

Course Name	Zoho Books		
College Name	Mangayarkarasi College of Arts and Science for Women Paravai, Madurai - 625002		
College Code	MKU251		
Skill Offering Id	NM2023TMID36693		
Project Title	Preparation and Maintenance of ZOH0 Books for Keerthi Sweets		
Project Submitted To	Madurai Kamaraj University ( Naan Mudhalvan Scheme(TNSDC))		
Year	2023		
Department	B.COM Computer Application		
Semester	5		
Group Number	10		
Total Members of the Group	4		
Group Members Details			
Name of the Member	University Register. No	Student NM ID	
J. Ragadharshini	C1C15174	95FE7A90F81CD6ABCB649906303FDB0F	
N. Thushara	C1C15191	DA818E8601DB2C78B4540609973362E2	
E. Pandi kamatchi	C1C15171	9575C11261879F5907B4B3A37B77BE10	
J. Muthulakshmi	C1C15167	80E4F8C5C6E0DF0BF594A961D1AF8057	
Under the Guidance	Mrs.J. PUNITHA MARTINA NESAMANI		
SPOC	Ms.P.UMADEVI		

# PREPARATION AND MAINTENANCE OF ZOHO BOOKS FOR KEERTHI SWEETS

## 1. Introduction.

### *1.1 Overview*

Keerthi Sweets a Manufacturer and Trader of Sweets, relies on Zoho Books to manage their inventory, handle purchase orders, and generate invoice for their customers. They can track stock levels, manage supplier payments, and generate financial reports.

### *1.2 Purpose*

Zoho Books helps them streamline their wholesale operations and optimize inventory management.

## 2. Problem Definition and Design Thinking

### a. Empathy Map



### 2.2 Ideation and Brainstorming Map



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  Mobile Number

 Password



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Time Tracking

e-Way Bills

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Payroll



Hello, ammurajeswari02

Keerthi Sweets

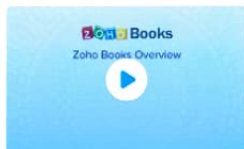
Zoho Books India Helpline: 18003093036

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## Welcome to Zoho Books

Your journey to effortlessly manage your accounting starts here.

[Getting started with Zoho Books | Tamil](#)[Getting started with Zoho Books | Hindi](#)**Zoho Books can now be accessed from your desktop using the Windows app.**[Explore Windows App](#)

...

## Let's get Zoho Books up and running for your business

### Set up your Customer Portal name ?

keerthisweets60024617438

<https://books.zoho.in/portal/keerthisweets60024617438>[Use the default Customer Portal name](#)

#### Configure Chart of Accounts

Create new accounts or edit existing accounts to suit your business needs.

[Configure →](#)

#### Set up Opening Balances

Enter the closing balance from your previous accounting system.

[Configure →](#)

#### Update Your GST Settings

Setup your taxes to create transactions and file your returns from Zoho Books.

[Configure →](#)

#### Configure Banks and Credit Cards

Reconcile transactions with live feeds from your bank and credit card easily.

[Configure →](#)

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Hello, ammurajeswari02

Keerthi Sweets

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Total Receivables ⓘ

+ New

Total Unpaid Invoices ₹0.00

CURRENT

₹0.00

OVERDUE

₹0.00 ▼

Total Payables ⓘ

+ New

Total Unpaid Bills ₹0.00

CURRENT

₹0.00

OVERDUE

₹0.00 ▼

Cash Flow ⓘ

This Fiscal Year ▼

Cash as on  
01/04/2023

₹0.00

5 K

5 K

Incoming

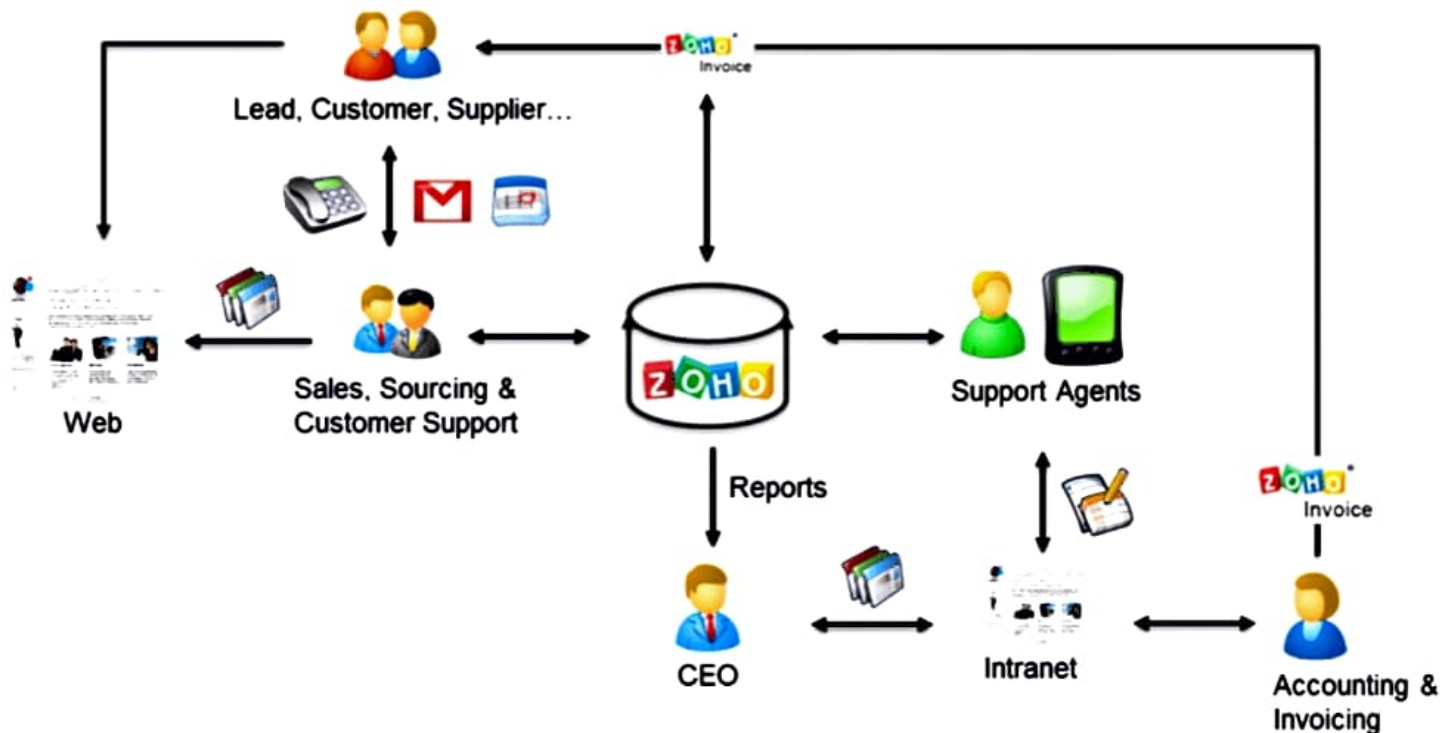


## Preparation and Maintenance of ZOHO Books for Keerthi Sweets

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%.



### 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 'New Item' form in the Books application. The form is titled 'New Item' and has a 'Save' button at the bottom. The form is divided into two main sections: 'Sales Information' and 'Purchase Information'. The 'Sales Information' section is active, showing fields for 'Selling Price\*', 'INR', 'Account\*', and 'Description'. The 'Purchase Information' section is also visible, showing fields for 'Cost Price\*', 'INR', 'Account\*', and 'Description'. The form is titled 'New Item' and has a 'Save' button at the bottom.



## Activity 2: Review of Items after Addition

Books

Search (0 items) (1)

Try expires in 14 days

Subscribe

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GST Filing

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Configure Features list

All Items

+ New

...

?

NAME	DESCRIPTION	RATE	USAGE UNIT	PURCHASE DESCRIPTION	PURCHASE RATE
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 form 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.

Books

Search in Vendors ( / )

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

Home

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Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Primary Contact

Salutation

First Name

Last Name

Company Name

Vendor Display Name \*

Vendor Email

Vendor Phone

Work Phone

Mobile

Other Details

Address

Contact Persons

Bank Details

Custom Fields

Reporting Tags

Remarks

GST Treatment\*

Select a GST Treatment

PAN

Source Of Supply\*

Currency

INR - Indian Rupee

Opening Balance

INR

Save

Cancel

## Activity 2: Review of Vendors List

After Creating the Vendors check and review all the details:

Books

Search in Vendors ( / )

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

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Active Vend...

+

...

Iyyanger Sugar Traders

Edit

New Transaction +

More

X

Quality Delights Suppliers

#0.00

Sweet Treats Raw Materials

#0.00

Quality Sweets Ingredients

#0.00

Raj Essence Suppliers

#0.00

Iyyanger Sugar Traders

#0.00

Overview

Comments

Transactions

Mails

Statement

Iyyanger Sugar Traders

Edit

Invite to Portal

Delete

ADDRESS

Billing Address

No Billing Address - Add new address

Shipping Address

No Shipping Address - Add new address

OTHER DETAILS

Default Currency

INR

Payment Terms

Net 30

GST Treatment

Registered Business - Regular

GSTIN

33AAAAA0000A1Z5

PAN

AAAAA0000A

Source Of Supply

Tamil Nadu

Portal Status

Disabled

Portal Language

English

TAX INFORMATION

What's Next for Your Vendor?

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

New Purchase Order

New Bill

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

Payment due period

Net 30

Payables

CURRENCY

OUTSTANDING PAYABLES

UNUSED CREDITS

INR- Indian Rupee

#0.00

#0.00

View Opening Balance

Expenses

This chart is displayed in the organization's base currency

Last 6 Months

Annual

# 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> Create New

Books

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Time Tracking

e-Way Bills

GST Filing

New Purchase Order

Vendor Name\*

Organization

Customer

saarampulangam

Tamil Nadu

India

Change destination to deliver

Purchase Order\*

PO-00001

Reference#

Date

30/06/2023

To create transaction dated before 01/07/2017, click here

Expected Delivery Date

dd/MM/yyyy

Payment Terms

Due on Receipt

Shipment Preference

Choose the shipment preference or type to add

This transaction is applicable for reverse charge

Save as Draft

Save and Send

Cancel

Template: Standard Template

Change

## 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 e

Books

Home

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Recurring Expenses

Purchase Orders

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GST Filing

All Purchase Ord...

New

PO-00001

Attachments

Comments & History

Quality Delights Suppliers

PO-00003

01/04/2023

ISSUED

Sweet Treats Raw Materials

PO-00002

01/04/2023

ISSUED

Iyyanger Sugar Traders

PO-00001

01/04/2023

ISSUED

Agarwal Sweets Private Limited

Tamil Nadu

India

GSTIN: 33AAAAA0000A1Z1

PURCHASE ORDER

# PO-00001

Vendor Address

Iyyanger Sugar Traders

GSTIN: 33AAAAA0000A1Z1

Deliver To

saarampulangam

Tamil Nadu

India

GSTIN: 33AAAAA0000A1Z1

Date

01/04/2023

Item & Description

ISSN:NA

Qty

Rate

Amount

1

Sugar

Raw Material

1\*

200.00

50.00

10,000.00

Sub Total

10,000.00

CGST: 2.1 (2.1%)

210.00

SGST: 2.1 (2.1%)

210.00

### 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

**Books** Search in Bills ( / ) Trial expires in 14 days. [Subscribe](#)

**New Bill**

Vendor Name\*  [View Vendor Details](#)

GST Treatment: Unregistered Business

Source Of Supply\*

Destination Of Supply\*

Bill\*

To create transaction dated before 01/07/2017, [click here](#)

Due Date  Payment Terms

☐ This transaction is applicable for reverse charge

[Save as Draft](#) [Save as Open](#) [Cancel](#)

Template: Standard Template [Change](#) [Make Recurring](#)

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

**Expenses**

**Recurring Expenses**

**Purchase Orders**

**Bills**

**Payments Made**

Notes

It will not be shown in PDF

Attach File(s) to Bill

[Upload File](#)

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

Books

Search in Bills ( / )

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

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Vendor Credits

Time Tracking

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GST Filing

All Bills

+ New

...

001

Attachments

Comments & History

X

Quality Sweets Ingredients

002 01/04/2023

₹3,540.00

PAID

0

Edit

PDF/Print

01/04/2023

01/04/2023

01/04/2023

Doe m Receipt

Bill From

Raj Essence Suppliers

#	Item & Description	HSN SAC	Qty	Rate	Amount
1	Flavourings and Spices Raw material	09101210	5.00 kg	500.00	2,500.00

Sub Total

2,500.00

Total

₹2,500.00

Payments Made

(-) 2,500.00

Balance Due

₹0.00

Authorized Signature

## Activity 5: Reconciliation of Open Bills

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

Books

Search in Bills ( / )

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

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Payments Made

Recurring Bills

Vendor Credits

All Bills

+ New

...

03

Attachments

Comments & History

Quality Delights Suppliers

05 30/06/2023

₹6,000.00

OPEN

0

Edit

PDF/Print

Record Payment

30/06/2023

30/06/2023

30/06/2023

Record Payment

This bill is in the open status. You can now record payment for this bill.

Record Payment

Purchase Orders

1

01/04/2023

01/04/2023

01/04/2023

Agarwal Sweets Private Limited

Tamil Nadu

India

GSTIN 33AAAAA0000A1Z5

BILL

Bill: 03



## 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: Salutation, First Name, Last Name

Company Name

Customer Display Name \*

Customer Email

Customer Phone: Work Phone, Mobile

**Other Details**: Address, Contact Persons, Custom Fields, Reporting Tags, Remarks

GST Treatment\*: Select a GST Treatment

PAN

Place Of Supply\*

**Save** **Cancel**

### Activity 2: Review the Customers List

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
Mr. Karthik Krishnan				Tamil Nadu	₹0.00	₹0.00
Ms. Kavitha Rajendran				Tamil Nadu	₹0.00	₹0.00
Mr. Aravindan Mani				Tamil Nadu	₹0.00	₹0.00
Ms. Priya Ranganathan	Priya Sweets			Telangana	₹0.00	₹0.00
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:

- 10/04/2023 Suresh Kumar iyer – 100 kgs of Kaju Barfi on credit – paid through bank on 25/04/2023
- 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' form in the Books application. The left sidebar contains navigation options: Home, Items, Banking, Sales (expanded), Customers, Quotes, Sales Orders (selected), Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, and GST Filing. The main form fields are:

- Customer Name\*: Select Customer (dropdown)
- Sales Order#: SO-00003
- Reference#
- Sales Order Date\*: 30/06/2023 (with a note: To create transaction dated before 01/07/2017, click here)
- Expected Shipment Date: dd/MM/yyyy
- Payment Terms: Due on Receipt (dropdown)
- Delivery Method: Select a delivery method or type to add (dropdown)
- Salesperson: Select or Add Salesperson (dropdown)

At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. The total amount is ₹ 0.00 and the total quantity is 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 and the 'Sales Order' details view in the Books application. The left sidebar is the same as in the previous screenshot. The 'All Sales Orders' list shows two orders:

Customer	Amount	Status
Ms. Priya Ranganathan SO-00002 15/04/2023	₹42,000.00	CLOSED
Mr. Suresh Kumar iyer SO-00001 10/04/2023	₹1,05,000.00	CLOSED

The details view for SO-00001 shows the following information:

- Invoice Status: INVOICED
- Agarwal Sweets Private Limited (Tamil Nadu, India, GSTIN 33AAAAA0000A1Z3)
- Bill To: Mr. Suresh Kumar iyer (GSTIN 33AAAAA0000A1Z3)
- Ship To: GSTIN 33AAAAA0000A1Z3
- Order Date: 10-04-2023
- Place Of Supply: Tamil Nadu (33)

The bottom section shows the items in the order:

Item	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Kaju Barfi	17049020	100.00	1,000.00	1,00,000.00

### 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' form in the Books application. The left sidebar has the 'Invoices' menu item highlighted. The form fields are as follows:

- Customer Name: Select Customer
- Invoice ID: INV-000004
- Order Number: (empty)
- Invoice Date: 30/06/2023
- Terms: (empty)
- Due on Receipt: (empty)
- Due Date: 30/06/2023
- Salesperson: Select or Add Salesperson
- Subject: Let your customer know what this invoice is for

At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. The total amount is ₹0.00.

### 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 in the Books application. The list includes the following invoices:

Customer	Invoice ID	Amount	Status
Ms. Kavitha Rajendran	INV-000005	₹6,300.00	PAID
Mr. Aravindan Mani	INV-000004	₹5,250.00	PAID
Ms. Priya Ranganathan	INV-000003	₹42,000.00	PAID
Mr. Suresh Kumar Iyer	INV-000002	₹1,05,000.00	OVERDUE BY 66 DAYS
Mr. Karthik Krishnan	INV-000001	₹8,400.00	PAID

The 'Record payment for the invoice' button is highlighted for the 'Mr. Karthik Krishnan' invoice. The button is labeled 'Record Payment'.

## 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 'Add Bank or Credit Card' form in the Books app. The left sidebar contains navigation options: Home, Items, Banking (selected), Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The form fields are as follows:

- Select Account Type\***: Radio buttons for Bank (selected) and Credit Card.
- Account Name\***: ICICI Bank-001
- Account Code**: (empty)
- Currency\***: INR (dropdown menu)
- Account Number**: 000001
- Bank Name**: ICICI Bank
- IFSC**: (empty)
- Description**: Max. 500 characters
- Make this primary**: (checkbox)

At the bottom of the form are 'Save' and 'Cancel' buttons. The bottom status bar shows the weather as 34°C Partly sunny, a search bar, and the date/time as 11:27 on 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 'Create Account' form in the Books app. The left sidebar contains navigation options: Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant (selected), Manual Journals, Bulk Update, Currency Adjustments, Chart of Accounts (selected), Budgets, Transaction Locking, and Reports. The form fields are as follows:

- Account Type\***: Other Asset (dropdown menu)
- Account Name\***: (empty text box)
- Account Code**: (empty)
- Description**: Max. 500 characters
- Add to the watchlist on my dashboard**: (checkbox)

At the bottom of the form are 'Save' and 'Cancel' buttons. A tooltip for 'Assets' is visible, stating: 'Track special assets like goodwill and other intangible assets'. The background shows the 'All Accounts' list with various account types like Prepaid Expenses, TDS Receivable, Advance Tax, Undeposited Funds, Petty Cash, Accounts Receivable, Other Current Asset, and Cash.



# Milestone 9: Journal Entries:

## Activity 1: Recording of Journal Entries

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

- 1. 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.

Books

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction Locking

Reports

Documents

Payroll

New Journal

Date\*30/04/2023

Journals#3

Reference#

Notes\*Max. 500 characters

Journal TypeCash based journal

CurrencyINR- 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			50,000.00	50,000.00

Save and PublishSave as DraftCancel

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Currency Adjustments

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Manual Journals

+ New Journal

Find Accounts

VIEW BY: Status: All JournalsPeriod: All

DATE	JOURNAL#	STATUS	NOTES	AMOUNT
30/04/2023	2	PUBLISHED		₹23,600.00
30/04/2023	3	PUBLISHED	Employee's 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

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Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Record Expense

Record Mileage

Date\*30/04/2023

Expense Account\*Miscellaneous Expenses

Itemize

Expense Type\*GoodsServices

Amount\*INR5000

Paid Through\*Petty Cash

Vendor

GST Treatment\*Non-GST Supply

Source Of Supply\*[TN] - Tamil Nadu

Destination Of Supply\*[TN] - Tamil Nadu

Invoice#

NotesMax 500 characters

Drag or Drop your Receipts

Maximum file size allowed is 7MB

Upload your Files

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Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

All Expenses

DATEEXPENSE ACCOUNTREFERENCE#VENDOR NAMEPAID THROUGHCUSTOMER NAMESTATUSAMOUNT

30/04/2023Miscellaneous ExpensesPetty CashNON-BILLABLE₹5,000.00

30/04/2023Advertising And MarketingPetty CashNON-BILLABLE₹10,000.00

+ New

## Milestone 11: Bank Entries

### Activity 1: Recording of Bank Transactions

The Below are the Bank Transactions occurred during the month:


Date	Paritculars	Debit	Credit	Balance
01-04-2023	Capital Deposit		100000	100000
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:

Paritculars	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

ICICI Bank-0001  
Account Number: xxxx0001

Amount in Zoho Books  
₹0.00



No transactions, yet! Import your bank statements and view them here.

To import your bank statements to Zoho Books:

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.

Import Statement

Supported File Formats: CSV - TSV - OFX - QIF - PDF

Add Transaction

MONEY OUT

Expense

Vendor Advance

Vendor Payment

Transfer To Another Account

Card Payment

Owner Drawings

Credit Note Refund

Payment Refund

MONEY IN

Customer Advance

Prefer adding just the opening balances?

In the Opening Balances section, select the Banking module and enter the corresponding debit and credit amounts for the banks you've added. [Enter Balances Now](#)

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:

ICICI Bank-0001

Account Number: xxxx0001

Amount in Zoho Books

₹69,000.00

Dashboard

Uncategorized Transactions

All Transactions

Account Summary

From Bank Statements

In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
10/07/2023		Vendor Payment	Manually Added		₹6,000.00	₹63,000.00
		Vendor: Quality Delights Suppliers				
10/04/2023		Vendor Payment	Manually Added		₹21,000.00	₹69,000.00
		Vendor: Sweet Treats Raw Materials				
01/04/2023		Transfer Fund	Manually Added		₹10,000.00	₹90,000.00
		To Account: Petty Cash				
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00		₹1,00,000.00

Add Transaction

Vendor Payment

Vendor\*

Iyyanger Sugar Traders

Payment #\*

5

Amount\*

INR

10500

Date\*

10/05/2023

Reference#

Paid Via

Bank Transfer

Description

Max. 500 characters

Clear Applied Amount

Bill Details

Payment(INR)

03

10500.00

Show PO#

Due ₹10,500.00

05/04/2023

Pay in Full

For Customer Payment:

ICICI Bank-0001

Account Number: xxxx0001

Amount in Zoho Books

₹58,500.00

Dashboard

Uncategorized Transactions

All Transactions

Account Summary

From Bank Statements

In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
		Vendor Payment	Manually Added			
		Vendor: Iyyanger Sugar Traders				
10/04/2023		Vendor Payment	Manually Added			
		Vendor: Sweet Treats Raw Materials				
01/04/2023		Transfer Fund	Manually Added			
		To Account: Petty Cash				
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00		₹1,00,000.00

Add Transaction

Customer Payment

Credit Note Refund

Payment Refund

MONEY IN

Customer Advance

Customer Payment

Transfer From Another Account

Interest Income

Other Income

Expense Refund

Deposit From Other Accounts

Owner's Contribution

Customer\*

Mr. Suresh Kumar Iyer

Amount Received\*

INR

105000

Bank Charges (if any)

Date\*

25/04/2023

Payment #\*

6

Reference#

Received Via

Cash

Description

Max. 500 characters

Retained Tax?

Clear Applied Amount

Invoice Details

Payment(INR)

#VV-000002

105000.00

Due ₹1,05,000.00

10/04/2023

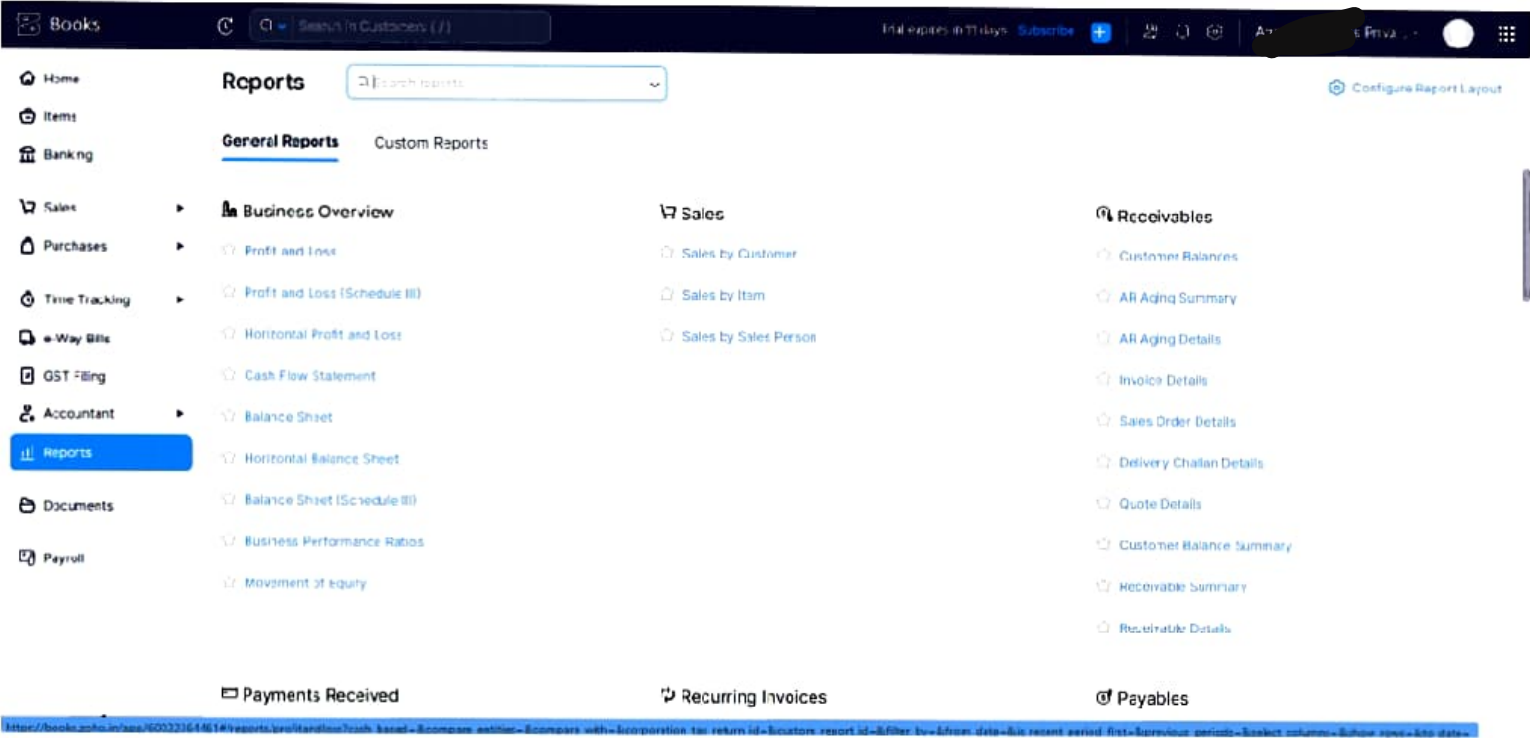
Pay in Full



## Milestone 12: Financial Reports:

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

Form 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

Balance Sheet | Reports | Zoho Books | Profit and Loss | Reports | Zoho Books

Books.zoho.in/app/600223644614/reports/profitandloss?cash\_based=false&compare\_with=&corporation\_tax\_return\_id=&custom\_report\_id=&filter\_by=This Year

Agarwal Sweets Private Limited  
Profit and Loss  
Basis: Accrual  
From 01/04/2023 To 31/03/2024

ACCOUNT | TOTAL

**Operating Income**

Sales | 1,71,000.00

**Total for Operating Income** | 1,71,000.00

**Cost of Goods Sold**

Cost of Goods Sold | 41,500.00

**Total for Cost of Goods Sold** | 41,500.00

**Gross Profit** | 1,29,500.00

**Operating Expense**

AdvertISING And Marketing | 10,000.00

Rent Expense | 20,000.00

Salaries and Employee Wages | 50,000.00

**Total for Operating Expense** | 80,000.00

**Operating Profit** | 49,500.00

**Non Operating Income**

**Total for Non Operating Income** | 0.00

**Non Operating Expense**

Miscellaneous Expenses | 5,000.00

**Total for Non Operating Expense** | 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

The screenshot shows the Zoho Books interface with a Balance Sheet report for Agarwal Sweets Private Limited. The report is for the period ending 30/04/2023, on an Accrual basis. The left sidebar contains navigation icons. The main area displays the Balance Sheet with columns for ACCOUNT and TOTAL. The report is categorized into Assets, Current Assets, Cash, and Bank. The total for Cash is 16,010.00, and the total for Bank is 2,07,500.00. The right sidebar shows export options: PDF, XLSX (Microsoft Excel), XLS (Microsoft Excel 1997-2004 Compatible), and Export to Zoho Sheet. There is also a link to Add Temporary Note.

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

## Activity 3: GST Reports

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

The screenshot shows the Zoho Books interface with a GSTR-3B Summary report. The report is for the period from 01/04/2023 to 30/04/2023. The left sidebar contains navigation icons. The main area displays the GSTR-3B Summary with columns for Nature of Supply, Taxable Value, Integrated Tax, Central Tax, State/UT Tax, and CESS Tax. The report is categorized into 3.1 Details of Outward Supplies and inward supplies liable to reverse charge, and 3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act. The total value for Outward Supplies is ₹1,71,000.00, and the total value for Inward Supplies is ₹0.00.

Nature of Supply	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
(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>	₹1,71,000.00	₹2,000.00	₹3,275.00	₹3,275.00	₹0.00

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
(i) Taxable supplies on which electronic commerce operator pays tax under Sub-section (5) of Section 9	0	0	0	0	0



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

Home

Dashboard

Reports

Customers

Products

Orders

Settings

Help

Search in Customers (77)

Trial expires in 11 days. [Subscribe](#)

Agarwal Sweets Private Limited

Export As

X

Agarwal Sweets Private Limited

Tax Return

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

+ Add Temporary Note

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	IGST AMOUNT	CGST AMOUNT	SGST AMOUNT	CESS AMOUNT
10/04/2023	INV-000002	Invoice	₹1,00,000.00	₹0.00	₹2,500.00	₹2,500.00	₹0.00
15/04/2023	INV-000001	Invoice	₹20,000.00	₹0.00	₹500.00	₹500.00	₹0.00
20/04/2023	INV-000003	Invoice	₹40,000.00	₹2,000.00	₹0.00	₹0.00	₹0.00
20/04/2023	INV-000004	Invoice	₹5,000.00	₹0.00	₹125.00	₹125.00	₹0.00
20/04/2023	INV-000005	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 format 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.

**Agarwal Sweets Private Limited**  
**Journal Report**  
 Basis: Accrual  
 From 01/04/2023 To 30/04/2023

[+ Add Temporary Note](#)

	DEBIT	CREDIT
<b>01/04/2023 - OWNERS CONTRIBUTION 1</b>		
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
<b>01/04/2023 - TRANSFER FUND 2</b>		
Petty Cash	10,000.00	0.00
ICICI Bank-0001	0.00	10,000.00
	10,000.00	10,000.00
<b>05/04/2023 - BILL 03 (BYKANGER SUGAR TRADERS)</b>		
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:

Agarwal Sweets Private Limited

AR Aging Details By Invoice Due Date

As of 15/04/2023

+ Add Temporary Note

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:

Agarwal Sweets Private Limited

AP Aging Details By Bill Date

As of 05/04/2023

+ Add Temporary Note

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