



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	6	
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
JEYASHREE.K	C1C15759	0E8E6F0E1BA8EC8AA7E424938AF01973
SWATHY.S	C1C15787	DCEA53F09EC9FF79D374DEC9A6F78524
Under the Guidance		
SPOC	Ms.P.UMADEV	



Says

What have we heard them say?
What can we imagine them saying?

While your billing information for ZOHO books is managed through your square account, service, and plan changes are managed by ZOHO books directly

it operates a client portal that enable you and your customers to collaborate in real time online.

its one-step platform for managing your accounting tasks and organizing your transactions



Preparation and Maintenance of ZOHO books for Edu Connect Learning Center

Its is an ideal platform to manage financial for individuals will zero accounting knowledge.

i first thing i noticed is the languages... it is so simple!

its very easy for us . we did not require any kind of demo or training to get start and your customer support has been phenomenal.

It is cloud-based accounting software.

its offers a competitive free plan and variety of features to make your processes easier and more efficient.

The finance suite of application with ZOHO covers everything from zoho invoice , subscriptions, expenses, inventory and any transactional app all of which roll up into zoho books as primary system of record .

its explore a complimentary free student license, you can easily put all your learning into practice

for person with zero accounting knowledge, it was very easy for us .

All my queries are answered within 24 hours and its just out standing .

Thinks

What are their wants, needs, hopes, and dreams?
What other thoughts might influence their behavior?



Does

What behavior have we observed?
What can we imagine them doing?

Feels

What are their fears, frustrations, and anxieties?
What other feelings might influence their behavior?





Brainstorm & idea prioritization

Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

10 minutes to prepare
1 hour to collaborate
2-8 people recommended



Need some inspiration?
See a sample session plan for a 10-minute session and a 1-hour session. You can also find a sample session plan for a 1-hour session.

1

Before you collaborate

A little bit of preparation goes a long way with this session. Here's what you need to do to get going.

10 minutes

- Team gathering
4. Preparation
4. Preparation
4. Preparation
- Team gathering
4. Preparation
4. Preparation
4. Preparation
- Team gathering
4. Preparation
4. Preparation
4. Preparation

Open article

2

Define your problem statement

What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.

10 minutes

write a developed business plan to utilize digital marketing techniques



Key rules of brainstorming

To run an effective and productive session

- Stay on topic
- Encourage wild ideas
- Defer judgment
- Listen to others
- Go for volume
- Encourage others to build on ideas

3

Brainstorm

Write down any ideas that come to mind that address your problem statement.

10 minutes

R.Samayadharshini

Get start up unding

Define your vision and mission

build training programs with our LMS

S.Swathy

write out clear direction and visuals

get creating with the setup

assign learners to your courses

M. Reema sufrin

Gather student material

Set behavioural goals and expectation

create knowledge checks using quizzes and assignment

K.jeya shree

choose the write educational techniques

create your centralized knowledge sources

build your digital learning platform

You can add a sticky note to your board to add ideas that come to mind during the session.



4

Group ideas

Take turns sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence like what, if a cluster is bigger than six sticky notes, try and see if you can break it up into smaller sub-groups.

20 minutes



You can add a sticky note to your board to add ideas that come to mind during the session.



5

Prioritize

Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.

20 minutes



You can add a sticky note to your board to add ideas that come to mind during the session.



6

After you collaborate

You can export the board as an image or pdf to share with members of your company who might find it helpful.

Quick add-ons

- Show the board
Share a dashboard in the board with collaborators to keep them in the loop about the outcome of the session.
- Export the board
Export a copy of the board as a PDF or PNG or CSV to share it, emails, include in slides, or save in your files.

Keep moving forward

- Strategy blueprint
Define the components of a new idea or strategy.
- Customer experience journey map
Understand customer needs, motivations, and obstacles for an experience.
- Strengths, weaknesses, opportunities & threats
Identify strengths, weaknesses, opportunities, and threats (SWOT) to develop a plan.

Share template feedback



Hello, reemamaideen

Educonnect learning center

Zoho Books India Helpline: 18003093036

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

Dashboard

Getting Started

Recent Updates

Announcements

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



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 →](#)



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.

XXXXXXXXXXXXXXXXXX

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

Get started

- Home
- Items**
- Banking
- Sales
- Purchases
- Time Tracking
- e-Way Bills
- GST Filing
- Accountant
- Reports
- Documents
- Payroll
- Configure Features list

New Item



Type ☐ Goods ☒ Service

Name* Competative Exams Coaching

Unit

SAC 999294

Tax Preference* Taxable

☒ Sales Information

Selling Price* INR 10000

Account* Sales

Description

☐ Purchase Information

Cost Price INR

Account Cost of Goods Sold

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

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Configure Features list

Active Items

+ New

...

?

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	PURCHASE RATE	🔍
<input type="checkbox"/>	Books & Stationary		₹0.00			₹200.00	
<input type="checkbox"/>	Public Speaking Coaching		₹5,000.00	999294		0	
<input type="checkbox"/>	Competative Exams Coaching		₹10,000.00	999294		0	



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New Vendor

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

Address

Contact Persons

Bank Details

Custom Fields

Reporting Tags

Remarks

GST Treatment*

Registered Business - Regular ▾

GSTIN / UIN* ⓘ

33AAAAA0000A1S2

[Get Taxpayer details](#)

PAN ⓘ

AAAAA0000A

Source Of Supply*

[TN] - Tamil Nadu ▾

Save

Cancel

Books

Search in Vendors (/)

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

EduConnect Learning...

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Active Vendors

+ New

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

Books

Search in Vendors (/)

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

EduConnect Learning...

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Active Vend...

+ ...

☐ Mega Stationary Mart
₹0.00

Mega Stationary Mart

Overview

Comments

Transactions

Mails

Statement

Mega Stationary Mart

Mega Stationary Mart

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
Due on Receipt

GST Treatment
Registered Business - Regular

GSTIN
33AAAAA0000A15Z

PAN
AAAAA0000A

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](#)

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- Time Tracking
- e-Way Bills

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: 33AAAAA0000A1S2

Source Of Supply* [TN] - Tamil Nadu

Destination Of Supply* [TN] - Tamil Nadu

Deliver To* Organization Customer

EduConnect

Tamil Nadu

India ,

Tax Exclusive

At Transaction Level

Bulk Update Line Items

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
<div>Books & Stationary</div> <div>Add a description to your item.</div> <div>HSN Code: Update</div>	<div>Cost of Goods Sold</div>	500	200	GST18 [18%]	1,00,000.00
Type or click to select an item.	<div>Select Account</div>	1.00	0.00	GST18 [18%]	0.00
<div>Add another line</div>					
<div>Sub Total</div> <div>Total Quantity : 500</div>					1,00,000.00
<div>Discount</div> <div>Apply after tax</div>					0.00
<div>COST9 [9%]</div>					9,000.00
<div>SGST9 [9%]</div>					9,000.00

Save as Draft

Save and Send

Cancel

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

Books

Search in Purchase Orders (/)

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

EduConnect Learning...

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All Purchase Ord... [+ New](#)

PO-00001

Attachments

Comments & History

☐ Mega Stationary Mart
PO-00001 | 05/04/2023
₹1,18,000.00
DRAFT

[Edit](#) [Send Mail](#) [PDF/Print](#) [Mark as Issued](#)

Send the Purchase Order

Send Purchase Order

Mark as Issued

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

Show PDF View

Open

EduConnect Learning Center
Tamil Nadu
India
GSTIN 33AAAAA0000A11Z
saranpudugan1999@gmail.com

Vendor Address
Mega Stationary Mart
GSTIN 33AAAAA0000A11Z

Deliver To
EduConnect

PURCHASE ORDER

PO-00001

Books

Search in Bills (/)

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

EduConnect Learning...

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All Bills [+ New](#)

01

Attachments

Comments & History

☐ Mega Stationary Mart
01 | 10/04/2023
₹1,18,000.00
OPEN

[Edit](#) [PDF](#) [Record Payment](#)

Record Payment

Record Payment

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

Purchase Orders

Show PDF View

Open

EduConnect Learning Center
Tamil Nadu
India
GSTIN 33AAAAA0000A11Z
saranpudugan1999@gmail.com

Order Number :
PO-00001

BILL

BILL 01

Balance Due
₹1,18,000.00

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

Add another line

Sub Total	10,000.00
Discount	0.00
Apply after tax	
CGST@ 9%	900.00
SGST@ 9%	900.00
Total Tax Amount	1800.00 INR
TDS	-0.00
TCS	-0.00
Select a Tax	
Adjustment	0.00
Total (₹)	11,800.00

Save as Draft Save as Open Cancel

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

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Time Tracking

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All Bills

+ New

...

≡

📄

?

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

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New Customer

Customer Type ☒ Business ☐ Individual

Primary Contact

Company Name

Customer Display Name*

Customer Email

Customer Phone

Other Details Address Contact Persons Custom Fields Reporting Tags Remarks

GST Treatment*

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

Business Legal Name

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Business Legal Name

Business Trade Name

PAN

Place Of Supply*

Tax Preference* ☒ Taxable ☐ Tax Exempt

Currency

Opening Balance

Payment Terms

Enable Portal? ☐ Allow portal access for this customer

Portal Language

[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](#)



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	

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New Sales Order

Customer Name* Knowledge Foundation Pvt Ltd

View Customer Details

BILLING ADDRESS Add new address

SHIPPING ADDRESS Add new address

GST Treatment: Registered Business - Regular

GSTRN: 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

Document #

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ITEM DETAILS

	QUANTITY	RATE	TAX	AMOUNT
Competitive Exams Coaching	200	10000	GST18 [18%]	20,00,000.00
Add a description to your item				
SAC: 999294				
Type or click to select an item.	1.00	0.00	GST18 [18%]	0.00

Add another line

Sub Total20,00,000.00

Discount0 %0.00

CGST9 [9%]1,80,000.00

SGST9 [9%]1,80,000.00

Adjustment0.00

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: 200


Books

Search in Sales Orders (/)

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



EduConnect Learning...



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All Sales Orders

+ New

...

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

SO-00001

Edit


Email

PDF/Print

Convert to Invoice

Create

...

 Fulfill the Sales Order

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

Convert

Convert to Invoice

Instant Invoice

Invoice Status: NOT INVOICED

Show

Confirmed

EduConnect Learning Center

Tamil Nadu

India

GSTIN 33AAAAA0000A15Z

saxamplugan1999@gmail.com

Bill To

Knowledge Foundation Pvt Ltd

GSTIN 33AAAAA0000A15Z

Ship To

GSTIN 33AAAAA0000A15Z

Order Date: 05/04/2023




SALES ORDER

Sales Order# SO-00001


Books

Search in Sales Orders (/)

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EduConnect Learning...



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

From sales order: SO-00001
INV-000001

Edit

Send


Share

Reminders

PDF/Print


Record Payment

...

 Record payment for the invoice

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

Record Payment

 Get paid faster by setting up online payment gateways. [Set up Now](#)

Associated sales orders

Overdue

EduConnect Learning Center

Tamil Nadu

India

GSTIN 33AAAAA0000A15Z

saxamplugan1999@gmail.com

INVOICE

INV-000001

05/04/2023

Due on Receipt

05/04/2023

SO-00001

Tax Invoice

Tamil Nadu (33)



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New Invoice

Customer Name*

Growmore Careers



INR

[View Customer Details](#)

BILLING ADDRESS

[Add new address](#)

SHIPPING ADDRESS

[Add new address](#)

GST Treatment: Unregistered Business

Place Of Supply*

[TN] - Tamil Nadu

Invoice#*

INV-000002

Order Number

Invoice Date*

15/04/2023

Terms

Due on Receipt

Due Date

15/04/2023

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

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ITEM DETAILS

Public Speaking Coaching

[Add a description to your item](#)[SAC: 999234](#)

Type or click to select an item.

QUANTITY

50

1.00

RATE

5000

0.00

TAX

GST18 (18%)

GST18 (18%)

AMOUNT

2,50,000.00

0.00

[Add another line](#)

Sub Total

2,50,000.00

Discount

0 %

0.00

CGST9 (9%)

22,500.00

SGST9 (9%)

22,500.00

☒ TDS☐ TCS

Select a Tax

- 0.00

Adjustment

0.00

Total (₹)

2,95,000.00

[Save as Draft](#)[Save and Send](#)[Cancel](#)[Make Recurring](#)

Total Amount: ₹ 2,95,000.00

Total Quantity: 50



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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	

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Add Bank or Credit Card

Select Account Type*

☒ Bank ☐ Credit Card

Account Name*

ICICI Bank-001

Account Code

Currency*

INR

Account Number

000001

Bank Name

ICICI Bank

IFSC

Description

Max. 500 characters

☐ Make this primary

Save

Cancel



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Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction

Active Accounts

ACCOUNT NAME

Employee Salary

Reverse Credit

Input Tax Credits

Input Tax Credits

Input Tax Credits

Input Tax Credits

Prepaid Expenses

TDS Receivable

Advance Tax

Undeposited Funds

Petty Cash

2022 Bank 2022

Create Account

Account Type*

Other Current Liability

Account Name*

Salary Payable

☐ Make this a sub-account

Account Code

Description

Max. 500 characters

☐ Add to the watchlist on my dashboard

Save

Cancel

Liability

Any short term liability like:

Customer Deposits

Tax Payable

TravelTrax Tours Pvt ...

New Account

Find Accountants

PARENT ACCOUNT NAME

Input Tax Credits

Input Tax Credits

Input Tax Credits

Other Current Asset

Other Current Asset

Cash

Cash

Bank

Books

Search (/)

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

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New Journal

Choose Template

Notes*

Salary Payable for the Month of April-2023

Journal Type

☐ Cash based journal

Currency

INR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salaries and Employee Wages	Being Salary Payable for the Month of April-2023	Select Contact	1000000	
Salary Payable	Being Salary Payable for the Month of April-2023	Select Contact		1000000

Add another line

Sub Total

10,00,000.00

10,00,000.00

Total (₹)

10,00,000.00

10,00,000.00

Difference

0.00

Attachments

Save and Publish

Save as Draft

Cancel

Make Recurring

Books

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Journals

+ New Journal

1

The journal entry has been created.

Attachments

Comments & History

Status: All Journals

All

30/04/2023

₹10,00,000.00

PUBLISHED

Edit

PDF/Print

Make Recurring

Published

JOURNAL

#1

Date:

30/04/2023

Amount:

₹10,00,000.00

Notes

Salary Payable for the Month of April-2023

Reference Number:

Account	Contact	Debits	Credits
Salaries and Employee Wages		10,00,000.00	
Being Salary Payable for the Month of April-2023			
Salary Payable			10,00,000.00
Being Salary Payable for the Month of April-2023			
Sub Total		10,00,000.00	10,00,000.00

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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*

33AAAAAG000A1S2

Get 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

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Vendors

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Recurring Expenses

Purchase Orders

Bills

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Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Tax*

GST18 [18%]

Tax Amount = 18000.00 INR

Eligible For ITC

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

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Purchase Orders

Bills

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Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

All Expenses



+ New



<input type="checkbox"/>	DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT	Q
<input type="checkbox"/>	30/04/2023	Other Expenses			Petty Cash		NON-BILLABLE	₹5,000.00	
<input type="checkbox"/>	30/04/2023	Rent Expense	Rent 01		ICICI Bank 001		NON-BILLABLE	₹1,18,000.00	



ICICI Bank-001 ▾



Amount in Zoho Books
₹0.00

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



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](#) ▶



Search in Banking (/)

Trial expires in 14 days.

[Subscribe](#)



EduConnect Learning...



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

Add Transaction

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



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

Payment(INR)

01

118000.00

Show PO#

Due ₹1,18,000.00

[Pay in Full](#)

10/04/2023

N/A



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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](#)



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Reports



Configure Report Layout

General Reports

Custom Reports



Business Overview



Profit and Loss



Profit and Loss (Schedule III)



Horizontal Profit and Loss



Cash Flow Statement



Balance Sheet



Horizontal Balance Sheet



Balance Sheet (Schedule III)



Business Performance Ratios



Movement of Equity



Sales



Sales by Customer



Sales by Item



Sales by Sales Person



Receivables



Customer Balances



AR Aging Summary



AR Aging Details



Invoice Details



Sales Order Details



Delivery Challan Details



Quote Details



Customer Balance Summary



Receivable Summary



Receivable Details



Payments Received



Recurring Invoices



Payables



This Year

Customize Report

Schedule Report



Export As

EduConnect Learning Center
Profit and Loss

Basis: Accrual

From 01/04/2023 To 31/03/2024

+ Add Temporary Note

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	<u>1,10,000.00</u>
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



EduConnect Learning Center
Balance Sheet
Basic Account
As of 1/1/2024

1/1/2024 10:00 AM

Previous | **Current**

Account	Amount
Assets	
Current Assets	
Cash	
Money Order	1,000.00
Total for Cash	1,000.00
Bank	
EDU Bank (001)	14,872,000.00
Total for Bank	14,872,000.00
Other current assets	

[illegible]

Description	Transfer Value	Proposed Use	Initial Use	Subsequent Use	EDS Use
1	2	3	4	5	6
(1) Transfer supplies to which subject was previously assigned pursuant to Sub-section (B) of Section 2	0	0	0	0	0
(2) Use authorized by the executive committee member					

DATE	DATE RECEIVED	TRANSACTION TYPE	AMOUNT	COST AMOUNT	COST AMOUNT	COST AMOUNT	COST AMOUNT
2024-01-01	2024-01-01	Deposit	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
2024-01-02	2024-01-02	Deposit	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00

AR Aging Summary By Invoice Due Date
As of 11/14/2015

1000

[illegible]

EduConnect Learning Center AP Aging Summary By Bill Due Date As of 12/31/2023

[Print Summary Here](#)

Student Level	Current	1-30 Days	31-60 Days	61-90 Days	91-120 Days	Total	Net
High Summary Net	\$1,234,567	\$123,456	\$123,456	\$123,456	\$123,456	\$1,234,567	\$1,234,567
Total	\$1,234,567	\$123,456	\$123,456	\$123,456	\$123,456	\$1,234,567	\$1,234,567