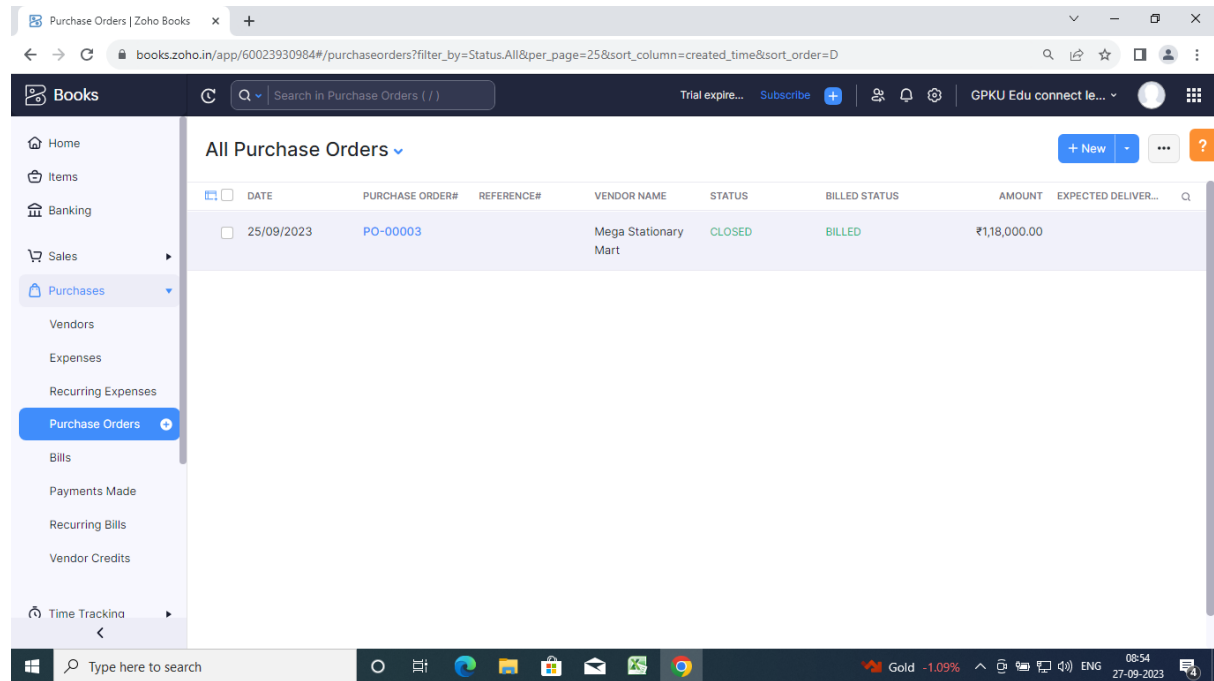
Activity 4: Review of the Vendors



The screenshot shows the Zoho Books interface with the 'Vendors' menu selected. The main area displays the details for 'Mega Stationary Mart'. The details are organized into sections: Overview, Comments, Transactions, Mails, and Statement. The Overview section shows the vendor's name, address, and other details. The Payables section shows a table of outstanding payables and unused credits. The Expenses section shows a chart of expenses over time.

CURRENCY	OUTSTANDING PAYABLES	UNUSED CREDITS
INR- Indian Rupee	₹1,18,000.00	₹1,18,000.00

Activity 5 : Purchase Order Creation

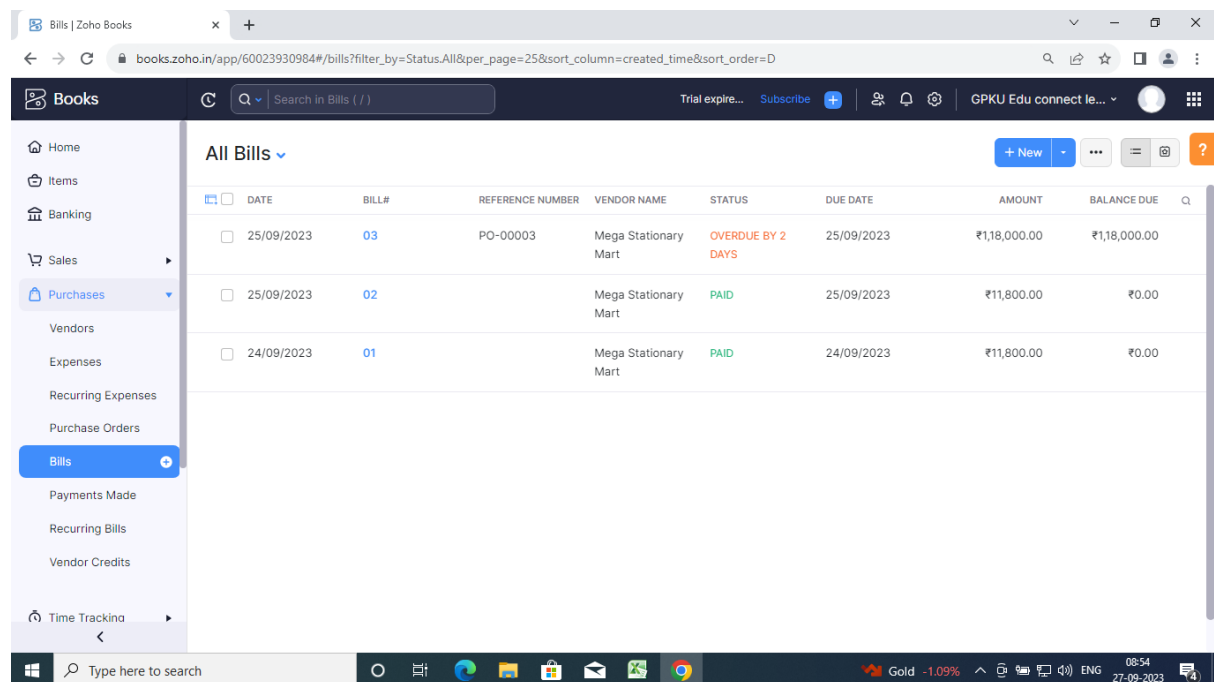


The screenshot shows the Zoho Books interface for the 'Purchase Orders' section. The left sidebar contains navigation options: Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Bills, Payments Made, Recurring Bills, and Vendor Credits. The main area displays 'All Purchase Orders' with a table containing one entry.

DATE	PURCHASE ORDER#	REFERENCE#	VENDOR NAME	STATUS	BILLED STATUS	AMOUNT	EXPECTED DELIVER...
25/09/2023	PO-00003		Mega Stationary Mart	CLOSED	BILLED	₹1,18,000.00	

The bottom of the screen shows a Windows taskbar with the search bar, taskbar icons, and system tray information including Gold price, date, and time.

Activity 6 : Purchase Order to Purchase bill Conversion



The screenshot shows the Zoho Books interface for the 'Bills' section. The left sidebar is the same as in Activity 5, with 'Bills' now selected. The main area displays 'All Bills' with a table containing three entries.

DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
25/09/2023	03	PO-00003	Mega Stationary Mart	OVERDUE BY 2 DAYS	25/09/2023	₹1,18,000.00	₹1,18,000.00
25/09/2023	02		Mega Stationary Mart	PAID	25/09/2023	₹11,800.00	₹0.00
24/09/2023	01		Mega Stationary Mart	PAID	24/09/2023	₹11,800.00	₹0.00

The bottom of the screen shows the same Windows taskbar as in Activity 5.

Activity 7 : Customer Creation

Active Customers

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
Growmore Careers	Growmore Careers			Tamil Nadu	₹2,95,000.00	₹0.00
Knowledge Foundation Pvt Ltd	Knowledge Foundation Pvt Ltd			Tamil Nadu	₹0.00	₹0.00

Activity 8 : Sales Order Creation

All Sales Orders

NAME	COMPANY NAME	AMOUNT	STATUS
Growmore Careers	Growmore Careers	₹2,95,000.00	CLOSED
Knowledge Foundation Pvt Ltd	Knowledge Foundation Pvt Ltd	₹23,60,000.00	CONFIRMED
Growmore Careers	Growmore Careers	₹2,95,000.00	CLOSED
Knowledge Foundation Pvt Ltd	Knowledge Foundation Pvt Ltd	₹23,60,000.00	CLOSED

SO-00003

Fulfill the Sales Order

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

Convert

Invoice Status : NOT INVOICED

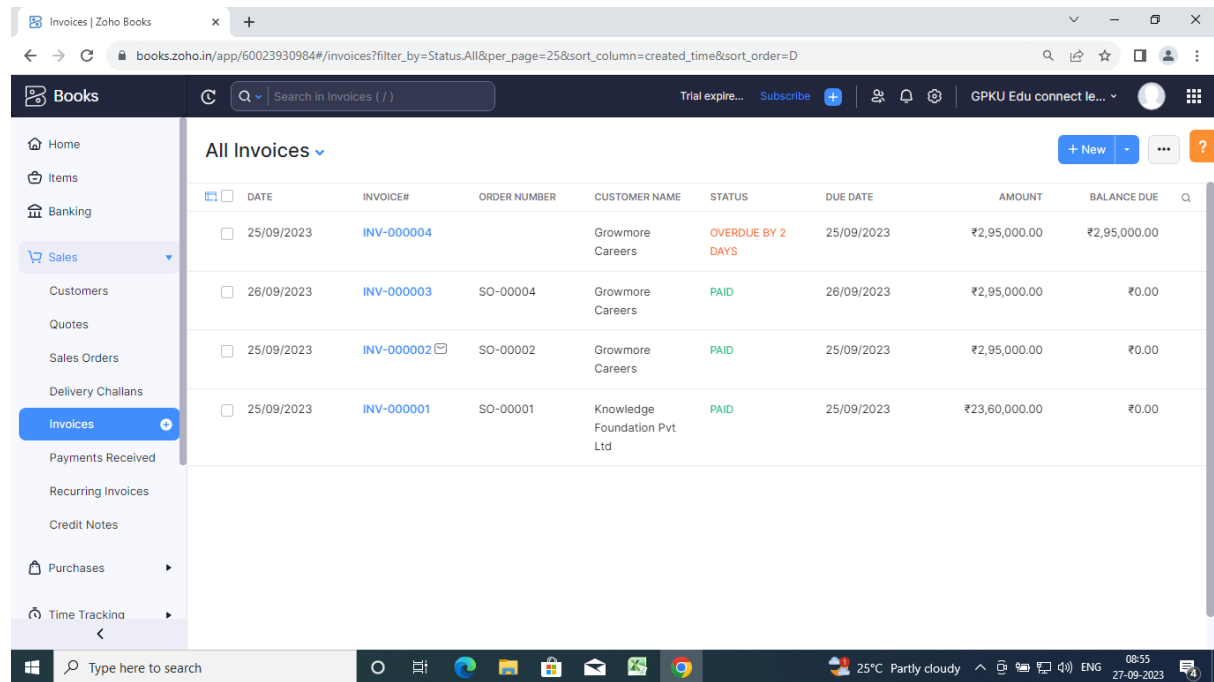
Show PDF View

Confirmed

SALES ORDER

Sales Order# SO-00003

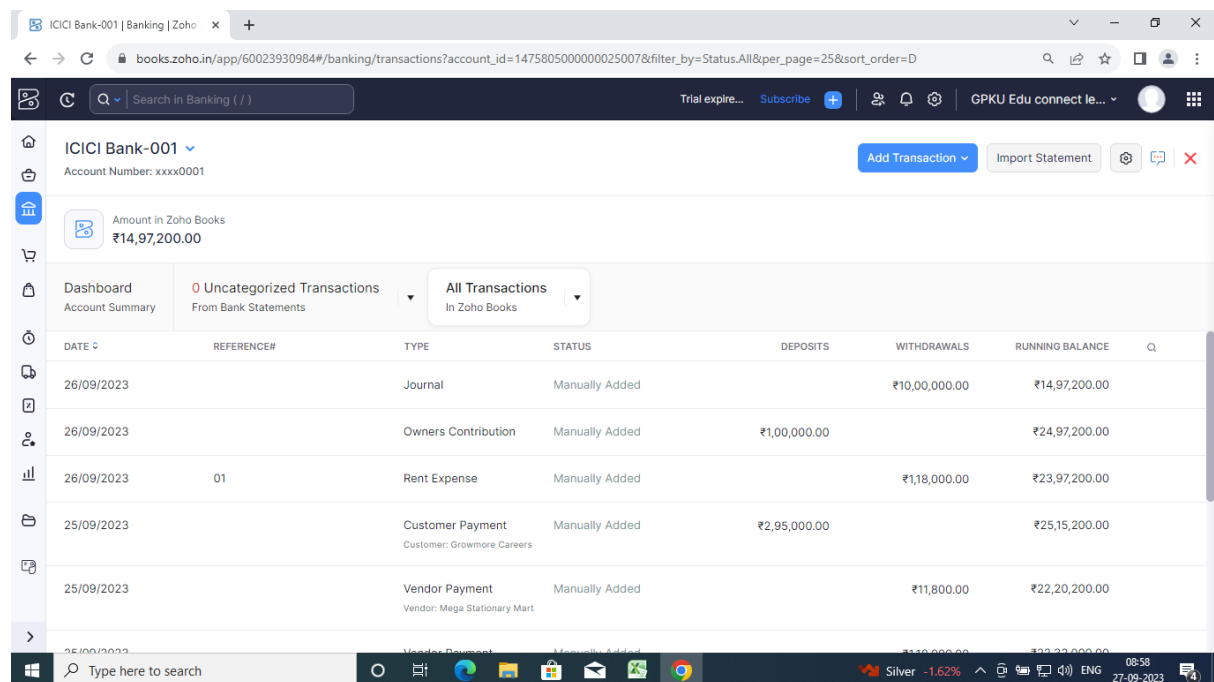
Activity 9 : Sales order to Sales Invoice Conversion



The screenshot shows the Zoho Books interface with the 'Invoices' section selected in the left sidebar. The main area displays a table of all invoices. The table has columns for DATE, INVOICE#, ORDER NUMBER, CUSTOMER NAME, STATUS, DUE DATE, AMOUNT, and BALANCE DUE. There are four invoices listed, with the first one being 'OVERDUE BY 2 DAYS'.

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
25/09/2023	INV-000004		Growmore Careers	OVERDUE BY 2 DAYS	25/09/2023	₹2,95,000.00	₹2,95,000.00
26/09/2023	INV-000003	SO-00004	Growmore Careers	PAID	26/09/2023	₹2,95,000.00	₹0.00
25/09/2023	INV-000002	SO-00002	Growmore Careers	PAID	25/09/2023	₹2,95,000.00	₹0.00
25/09/2023	INV-000001	SO-00001	Knowledge Foundation Pvt Ltd	PAID	25/09/2023	₹23,60,000.00	₹0.00

Activity 10 : Opening an Bank Account in ICICI Bank



The screenshot shows the Zoho Books Banking section for 'ICICI Bank-001'. The account number is 'xxxx0001'. The dashboard shows 'Amount in Zoho Books' as ₹14,97,200.00. The 'All Transactions' dropdown is selected, showing a list of transactions with columns for DATE, REFERENCE#, TYPE, STATUS, DEPOSITS, WITHDRAWALS, and RUNNING BALANCE. There are five transactions listed, including a Journal entry, Owners Contribution, Rent Expense, Customer Payment, and Vendor Payment.

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
26/09/2023		Journal	Manually Added		₹10,00,000.00	₹14,97,200.00
26/09/2023		Owners Contribution	Manually Added	₹1,00,000.00		₹24,97,200.00
26/09/2023	01	Rent Expense	Manually Added		₹1,18,000.00	₹23,97,200.00
25/09/2023		Customer Payment Customer: Growmore Careers	Manually Added	₹2,95,000.00		₹25,15,200.00
25/09/2023		Vendor Payment Vendor: Mega Stationary Mart	Manually Added		₹11,800.00	₹22,20,200.00

Activity 11 : Recording Bank Transactions

ICICI Bank-001 | Banking | Zoho

books.zoho.in/app/60023930984#/banking/transactions?account_id=147580500000025007&filter_by=Status.All&per_page=25&sort_order=D

Search in Banking (/)

Trial expire... Subscribe

GPKU Edu connect le...

ICICI Bank-001
Account Number: xxxx0001

Amount in Zoho Books
₹14,97,200.00

Dashboard
Account Summary

0 Uncategorized Transactions
From Bank Statements

All Transactions
In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
25/09/2023		Customer Payment Customer: Growmore Careers	Manually Added	₹2,95,000.00		₹25,15,200.00
25/09/2023		Vendor Payment Vendor: Mega Stationary Mart	Manually Added		₹11,800.00	₹22,20,200.00
25/09/2023		Vendor Payment Vendor: Mega Stationary Mart	Manually Added		₹1,18,000.00	₹22,32,000.00
25/09/2023		Customer Payment Customer: Knowledge Foundation Pvt Ltd	Manually Added	₹23,60,000.00		₹23,50,000.00
10/09/2023		Transfer Fund	Manually Added		₹10,000.00	₹-10,000.00

Type here to search

25°C Partly cloudy

08:58
27-09-2023

Activity 12 : Entering the Expenses

Expenses | Zoho Books

books.zoho.in/app/60023930984#/expenses?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

Search in Expenses (/)

Trial expire... Subscribe

GPKU Edu connect le...

Books

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

All Expenses

DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT
26/09/2023	Other Expenses			Petty Cash		NON-BILLABLE	₹5,000.00
26/09/2023	Rent Expense	01		ICICI Bank-001		NON-BILLABLE	₹1,18,000.00

Type here to search

Silver -1.62%

08:57
27-09-2023

1. Profit and loss account

1. Profit and loss account

The screenshot displays the Profit and Loss report from Zoho Books. The interface includes a top navigation bar with search and user options, and a left sidebar with various application icons. The main content area shows a table with two columns: ACCOUNT and TOTAL. The table lists various expense categories under Operating Expense, followed by Non Operating Income and Non Operating Expense, leading to the final Net Profit/Loss.

ACCOUNT	TOTAL
Operating Expense	
Other Expenses	5,000.00
Rent Expense	1,00,000.00
Salaries and Employee Wages	10,00,000.00
Total for Operating Expense	11,05,000.00
Operating Profit	15,25,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	15,25,000.00

**Amount is displayed in your base currency INR

2. Balance Sheet

The screenshot displays a Zoho Books interface showing a Balance Sheet report for 'GPKU Edu connect learning center'. The report is for the period ending on 28/09/2023, based on the Accrual basis. The interface includes a top navigation bar with the Zoho logo, a search bar, and various utility icons. A left sidebar contains icons for home, menu, calendar, customize report, schedule report, export, and print. The main content area shows the report title, basis, and date. Below this, there are buttons for 'Collapse all' and 'Expand All'. The report table has two columns: 'ACCOUNT' and 'TOTAL'. The table lists 'Assets' with sub-categories 'Current Assets', 'Cash', and 'Petty Cash'. The 'Total for Cash' is 2,88,200.00. The 'Bank' category is also listed.

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	2,88,200.00
Total for Cash	2,88,200.00
Bank	

Balance Sheet | Reports | Zoho Books

books.zoho.in/app/60023930984#reports/balancesheet?cash_based=false&filter_by=Today&report_date=2023-09-28&select_columns=%5B%7B%22field%3A%22name...

Search in Customers (/)

Trial expire... Subscribe +

GPKU Edu connect le...

Today Customize Report Schedule Report Export As X

ACCOUNT	TOTAL
Total for Cash	2,88,200.00
Bank	
ICICI Bank-001	14,97,200.00
Total for Bank	14,97,200.00
Accounts Receivable	2,95,000.00
Other current assets	
Prepaid Expenses	1,18,000.00
Input Tax Credits	0.00
Input CGST	19,800.00
Input SGST	19,800.00
Total for Input Tax Credits	39,600.00
Total for Other current assets	1,57,600.00
Total for Current Assets	22,38,000.00
Total for Assets	22,38,000.00
Liabilities & Equities	

Balance Sheet | Reports | Zoho Books

books.zoho.in/app/60023930984#/reports/balancesheet?cash_based=false&filter_by=Today&report_date=2023-09-28&select_columns=%5B%7B%22field%3A%22name%3A%22%22%7D%5D

Search in Customers (/)

Trial expire... Subscribe

GPKU Edu connect le...

Today Customize Report Schedule Report Export As

ACCOUNT	TOTAL
Liabilities & Equities	
Liabilities	
Current Liabilities	
Accounts Payable	1,18,000.00
GST Payable	0.00
Output CGST	2,47,500.00
Output SGST	2,47,500.00
Total for GST Payable	4,95,000.00
Total for Current Liabilities	6,13,000.00
Total for Liabilities	6,13,000.00
Equities	
Capital Stock	1,00,000.00
Current Year Earnings	15,25,000.00
Total for Equities	16,25,000.00
Total for Liabilities & Equities	22,38,000.00

Type here to search

High UV 22:46 27-09-2023

3. GST Reports

1. GSTR-3B Summary

Reports | Zoho Books

books.zoho.in/app/60023930984#/reports/gstreturns/gstr3bsummary?from_date=2023-09-01&to_date=2023-09-30

Search in Customers (/)

Trial expire... Subscribe

GPKU Edu connect le...

This Month Export As

GSTR-3B Summary

From 01/09/2023 To 30/09/2023

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)	₹27,50,000.00	₹0.00	₹2,47,500.00	₹2,47,500.00	₹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	₹27,50,000.00	₹0.00	₹2,47,500.00	₹2,47,500.00	₹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	Integrated	Central	State/UT	CESS
-------------	---------	------------	---------	----------	------

Type here to search

High UV 22:47 27-09-2023

2. Details of supplies notified under sub-section(5) of section 9 of the Central Goods and Services Tax Act

Reports | Zoho Books

books.zoho.in/app/60023930984#/reports/gstreturns/gstr3bsummary?from_date=2023-09-01&to_date=2023-09-30

Search in Customers (/)

Trial expire... Subscribe

GPKU Edu connect le...

This Month

Export As

Total value	₹27,50,000.00	₹0.00	₹2,47,500.00	₹2,47,500.00	₹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
(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
(ii) Taxable supplies made by the registered person through electronic commerce operator, on which electronic commerce operator is required to pay tax under Sub-section (5) of Section 9 [To be furnished by the registered person making supplies through electronic commerce operator]	₹0.00				

3.2 Of the supplies shown in 3.1 (a) above, details of inter-State supplies made to unregistered persons, composition taxable persons and UIN holders

	Place Of Supply	Taxable Value	Integrated Tax
1	2	3	4

3. Details of Inter State Supplies

Reports | Zoho Books

books.zoho.in/app/60023930984#/reports/gstreturns/gstr3bsummary?from_date=2023-09-01&to_date=2023-09-30

Search in Customers (/)

Trial expire... Subscribe

GPKU Edu connect le...

This Month

Export As

commerce operator]

3.2 Of the supplies shown in 3.1 (a) above, details of inter-State supplies made to unregistered persons, composition taxable persons and UIN holders

	Place Of Supply	Taxable Value	Integrated Tax
1	2	3	4
Supplies made to Unregistered Persons			
Supplies made to Composition Taxable Persons			
Supplies made to UIN holders			
We are not tracking supplies made to UIN holders			

4. Eligible ITC

Details	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5
(A) ITC Available (whether in full or part)				

Note: We are not Tracking the supplies made to UIN holder.

4. Eligible TIC

Reports | Zoho Books

books.zoho.in/app/60023930984#/reports/gstreturns/gstr3bsummary?from_date=2023-09-01&to_date=2023-09-30

Search in Customers (/)

Trial expire... Subscribe

GPKU Edu connect le...

This Month

Export As

4. Eligible ITC

Details	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5
(A) ITC Available (whether in full or part)				
(1) Import of Goods	₹0.00			₹0.00
(2) Import of Services	₹0.00			₹0.00
(3) Inward supplies liable to reverse charge (other than 1 & 2 above)	₹0.00	₹0.00	₹0.00	₹0.00
(4) Inward supplies from ISD	- - We do not support in Zoho Books - -			
(5) All other ITC	₹0.00	₹19,800.00	₹19,800.00	₹0.00

5. Values of exempt, nil-rated and non-GST inward supplies

Nature of Supply	Inter-State Supplies	Intra-State Supplies
1	2	3
Composition Scheme, Exempted, Nil Rated	₹0.00	₹0.00
Non-GST supply	₹0.00	₹5,000.00

Type here to search

32°C Haze

ENG 22:47 27-09-2023

Activity 14: Accounts Receivable against Details

Invoice Details | Reports | Zoho

books.zoho.in/app/60023930984#/reports/invoicedetails?filter_by=ThisMonth&from_date=2023-09-01&group_by=%5B%7B%22field%3A%22%3A%22none%22%2C%22group%3A%22%3A%22%22%7D%5D

Search in Customers (/)

Trial expire... Subscribe

GPKU Edu connect le...

This Month

Customize Report

Schedule Report

Export As

GPKU Edu connect learning center

Invoice Details

From 01/09/2023 To 30/09/2023

+ Add Temporary Note

INVOICE DATE	DUE DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	TOTAL	BALANCE
25/09/2023	25/09/2023	INV-000001	SO-00001	Knowledge Foundation Pvt Ltd	₹23,60,000.00	₹0.00
25/09/2023	25/09/2023	INV-000002	SO-00002	Growmore Careers	₹2,95,000.00	₹0.00
25/09/2023	25/09/2023	INV-000004		Growmore Careers	₹2,95,000.00	₹2,95,000.00
26/09/2023	26/09/2023	INV-000003	SO-00004	Growmore Careers	₹2,95,000.00	₹0.00
					₹32,45,000.00	₹2,95,000.00

Type here to search

32°C Haze

ENG 22:49 27-09-2023

Activity 15: Accounts Payable against Details

The screenshot shows the 'Bills Details' report in Zoho Books. The report is for 'GPKU Edu connect learning center' and covers the period from 01/09/2023 to 30/09/2023. The table lists three bills: two 'Paid' bills from 'Mega Stationary Mart' for ₹11,800.00 each, and one 'Overdue' bill for ₹1,18,000.00. The total bill amount is ₹1,41,600.00, with a balance amount of ₹1,18,000.00.

STATUS	BILL DATE	DUE DATE	BILL#	VENDOR NAME	BILL AMOUNT	BALANCE AMOUNT
Paid	24/09/2023	24/09/2023	01	Mega Stationary Mart	₹11,800.00	₹0.00
Paid	25/09/2023	25/09/2023	02	Mega Stationary Mart	₹11,800.00	₹0.00
Overdue	25/09/2023	25/09/2023	03	Mega Stationary Mart	₹1,18,000.00	₹1,18,000.00
Total					₹1,41,600.00	₹1,18,000.00

Activity 16: Final View of the Dashboard

