



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 ZOHO 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
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Under the Guidance	PUNITHA MARTINA NESAMANI.J
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PREPARATION AND MAINTANENCE OF ZOHOBOKS FOR EDUCONNECT LEARNING CENTER:

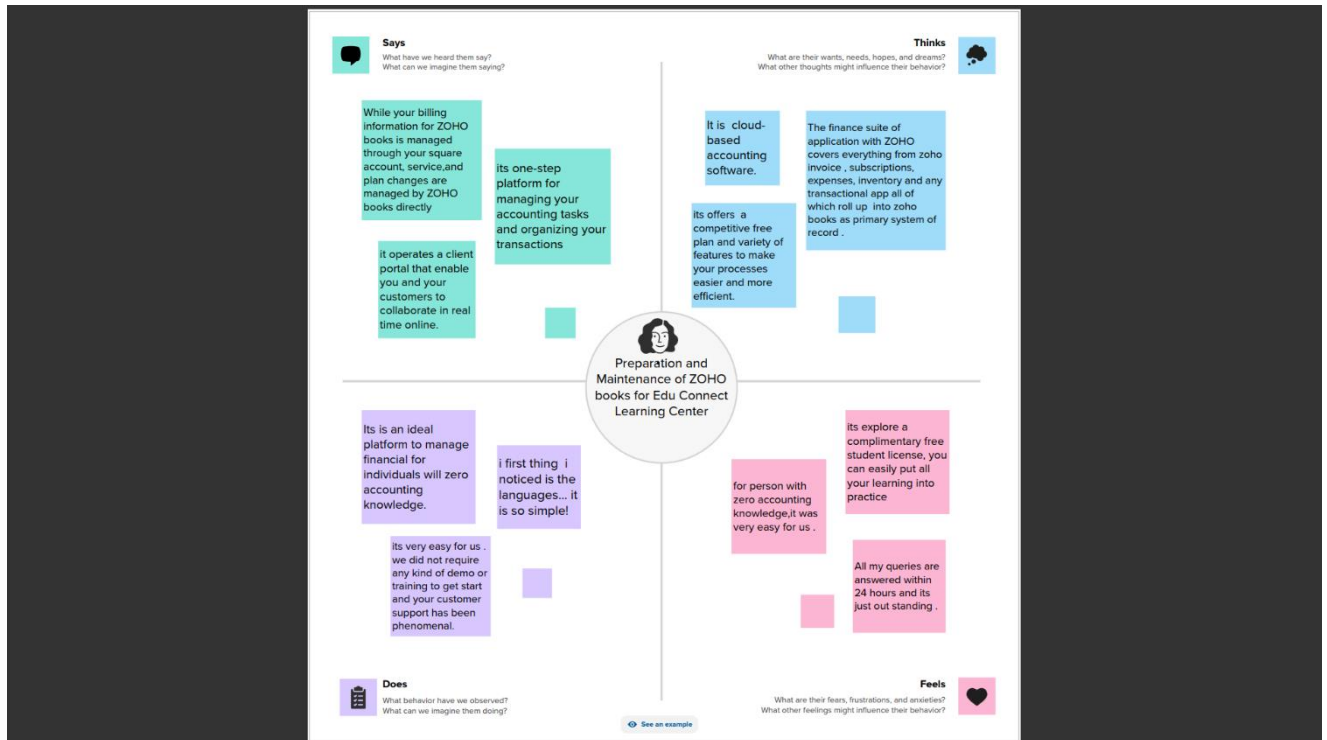
INTRODUCTION:

- 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.

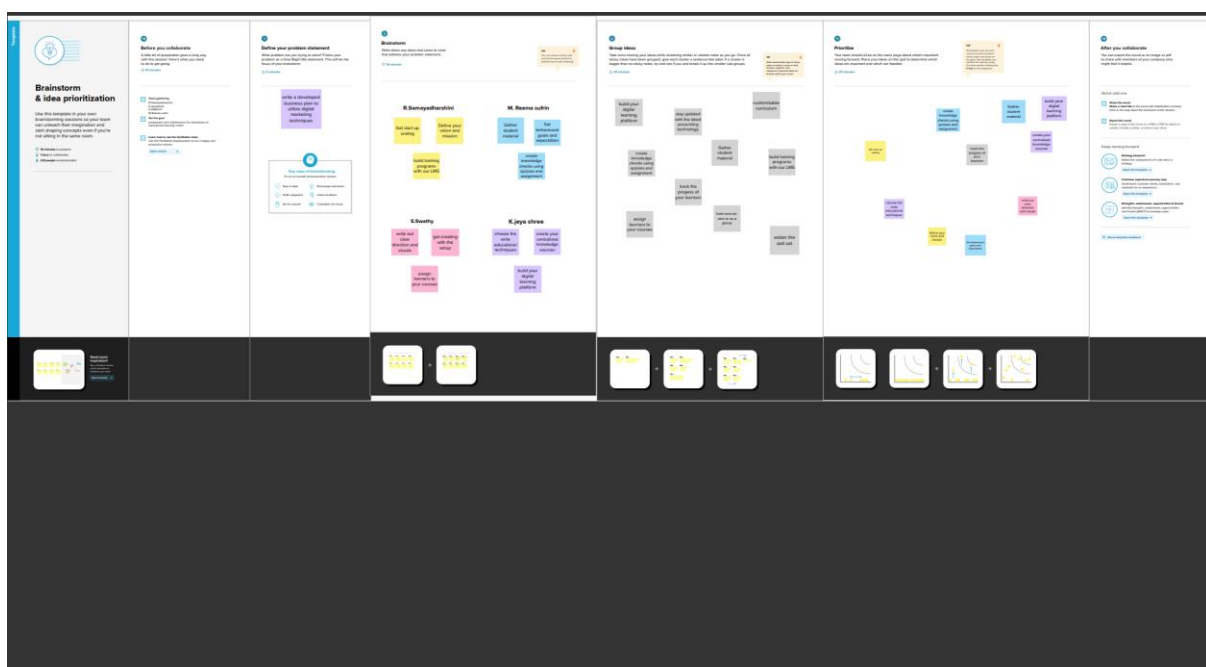
- EduConnect Learning Center, an educational institution, uses Zoho Books to manage their donations, track expenses, and handle grant finances. They can generate donor receipts, track expenses related to educational programs, and generate financial reports. Zoho Books helps them maintain financial transparency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

2. PROBLEM DEFINITION AND DESIGN THINKING :

a. EMPATHY MAP :



B. IDEATION AND BRAINSTORMING MAP:




Project flow:

Project Flow:

- Set up your account
 - Sign up for a Zoho Books account and log in
 - Introduction
 - Lets Get Started
 - Services
 - Creation
 - Review
 - Vendors
 - Vendor Creation
 - Review Vendors list and details
 - Purchases
 - Purchase order Creation (PO)
 - PO to Bill Conversion
 - Purchase Bills Creation
 - Payment Marking to Purchase Bills
 - Customers
 - Customer Creation
 - Review Customers list and details
 - Sales
 - Sales Order Creation (SO)
 - SO to Invoice Conversion
 - Sale Invoice Creation
 - Receipt marking to Sale Invoice
 - Banking
 - Adding Bank Account
 - New Accounts & Ledgers
 - Creation of New Accounts & Ledgers
 - Journal Entries
 - Recording Journal Entries
 - Expenses
 - Recording Expense Bills
 - Bank Transactions
 - Recording Bank Transactions
 - Financial Reports
 - Balance Sheet
 - Profit and Loss
 - GSTR-3B
 - TDS Reports
 - Journal Reports
 - Accounts Receivables
 - 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*

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.

xxxxxxxxxxxxxxxx

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

Dashboard

Getting Started

Recent Updates

Announcements

Zoho Books India Helpline: 18003093036

Mon - Fri • 9:00 AM - 7:00 PM • Toll Free

Welcome to Zoho Books

Your journey to effortlessly manage your accounting starts here.

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.

2.REVIEW OF ITEMS AFTER ADDITION:

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), Last Name, Company Name, Vendor Display Name* (dropdown), Vendor Email, and Vendor Phone (Work Phone and Mobile). The 'Other Details' section includes GST Treatment* (dropdown), GSTIN / UIN* (text field with a 'Get Taxpayer details' link), PAN, and Source Of Supply* (dropdown). The form has a 'Save' button and a 'Cancel' button. The left sidebar shows the navigation menu with 'Vendors' highlighted. The top bar shows the search bar and the trial expiration date.

Primary Contact

Salutation: Mega Stationary
Last Name: Mega Stationary Mart
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: AAAAAA0000A
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 (BICY), UNUSED CREDITS (BICY), and GST TREATMENT. There is a search bar and a '+ New' button. The table contains one entry for 'Mega Stationary Mart'.

NAME	COMPANY NAME	EMAIL	PHONE	SOURCE OF SUPPLY	PAYABLES (BICY)	UNUSED CREDITS (BICY)	GST TREATMENT
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 two main sections: 'Overview' and 'What's Next for Your Vendor?'. The 'Overview' section includes a profile card for 'Mega Stationary Mart' with an 'Edit' button, and a list of details: ADDRESS, Billing Address, Shipping Address, OTHER DETAILS, Default Currency, Payment Terms, GST Treatment, GSTIN, and PAN. The 'What's Next for Your Vendor?' section includes a message about creating a purchase order or recording a bill, a 'Send email' link, a 'Payment due period' section, and a 'Payables' table. The 'Payables' table has columns: CURRENCY, OUTSTANDING PAYABLES, and UNUSED CREDITS. The table contains one entry for 'INR - Indian Rupee'.

Overview

Mega Stationary Mart
Edit Profile 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: AAAAAA0000A

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:** Vendor Name* (Mega Stationary Mart), BILLING ADDRESS, SHIPPING ADDRESS, GST Treatment: Registered Business - Regular, GSTIN: 33AAAAA0000A1Z.
- Source and Destination:** Source Of Supply* (TNE - Tamil Nadu), Destination Of Supply* (TNE - Tamil Nadu).
- Delivery To:** Organization (EduConnect), Customer, Tamil Nadu, India.
- Item Details Table:**

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					
HSN 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					0.00
Apply after tax					
CGST9 (9%)					9,000.00
SGST9 (9%)					9,000.00

Buttons at the bottom: Save as Draft, Save and Send, Cancel. Template: Standard Template.

2. PURCHASE ORDER TO PURCHASE BILLS COVERTION:

The first screenshot shows the 'Purchase Order' form for PO-00001, dated 05/04/2023, with a total amount of ₹1,18,000.00. The form includes a 'Send the Purchase Order' section with a 'Send Purchase Order' button and a 'Mark as Issued' button. Below this is a preview of the 'PURCHASE ORDER' document, which includes the EduConnect Learning Center logo and address, the vendor address (Mega Stationary Mart), and the delivery to address (EduConnect).

The second screenshot shows the 'Purchase Bill' form for Bill 01, dated 10/04/2023, with a total amount of ₹1,18,000.00. The form includes a 'Record Payment' section with a 'Record Payment' button. Below this is a preview of the 'BILL' document, which includes the EduConnect Learning Center logo and address, the vendor address (Mega Stationary Mart), and the delivery to address (EduConnect). The bill also shows the order number (PO-00001) and the total amount (₹1,18,000.00).

3.DIRECT VENDORS PURCHASE BILL CREATION:

New Bill

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

GST Treatment: Registered Business - Regular [GSTIN: 33AAAAA0000A0152](#)

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 Add a description to your item HSN Code: Update	Cost of Goods Sold	50	200	GST18 [18%] Eligible For ITC	Select Customer	10,000.00

[+ Add another line](#)

Sub Total 10,000.00

Discount 0 % 0.00

COST9 [9%] 900.00

GOST9 [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.RECONCILLIATION 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:

Books

Search in Customers (/)

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

EduConnect Learning...

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

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*

33AAAAA0000A1515

Get Taxpayer details

Business Legal Name

Business Legal Name

Business Trade Name

PAN

AAAAA0000A

Place Of Supply*

[TN] - 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:

Books

Search in Customers (/)

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

EduConnect Learning...

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

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 SHIPPING ADDRESS

GST Treatment: Registered Business - Regular

Price Of Supply* [TNE - Tamil Nadu]

Sales Order* SO-00001

Reference#

Sales Order Date* 05/04/2023

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Competative Exams Coaching	200	10000	GST18 [18%]	20,00,000.00
SAC-999294	1.00	0.00	GST18 [18%]	0.00

Sub Total: 20,00,000.00

Discount: 0

COST9 [9%]: 1,80,000.00

SOST9 [9%]: 1,80,000.00

Adjustment: 0.00

Total (₹): 23,60,000.00

Customer Notes: Enter any notes to be displayed in your transaction

Save as Draft Save and Send Cancel

Total Amount ₹ 23,60,000.00 Total Quantity: 201

2.SALES ORDER TO SALES INVOICE CONVERSION:

All Sales Orders

Knowledge Foundation Pvt Ltd ₹23,60,000.00 SO-00001 05/04/2023 CONFIRMED

Convert to Invoice

Convert to Invoice

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

Invoice Status: NOT INVOICED

SALES ORDER

Sales Order# SO-000001

Order Date: 05/04/2023

Record Payment for the invoice

If you've received a partial or full payment from your customer towards this invoice, you can record it.

Get paid faster by setting up online payment gateways. Set up Now

TAX INVOICE

EduConnect Learning Center

Tamil Nadu

GSTIN: 33AALAA0000A11Z

vatampolapet1999@gmail.com

Bill To: Knowledge Foundation Pvt Ltd, GSTIN: 33AALAA0000A11Z

Ship To: GSTIN: 33AALAA0000A11Z

Service Date: 05/04/2023

Invoice Date: 05/04/2023

PO # : SO-00001

Price Of Supply: Tamil Nadu (ST)

3.DIRECT SALE INVOICE:

Books | Search in Invoices (/) | Trial expires in 14 days. | Subscribe | 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* Terms Due Date

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

ITEM DETAILS

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Public Speaking Coaching Add a description to your item	50	5000	GST18 [18%]	2,50,000.00
Recent Transactions				
SAC-999294				
Type or click to select an item.	1.00	0.00	GST18 [18%]	0.00

[Add another line](#)

Sub Total 2,50,000.00

Discount 0.00

COST9 [9%] 22,500.00

SOST9 [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. | Subscribe | EduConnect Learning...

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

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
<input type="checkbox"/> 15/04/2023	INV-000002		Growmore Careers	DUE TODAY	05/08/2023	₹2,95,000.00	₹2,95,000.00
<input type="checkbox"/> 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 with a sidebar menu on the left and a main form titled 'Add Bank or Credit Card'. The sidebar menu includes options like Home, Items, Banking (highlighted), Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main form has 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 'Description' (with a placeholder 'Max. 500 characters'). There is also a checkbox for 'Make this primary:'. At the bottom of the form are 'Save' and 'Cancel' buttons.

MILE STONE 8: ACCOUNT & LEDGER:

The screenshot shows a mobile application interface with a sidebar menu on the left and a main form titled 'Create Account'. The sidebar menu includes options like Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Manual Journals, Bulk Update, Currency Adjustments, Chart of Accounts (highlighted), Budgets, and Transaction. The main form has a 'Create Account' dialog box. The dialog box has a 'Account Type*' dropdown menu (set to 'Other Current Liability') and a 'Liability' tooltip that says 'Any short term liability like: Customer Deposits, Tax Payable'. Below this is the 'Account Name*' field (filled with 'Salary Payable'), a checkbox for 'Make this a sub-account', the 'Account Code' field, and the 'Description' field (with a placeholder 'Max. 500 characters'). There is also a checkbox for 'Add to the watchlist on my dashboard'. At the bottom of the dialog box are 'Save' and 'Cancel' buttons. In the background, a 'Chart of Accounts' screen is visible, showing a list of accounts with columns for 'ACCOUNT NAME', 'ACCOUNT TYPE', and 'ACCOUNT CODE'. The list includes accounts like 'Employee', 'Reverse Charge', 'Input Tax Credit', 'Input Tax Credit', 'Input Tax Credit', 'Input Tax Credit', 'Prepaid Expense', 'TDS Receivable', 'Advance Tax', 'Undeposited Funds', 'Petty Cash', and 'Bank'.

MILESTONE 9: JOURNAL ENTRIES:

1.RECORDING OF JOURNAL ENTRIES:

Home

Revs

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

Remize

Amount*INR 100000

Paid Through*ICICI Bank 001

Vendor

GST Treatment*Registered Business - Regular

Vendor GSTIN*33AAAAA0000A15ZGet 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*GST1B [16%]Tax Amount = 18000.00 INREligible For ITC

Amount Is☐ Tax Inclusive ☒ Tax Exclusive

Invoice#001

NotesMax. 500 characters

Customer Name

Reporting TagsAssociate 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*☐ Goods ☒ Services

SAC:

Itemize

Amount*INR 100000

Paid Through*ICICI Bank 001

Vendor

GST Treatment*Registered Business - Regular

Vendor GSTIN*33AAAAA000A1S2

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*GST1B [18%]

Tax Amount = 18000.00 INR

Eligible For ITC

Amount Is☐ Tax Inclusive ☒ Tax Exclusive

Invoice#001

NotesMax. 500 characters

Customer Name

Reporting TagsAssociate Tags

Save (new) Save and New (alt+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:

ICICI Bank-001

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

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](#)

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

FOR CUSTOMS PAYMENT:

ICICI Bank 001

Amount in Zoho Books
₹-1,18,000.00

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	

MONEY IN

Customer Advance

Customer Payment

Transfer From Another Account

Interest Income

Other Income

Expense Refund

Deposit From Other Accounts

Owner's Contribution

Vendor Credit Refund

Vendor Payment Refund

Customer Payment

Customer*

Knowledge Foundation Pvt Ltd

Amount Received*

INR

2360000

Bank Charges (if any)

Date*

05/04/2023

Payment #*

1

Reference#

Received Via

Bank Transfer

Description

Max. 500 characters

Retained Tax?

☐

Clear Applied Amount

Invoice Details

INV-000001

Payment(INR)

2360000.00

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 Customer: Knowledge Foundation Pvt Ltd	Manually Added	₹23,60,000.00

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

Due Date 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

Choose Template

Date* 30/04/2023

Journal #* 2

Reference#

Notes* Salary Paid for the month of April-2023

Journal Type ☐ Cash based journal

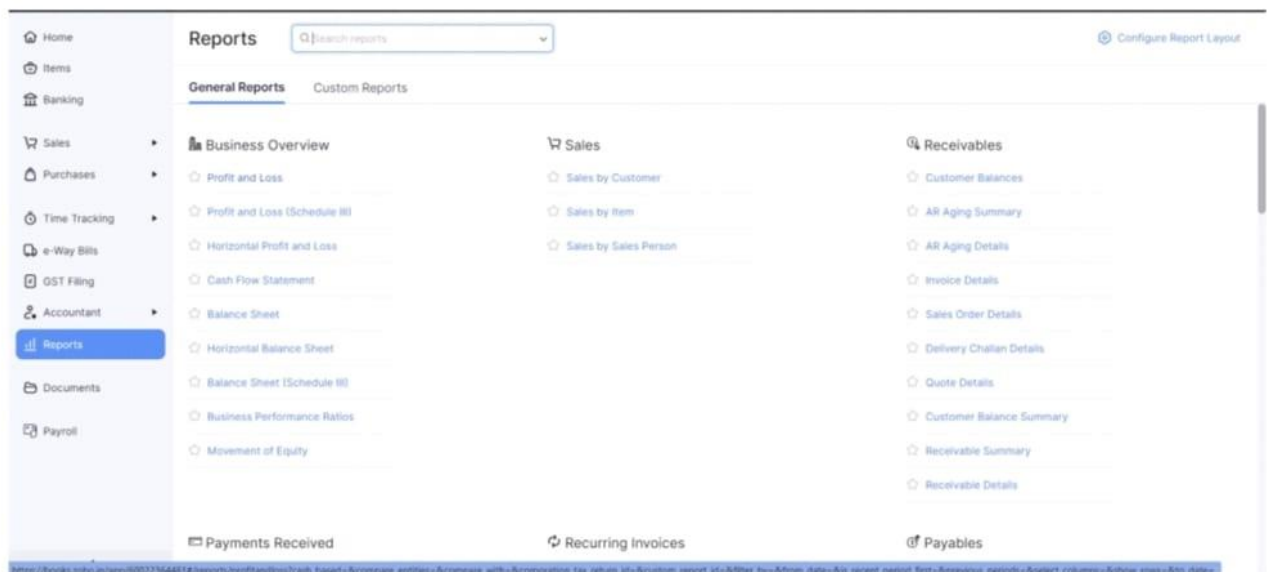
Currency INR- Indian Rupee

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:

The screenshot shows the 'Profit and Loss' account for 'EduConnect Learning Center'. The report is for the period from 01/04/2023 to 31/03/2024, based on the Accrual basis. The interface includes a search bar at the top, a 'This Year' dropdown, and buttons for 'Schedule Report', 'Export As', and 'X'. The report is presented in a table format with columns for 'ACCOUNT' and 'TOTAL'. The data is as follows:

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
Basic Annual
As of 31/03/2023

+ Add Temporary Note

Compare All Expand All

Account	Balance
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
BOC Bank-BSI	14,372,088.00
Total for Bank	14,372,088.00
Other current assets	

3.GST REPORTS:

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	CGST Tax
1	2	3	4	5	6
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	₹12,18,000.00	₹0.00	₹2,21,160.00	₹2,02,840.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹0.00	₹0.00			₹0.00
(c) Other outward supplies (zero rated, exempted)	₹0.00				
(d) Inward supplies liable to reverse charge	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(e) Non-GST inward supplies	₹0.00				
Total value	₹12,18,000.00	₹0.00	₹2,21,160.00	₹2,02,840.00	₹0.00

3.1.1 Details of supplies notified under sub-section (52) of section 9 of the Central Goods and Services Tax Act

Description	taxable value	Integrated Tax	Central Tax	State/UT Tax	CGST Tax
1	2	3	4	5	6
(1) Taxable supplies on which electronic commerce operator pays tax under Sub-section (52) of Section 9 (To be notified by the electronic commerce operator)	0	0	0	0	0

SUMMARY:

Search in Customers (11)

Total expires in 10 days

EduConnect Learning

4/27/2023 Summary

Report As

EduConnect Learning Center
Tax Return
From 01/01/2023 To 30/04/2023

Add Temporary Note

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	GET AMOUNT	2023 AMOUNT	2022 AMOUNT	CASH AMOUNT
05/04/2023	INV-000001	Invoice	\$20,000.00	0.00	\$1,800,000.00	\$1,800,000.00	\$0.00
15/04/2023	INV-000002	Invoice	\$20,000.00	0.00	\$22,000.00	\$22,000.00	\$0.00

4. JOURNAL REPORTS:

Search in Customers (11)

Total expires in 10 days

EduConnect Learning

GL Entry Customer Report

Journal Report

Report As

EduConnect Learning Center
Journal Report
Bank Account
From 01/04/2023 To 30/04/2023

Add Temporary Note

01/04/2023 - Journal Transaction 1	DEBIT	CREDIT
100 Bank 001	100,000.00	0.00
Owner's Equity	0.00	100,000.00
	100,000.00	100,000.00
04/05/2023 - Invoice INV-000001 Accounts Receivable/PT/CT	DEBIT	CREDIT
Accounts Receivable	23,800,000.00	0.00
Output CGST	0.00	180,000.00
Output SGST	0.00	180,000.00
Sales	0.00	20,000,000.00
	23,800,000.00	20,360,000.00
04/05/2023 - Invoice Payment INV-000001 Bank 100/Accounts Receivable/PT/CT	DEBIT	CREDIT
100 Bank 001	23,800,000.00	0.00

5.ACCOUNTS RECEIVABLE A GIVING DETAILS:

[illegible]

6. ACCOUNTS PAYABLE A GIVING DETAILS:

The screenshot displays the 'AP Aging Summary By Bill Due Date' report from the EdConnect Learning Center. The report is dated 04/23/2023. It provides a breakdown of accounts payable by due date categories. The total amount is \$11,800.00.

Account	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	46-90 DAYS	TOTAL	QTY
Mega Stationary Int'l	\$11,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,800.00	\$11,800.00
Total	\$11,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,800.00	