



Course Name	Zoho Books	
College Name	Mangayarkarasi College of Arts and Science for Women Paravai, Madurai - 625002	
College Code	MKU251	
Skill Offering Id		
Project Title	Preparation and Maintenance of ZOH0 books for Educonnect learning center	
Project Submitted To	Madurai Kamaraj University (Naan Mudhalvan Scheme(TNSDC))	
Year	2023	
Department	B.COM Computer Application	
Semester	5	
Group Number	4	
Total Members of the Group	4	
Group Members Details		
Name of the Member	University Register. No	Student NM ID
REEMA SUFRIN .M	C1C15773	6B294F3CE7E5764AAD248657BB8FF57E
SAMAYADHARSHINI.R	C1C15775	C3B3D38EFA312059EA348E7EC5888605
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Under the Guidance		
SPOC	Ms.P.UMADEVI	

PREPARATION AND MAINTANENCE OF ZOHOBOKS FOR EDUCONNECT LEARNING CENTER:

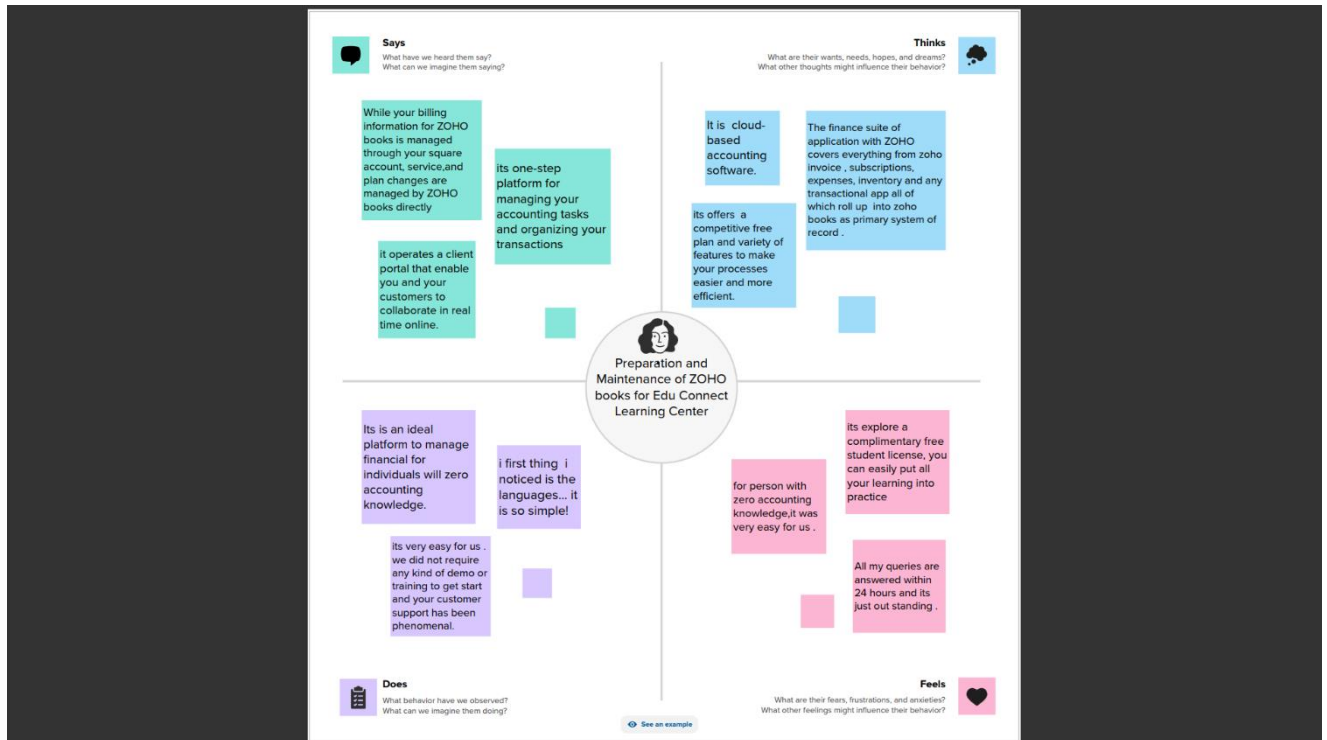
INTRODUCTION:

- Educonnect is a single comprehensive cloud-based platform with a reliable streamlined process that saves you time, effort and money, while matching potential students up to your institution's offerings.

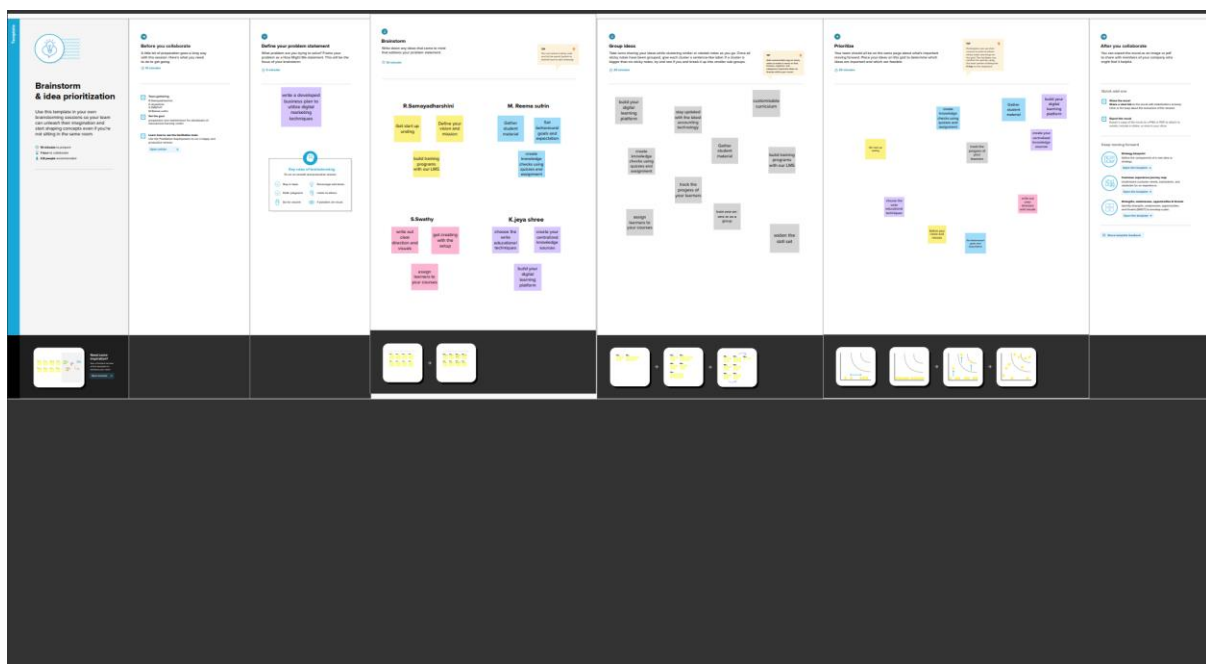
- EduConnect Learning Center, an educational institution, uses Zoho Books to manage their donations, track expenses, and handle grant finances. They can generate donor receipts, track expenses related to educational programs, and generate financial reports. Zoho Books helps them maintain financial transparency and accountability.

2. PROBLEM DEFINITION AND DESIGN THINKING :

a. EMPATHY MAP :



B. IDEATION AND BRAINSTROMING MAP:



PROJECT FLOW:

- Set up your account
 - o Sign up for a Zoho Books account and log in
 - o Introduction
 - o Lets Get Started
- Services
 - o Creation
 - o Review
- Vendors
 - o Vendor Creation
 - o Review Vendors list and details
- Purchases
 - o Purchase order Creation (PO)
 - o PO to Bill Conversion
 - o Purchase Bills Creation
 - o Payment Marking to Purchase Bills
- Customers
 - o Customer Creation
 - o Review Customers list and details
- Sales
 - o Sales Order Creation (SO)
 - o SO to Invoice Conversion
 - o Sale Invoice Creation
 - o Receipt marking to Sale Invoice
- Banking
 - o Adding Bank Account
- New Accounts & Ledgers
 - o Creation of New Accounts & Ledgers
- Journal Entries
 - o Recording Journal Entries
- Expenses
 - o Recording Expense Bills
- Bank Transactions
 - o Recording Bank Transactions
- Financial Reports
 - o Balance Sheet
 - o Profit and Loss
 - o Journal Reports
 - Accounts Receivables
 - o Accounts Payables

MILESTONE 1: SET UP YOUR ACCOUNT:

1. TO SIGN UP IN ZOHOBOKS:



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.

xxxxxxxxxxxxxx

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

Get started

2: INTRODUCTION:

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

Accountant

Reports

Documents

Payroll

Hello, reemamaideen

Educonnect learning center


DashboardGetting StartedRecent UpdatesAnnouncements

Zoho Books

Zoho Books Overview

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

✓

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 →

MILESTONE 2: SERVICE CREATION

1.CREATION:

New Item

Type: ☐ Goods ☒ Service

Name*: Competative Exams Coaching

Unit:

SAC: 999294

Tax Preference*: Taxable

☒ Sales Information ☐ Purchase Information

Selling Price*: INR 10000

Cost Price: INR

Account*: Sales

Account: Cost of Goods Sold

Description:

Description:

Preferred Vendor:

Default Tax Rates

Intra State Tax Rate: GST18 [18%]

Inter State Tax Rate: IGST18 [18%]

NOTE: You have changed the tax rate manually. Any changes you make in your organisation's Default Tax Preferences will not be applied to this item.

Do you want to keep track of this item? Enable Inventory to view its stock based on the sales and purchase transactions you record for it. Go to **Settings > Preferences > Items** and enable inventory.

Save **Cancel**

2.REVIEW OF ITEMS AFTER ADDITION:

Active Items

NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	PURCHASE RATE
Books & Stationary		₹0.00			₹200.00
Public Speaking Coaching		₹5,000.00	999294		0
Competative Exams Coaching		₹10,000.00	999294		0

MILESTONE 3: VENDORS

1.VENDORS CREATION:

The screenshot shows the 'New Vendor' form in the Books application. The form is divided into two main sections: 'Primary Contact' and 'Other Details'. The 'Primary Contact' section includes fields for Salutation (dropdown), Company Name (text), Vendor Display Name* (dropdown), Vendor Email (text), and Vendor Phone (text) with sub-fields for Work Phone and Mobile. The 'Other Details' section includes GST Treatment* (dropdown), GSTIN / UIN* (text) with a 'Get Taxpayer details' link, PAN (text), and Source Of Supply* (dropdown). The form also has tabs for Address, Contact Persons, Bank Details, Custom Fields, Reporting Tags, and Remarks. At the bottom, there are 'Save' and 'Cancel' buttons.

Primary Contact

Salutation: Mega Stationary Last Name:

Company Name: Mega Stationary Mart

Vendor Display Name*: Mega Stationary Mart

Vendor Email:

Vendor Phone: Work Phone: Mobile:

Other Details

GST Treatment*: Registered Business - Regular

GSTIN / UIN*: 33AAAAA0000A15Z [Get Taxpayer details](#)

PAN: AAAA0000A

Source Of Supply*: [TN] - Tamil Nadu

[Save](#) [Cancel](#)

2.REVIEW OF VENDORS LIST:

The screenshot shows the 'Active Vendors' list in the Books application. The list is a table with columns: NAME, COMPANY NAME, EMAIL, PHONE, SOURCE OF SUPPLY, PAYABLES (BCY), UNUSED CREDITS (BCY), and GST TREATMENT. There is a search bar and a '+ New' button at the top right. The table contains one entry for 'Mega Stationary Mart'.

NAME	COMPANY NAME	EMAIL	PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)	GST TREATMENT
<input type="checkbox"/> Mega Stationary Mart	Mega Stationary Mart			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular

The screenshot shows the 'Mega Stationary Mart' vendor details page in the Books application. The page is divided into three main sections: 'Overview', 'Comments', and 'Transactions'. The 'Overview' section includes a profile card for 'Mega Stationary Mart' with a 'Edit' button, and fields for Address (Billing and Shipping), Other Details (Default Currency, Payment Terms, GST Treatment, GSTIN, PAN), and a 'What's Next for Your Vendor?' section with buttons for 'New Purchase Order' and 'New Bill'. The 'Transactions' section shows a table of 'Payables' with columns for CURRENCY, OUTSTANDING PAYABLES, and UNUSED CREDITS. The 'Comments' section shows a 'Payment due period' and a 'View Opening Balance' link. The 'Transactions' section shows a 'Expenses' chart.

Active Vendors

☐ Mega Stationary Mart ₹0.00

Mega Stationary Mart

[Edit](#) [Invoice to Portal](#) [Delete](#)

ADDRESS

Billing Address: No Billing Address - [Add new address](#)

Shipping Address: No Shipping Address - [Add new address](#)

OTHER DETAILS

Default Currency: INR

Payment Terms: Due on Receipt

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A15Z

PAN: AAAA0000A

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: Due on Receipt

Payables

CURRENCY	OUTSTANDING PAYABLES	UNUSED CREDITS
INR - Indian Rupee	₹0.00	₹0.00

[View Opening Balance](#)

Expenses This chart is displayed in the organization's base currency. [Last 6 Months](#) [Accrual](#)

MILESTONE 4: PURCHASE

1.PURCHASE ORDER CREATION:

The screenshot shows the 'New Purchase Order' form in the Books application. The form is divided into several sections: Vendor Information, Billing and Shipping Addresses, GST Treatment, Source and Destination of Supply, and Deliver To. The Vendor Name is 'Mega Stationary Mart'. The Billing Address is 'Add new address'. The Shipping Address is 'Add new address'. The GST Treatment is 'Registered Business - Regular'. The Source of Supply is 'TNE - Tamil Nadu'. The Destination of Supply is 'TNE - Tamil Nadu'. The Deliver To is 'EduConnect Learning Center'. The form also includes a table for Item Details with columns for Item Details, Account, Quantity, Rate, Tax, and Amount. The table has two rows: 'Books & Stationary' with a quantity of 500 and a rate of 200, and 'HGN Code: Update' with a quantity of 1.00 and a rate of 0.00. The Sub Total is 1,00,000.00. The Total Quantity is 500. The Discount is 0.00. The GST9 (9%) is 9,000.00. The GST9 (9%) is 9,000.00. The form has buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. The template is 'Standard Template'.

New Purchase Order

Vendor Name* Mega Stationary Mart

Open Purchase Orders

BILLING ADDRESS Add new address

SHIPPING ADDRESS Add new address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A11Z

Source Of Supply* [TNE - Tamil Nadu]

Destination Of Supply* [TNE - Tamil Nadu]

Deliver To* Organization Customer

EduConnect Learning Center

Tamil Nadu, India

Tax Exclusive At Transaction Level Bulk Update Line Items

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Books & Stationary	Cost of Goods Sold	500	200	GST18 (18%)	1,00,000.00
Add a description to your item					
HGN Code: Update	Select Account	1.00	0.00	GST18 (18%)	0.00
Type or click to select an item					
Add another line					
Sub Total					1,00,000.00
Total Quantity: 500					
Discount				0	0.00
Apply after tax					
GST9 (9%)					9,000.00
GST9 (9%)					9,000.00

Save as Draft Save and Send Cancel

Template: Standard Template Change

2,PURCHASE ORDER TO PURCHASE BILLS COVERTION:

The screenshot shows the 'Purchase Order to Purchase Bills Conversion' process in the Books application. The top section shows the 'All Purchase Orders' list with a table containing columns for Vendor, Amount, and Date. The table has one row: 'Mega Stationary Mart' with an amount of ₹1,18,000.00 and a date of 05/04/2023. The 'PO-00001' is selected. The 'Send the Purchase Order' section shows a 'Send Purchase Order' button and a 'Mark as Issued' button. The 'Show PDF View' button is also present. The 'Purchase Order' PDF is displayed, showing the 'EduConnect Learning Center' logo, the 'PURCHASE ORDER' title, and the 'PO-00001' number. The 'Vendor Address' is 'Mega Stationary Mart'. The 'GSTIN' is '33AAAAA0000A11Z'. The 'Deliver To' is 'EduConnect Learning Center'. The bottom section shows the 'All Bills' list with a table containing columns for Vendor, Amount, and Date. The table has one row: 'Mega Stationary Mart' with an amount of ₹1,18,000.00 and a date of 10/04/2023. The '01' bill is selected. The 'Record Payment' section shows a 'Record Payment' button and a 'Show PDF View' button. The 'Record Payment' PDF is displayed, showing the 'EduConnect Learning Center' logo, the 'BILL' title, and the 'Bill #1' number. The 'Balance Due' is ₹1,18,000.00. The 'Order Number' is 'PO-00001'.

All Purchase Orders

Vendor	Amount	Date
Mega Stationary Mart	₹1,18,000.00	05/04/2023

PO-00001

Send the Purchase Order

Purchase order has been created. You can email the Purchase Order to your vendor or mark it as issued.

Send Purchase Order Mark as Issued

Show PDF View

PURCHASE ORDER

EduConnect Learning Center

Tamil Nadu

India

GSTIN: 33AAAAA0000A11Z

venampugan1999@gmail.com

Vendor Address

Mega Stationary Mart

GSTIN: 33AAAAA0000A11Z

Deliver To

EduConnect

All Bills

Vendor	Amount	Date
Mega Stationary Mart	₹1,18,000.00	10/04/2023

01

Record Payment

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

Record Payment

Purchase Orders 1

Show PDF View

BILL

EduConnect Learning Center

Tamil Nadu

India

GSTIN: 33AAAAA0000A11Z

venampugan1999@gmail.com

Bill #1

Balance Due

₹1,18,000.00

Order Number: PO-00001

3.DIRECT VENDORS PURCHASE BILL CREATION:

New Bill

Vendor Name* Mega Stationary Mart [View Vendor Details](#)

GST Treatment: Registered Business - Regular [GSTIN: 33AAAAA0000A152](#)

Source Of Supply* [TN] - Tamil Nadu

Destination Of Supply* [TN] - Tamil Nadu

Bill# 02

Order Number

Bill Date* 15/04/2023
To create transaction dated before 01/07/2017, click [here](#)

Due Date 15/04/2023 Payment Terms Due on Receipt

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Books & Stationary <small>Add a description to your item</small>	Cost of Goods Sold	50	200	GST18 [18%] Recent Transactions	Select Customer	10,000.00
<small>HSN Code: Update</small>						
Add another line						

Sub Total 10,000.00

Discount 0.00 Apply after tax

GST9 [9%] 900.00

SGST9 [9%] 900.00

Total Tax Amount 1800.00 INR

☒ TDS ☐ TCS Select a Tax -0.00

Adjustment 0.00

Total (₹) 11,800.00

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

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

4.RECONCILIATION OPEN & OUTSTANDING BILLS:

All Bills

DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
15/04/2023	02		Mega Stationary Mart	OPEN	05/08/2023	₹11,800.00	₹11,800.00
10/04/2023	01	PO-00001	Mega Stationary Mart	OPEN	05/08/2023	₹1,18,000.00	₹1,18,000.00

MILESTONE 5,CUSTOMERS:

1.CUSTOMERS CREATION:

New Customer

Customer Type: ☒ Business ☐ Individual

Primary Contact: Salutation: Knowledge Foun, Last Name: []

Company Name: Knowledge Foundation Pvt Ltd

Customer Display Name: Knowledge Foundation Pvt Ltd

Customer Email: []

Customer Phone: Work Phone: [], Mobile: []

Other Details | Address | Contact Persons | Custom Fields | Reporting Tags | Remarks

GST Treatment: Registered Business - Regular

GSTIN / UIN: 33AAAAA0000A15 [Get Taxpayer details](#)

Business Legal Name: []

Business Trade Name: []

PAN: AAAAA000A

Place Of Supply: TND - Tamil Nadu

Tax Preference: ☒ Taxable ☐ Tax Exempt

Currency: INR - Indian Rupee

Opening Balance: INR []

Payment Terms: Due on Receipt

Enable Portal: ☐ Allow portal access for this customer

Portal Language: English

[Add more details](#)

Customer Owner: Assign a user as the customer owner to provide access only to the data of this customer. [Learn More](#)

[Save](#) [Cancel](#)

2.REVIEW THE CUSTOMS LIST:

Active Customers [+ New](#) [...](#) [?](#)

NAME	COMPANY NAME	EMAIL	PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)	GST TREATMENT	
Growmore Careers	Growmore Careers			Tamil Nadu	₹0.00	₹0.00	Unregistered Business	
Knowledge Foundation Pvt Ltd	Knowledge Foundation Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular	

MILESTONE 6: SALES

1.SALES ORDER CREATION:

New Sales Order

Customer Name* Knowledge Foundation Pvt Ltd

BILLING ADDRESS Add new address

SHIPPING ADDRESS Add 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

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

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Competitive Exams Coaching	200	10000	GST18 [18%]	20,00,000.00
SAC 900204	1.00	0.00	GST18 [18%]	0.00

Sub Total: 20,00,000.00

Discount: 0.00

CGST9 [9%]: 1,80,000.00

SGST9 [9%]: 1,80,000.00

Adjustment: 0.00

Total (₹): 23,60,000.00

Save as Draft Save and Send Cancel

Total Amount: ₹ 23,60,000.00
Total Quantity: 200

2.SALES ORDER TO SALES INVOICE CONVERSION:

All Sales Orders

Knowledge Foundation Pvt Ltd ₹23,60,000.00 CONFIRMED

SO-00001 05/04/2023

Convert to Invoice

Fulfill the Sales Order

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

Convert to Invoice

Instant Invoice

Invoice Status: NOT INVOICED

SALES ORDER

Sales Order# SO-00001

Order Date: 05/04/2023

INV-0000001

Record payment for the invoice

Record Payment

TAX INVOICE

Invoice Date: 05/04/2023

Invoice Date: 05/04/2023

Invoice Date: 05/04/2023

Invoice Date: 05/04/2023

3.DIRECT SALE INVOICE:

Books | Search in Invoices (/) | Trial expires in 14 days. | EduConnect Learning...

New Invoice

Customer Name* [View Customer Details](#)

BILLING ADDRESS [Add new address](#) SHIPPING ADDRESS [Add new address](#)

GST Treatment: Unregistered Business

Place Of Supply*

Invoice#*

Order Number

Invoice Date* To create transaction dated before 01/07/2017, click here Terms Due Date

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Public Speaking Coaching <small>Add a description to your item</small>	50	5000	GST18 [18%]	2,50,000.00
<small>Type or click to select an item.</small>	1.00	0.00	GST18 [18%]	0.00

[Add another line](#)

Sub Total 2,50,000.00

Discount % 0.00

CGST9 [9%] 22,500.00

SGST9 [9%] 22,500.00

☒ TDS ☐ TCS - 0.00

Adjustment 0.00

Customer Notes

Total (₹) 2,95,000.00

[Save as Draft](#) [Save and Send](#) [Cancel](#) [Make Recurring](#) Total Amount: ₹ 2,95,000.00
Total Quantity: 50

4.RECONCILIATION OF OPEN INVOICE:

Books | Search in Invoices (/) | Trial expires in 14 days. | EduConnect Learning...

All Invoices [+ New](#) [...](#) [?](#)

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
15/04/2023	INV-000002		Growmore Careers	DUE TODAY	05/08/2023	₹2,95,000.00	₹2,95,000.00
05/04/2023	INV-000001	SO-00001	Knowledge Foundation Pvt Ltd	DUE TODAY	05/08/2023	₹23,60,000.00	₹23,60,000.00

MILESTONE 7: BANK ACCOUNT

1. ADDING THE BANK ACCOUNT:

The screenshot shows a mobile application interface for adding a bank account. On the left is a sidebar menu with options: Home, Items, Banking (highlighted), Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main screen is titled 'Add Bank or Credit Card'. It features a 'Select Account Type*' section with radio buttons for 'Bank' (selected) and 'Credit Card'. Below this are input fields for 'Account Name*' (filled with 'ICICI Bank-001'), 'Account Code', 'Currency*' (a dropdown menu showing 'INR'), 'Account Number' (filled with '000001'), 'Bank Name' (filled with 'ICICI Bank'), 'IFSC', and a 'Description' text area (placeholder: 'Max. 500 characters'). There is a checkbox for 'Make this primary.' and 'Save' and 'Cancel' buttons at the bottom.

MILE STONE 8: ACCOUNT & LEDGER:

The screenshot shows a mobile application interface for creating a new account. A 'Create Account' dialog is open over a background screen. The dialog has a title bar with a close button. It contains the following fields: 'Account Type*' (a dropdown menu showing 'Other Current Liability'), 'Account Name*' (filled with 'Salary Payable'), 'Account Code', and 'Description' (placeholder: 'Max. 500 characters'). There are two checkboxes: 'Make this a sub-account' and 'Add to the watchlist on my dashboard'. At the bottom are 'Save' and 'Cancel' buttons. A dark blue tooltip box is visible next to the 'Account Type*' dropdown, containing the text 'Liability' and 'Any short term liability like: Customer Deposits, Tax Payable'. The background screen shows a list of accounts under the heading 'Active Accounts', including 'Employee', 'Reverse C', 'Input Tax C', 'Input S', 'Input C', 'Input S', 'Prepaid E', 'TDS Receivable', 'Advance Tax', 'Undeposited Funds', 'Petty Cash', and 'Bank'. The right side of the background screen shows a 'Find Accounts' search bar and a list of 'Input Tax Credits'.

MILESTONE 9: JOURNAL ENTRIES:

1.RECORDING OF JOURNAL ENTRIES:

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Record Expense

Record Mileage

Date*

30/04/2023

Expense Account*

Rent Expense

Expense Type*

☐ Goods ☒ Services

SAC

Amount*

INR 100000

Paid Through*

ICICI Bank 001

Vendor

GST Treatment*

Registered Business - Regular

Vendor GSTIN*

33AAAAA0000A1SZ

Source Of Supply*

[TN] - Tamil Nadu

Destination Of Supply*

[TN] - Tamil Nadu

Reverse Charge

☐ This transaction is applicable for reverse charge

Drag or Drop your Receipts

Maximum file size allowed is 7MB

Upload your Files

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Tax*

GST18 [18%]

Amount Is

☐ Tax Inclusive ☒ Tax Exclusive

Invoice#*

001

Notes

Max. 500 characters

Customer Name

Reporting Tags

Associate Tags

Save (ctrl+S)

Save and New (ctrl+N)

Cancel

MILESTONE 10: EXPENSES & BILL :

1.EXPENSES AND BILL ENTRY:

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Record Expense

Record Mileage

Date*30/04/2023

Expense Account*Rent Expense

Expense Type*GoodsServices

SAC

Itemize

Amount*INR100000

Paid Through*ICICI Bank 001

Vendor

GST Treatment*Registered Business - Regular

Vendor GSTIN*33AAAA0000A1S2Get Taxpayer details

Source Of Supply*[TN] - Tamil Nadu

Destination Of Supply*[TN] - Tamil Nadu

Reverse Charge

This transaction is applicable for reverse charge

Drag or Drop your Receipts
Maximum file size allowed is 7MB

Upload your Files

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Tax*GST18 (18%)

Tax Amount = 18000.00 INR

Eligible For ITC

Amount IsTax InclusiveTax Exclusive

Invoice*001

NotesMax. 500 characters

Customer Name

Reporting TagsAssociate Tags

Save (ctrl+S)

Save and New (ctrl+N)

Cancel

2.AFTER THE EXPENSES ENTRY:

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

All Expenses

+ New

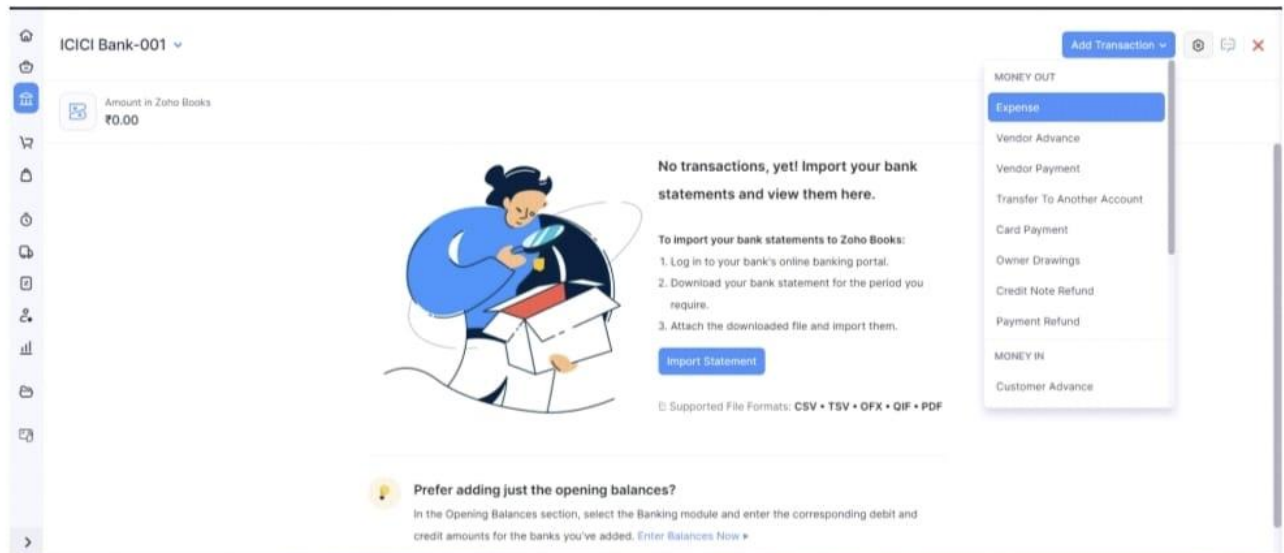
...

?

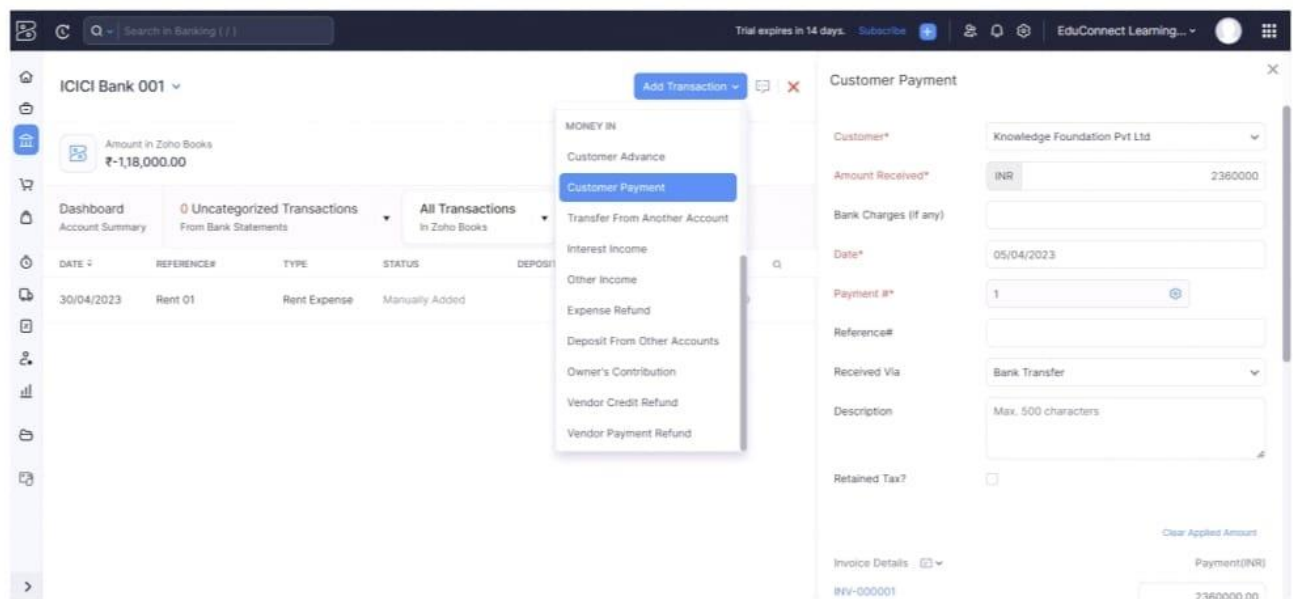
DATE	EXPENSE ACCOUNT	REFERENCE	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT
30/04/2023	Other Expenses			Petty Cash		NON-BILLABLE	₹5,000.00
30/04/2023	Rent Expense	Rent 01		ICICI Bank 001		NON-BILLABLE	₹1,18,000.00

MILESTONE 11: BANK ENTRIES

1.RECORDING BANK TRASACTION:



FOR CUSTOMS PAYMENT:



FOR VENDOR PAYMENT:

ICICI Bank 001

Amount in Zoho Books
₹22,42,000.00

Dashboard
Account Summary

0 Uncategorized Transactions
From Bank Statements

All Transactions
In Zoho Books

DATE REFERENCE# TYPE STATUS DEPOSIT

30/04/2023 Rent 01 Rent Expense Manually Added

05/04/2023 Customer Payment Manually Added ₹23,60,000.00
Customer: Knowledge Foundation Pvt Ltd

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

Vendor Payment

Vendor* Mega Stationary Mart

Payment #* 1

Amount* INR 118000

Date* 15/04/2023

Reference#

Paid Via Bank Transfer

Description Max. 500 characters

Clear Applied Amount

Bill Details

01 Show PO# Due ₹1,18,000.00 10/04/2023

Payment(INR) 118000.00

Pay in Full

FOR SALARY PAYMENT:

Books

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction

New Journal

Date* 30/04/2023

Journal #* 2

Reference#

Notes* Salary Paid for the month of April-2023

Journal Type ☐ Cash based journal

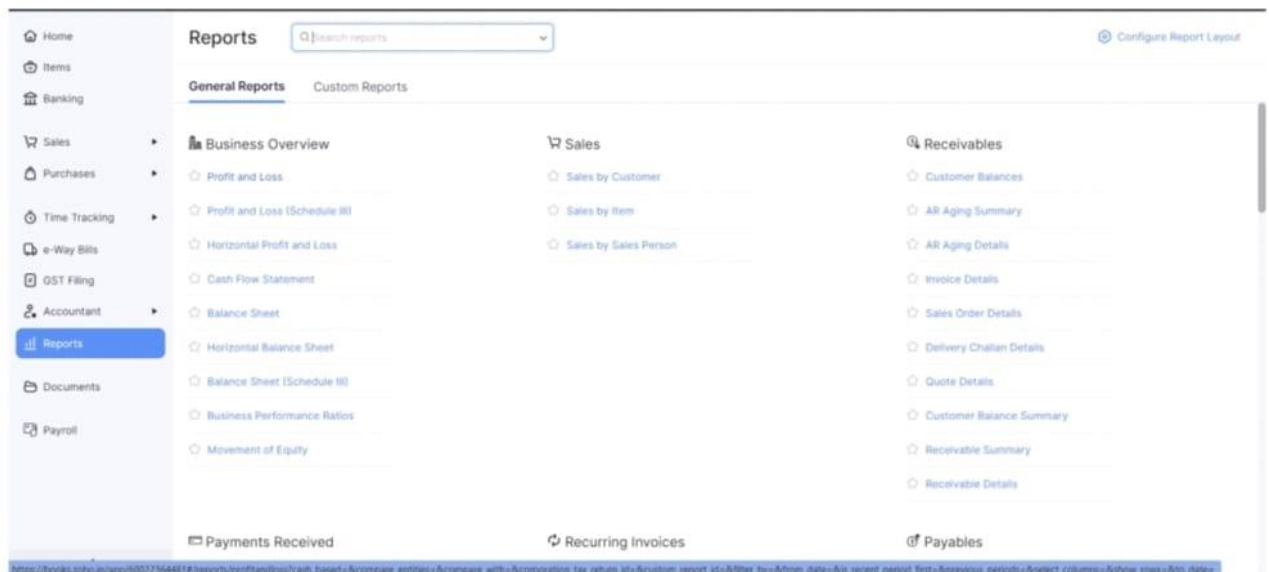
Currency INR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT INR	DEBITS	CREDITS
Salary Payable	Being Salary Paid for the month of April-2023	Select Contact	1000000	
ICICI Bank 001	Being Salary Paid for the month of April-2023	Select Contact		1000000

Save and Publish Save as Draft Cancel

Make Recurring

MILESTONE 12: FINANCIAL REPORTS



1.PROFIT AND LOSS ACCOUNT:

ACCOUNT		TOTAL
Operating Income		
Sales		22,50,000.00
Total for Operating Income		22,50,000.00
Cost of Goods Sold		
Cost of Goods Sold		1,10,000.00
Total for Cost of Goods Sold		1,10,000.00
	Gross Profit	21,40,000.00
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	10,35,000.00
Non Operating Income		
Total for Non Operating Income		0.00
Non Operating Expense		
Total for Non Operating Expense		0.00
	Net Profit/Loss	10,35,000.00

2.BALANCE SHEET:

EdsConnect Learning Center
Balance Sheet
Bank Annual
As at 20200331

Compare At Expand All

Account	Total
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
BOC Bank BSB	14,073,000.00
Total for Bank	14,073,000.00
Other current assets	

3.GST REPORTS:

GSTR-3B Summary
From 01/04/2021 To 30/04/2021

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
1a) Outward taxable supplies (other than zero rated, nil rated and exempted)	₹23,95,000.00	₹0.00	₹2,31,900.00	₹2,02,800.00	₹0.00
1b) Outward taxable supplies (zero rated)	₹0.00	₹0.00			₹0.00
1c) Other outward supplies (Nil rated, exempted)	₹0.00				
1d) Inward supplies liable to reverse charge	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
1e) Non-GST inward supplies	₹0.00				
Total value	₹23,95,000.00	₹0.00	₹2,31,900.00	₹2,02,800.00	₹0.00

3.1.1 Details of supplies notified under sub-section (3) 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
1) Taxable supplies on which electronic commerce operator pays tax under Sub-section (3) of Section 9 (To be notified by the electronic commerce operator)	0	0	0	0	0

SUMMARY:

Search by Customer ID

Total expires in 10 days

EduConnect Learning...

4 Q3 2023 Summary

Report As

EduConnect Learning Center
Tax Return
From 01/01/2023 To 03/31/2023

Add Temporary Note

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	NET AMOUNT	DEBIT AMOUNT	CREDIT AMOUNT	USED AMOUNT
05/04/2023	INV-000001	Invoice	\$20,000.00	\$0.00	\$18,000.00	\$18,000.00	\$0.00
05/04/2023	INV-000002	Invoice	\$20,000.00	\$0.00	\$18,000.00	\$18,000.00	\$0.00

4. JOURNAL REPORTS:

Search by Customer ID

Total expires in 10 days

EduConnect Learning...

GL Entry

Journal Report

Report As

EduConnect Learning Center
Journal Report
Based Across
From 01/01/2023 To 03/31/2023

Add Temporary Note

DATE	DESCRIPTION	DEBIT	CREDIT
01/01/2023	Journal Entry 1		
	CO Bank 001	100,000.00	0.00
	Owner's Equity	0.00	100,000.00
		100,000.00	100,000.00
01/01/2023	Journal Entry 2		
	Accounts Receivable	20,000.00	0.00
	Output GST	0.00	18,000.00
	Output SST	0.00	18,000.00
	Sales	0.00	20,000.00
		20,000.00	20,000.00
01/01/2023	Journal Entry 3		
	CO Bank 001	20,000.00	0.00

5.ACCOUNTS RECEIVABLE A GIVING DETAILS:

Search by Subcategory (2)

Total expires in 14 days

Subcategory

EduConnect Learning...

Custom

Customer Report

Download Report

Export As

EduConnect Learning Center

AR Aging Summary By Invoice Due Date

As of 10/04/2023

Add Temporary Note

Customer Name	Current	1-10 days	11-30 days	31-60 days	61-90 days	Total	Days 90+
Online Course	\$1,85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,85,000.00	\$1,85,000.00
Total	\$1,85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,85,000.00	

6. ACCOUNTS PAYABLE A GIVING DETAILS:

Search by Subcategory (2)

Total expires in 14 days

Subcategory

EduConnect Learning...

Custom

Customer Report

Download Report

Export As

EduConnect Learning Center

AP Aging Summary By Bill Due Date

As of 10/04/2023

Add Temporary Note

Vendor Name	Current	1-10 days	11-30 days	31-60 days	61-90 days	Total	Days 90+
Mega Stationery Mart	\$11,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,500.00	\$11,500.00
Total	\$11,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,500.00	