

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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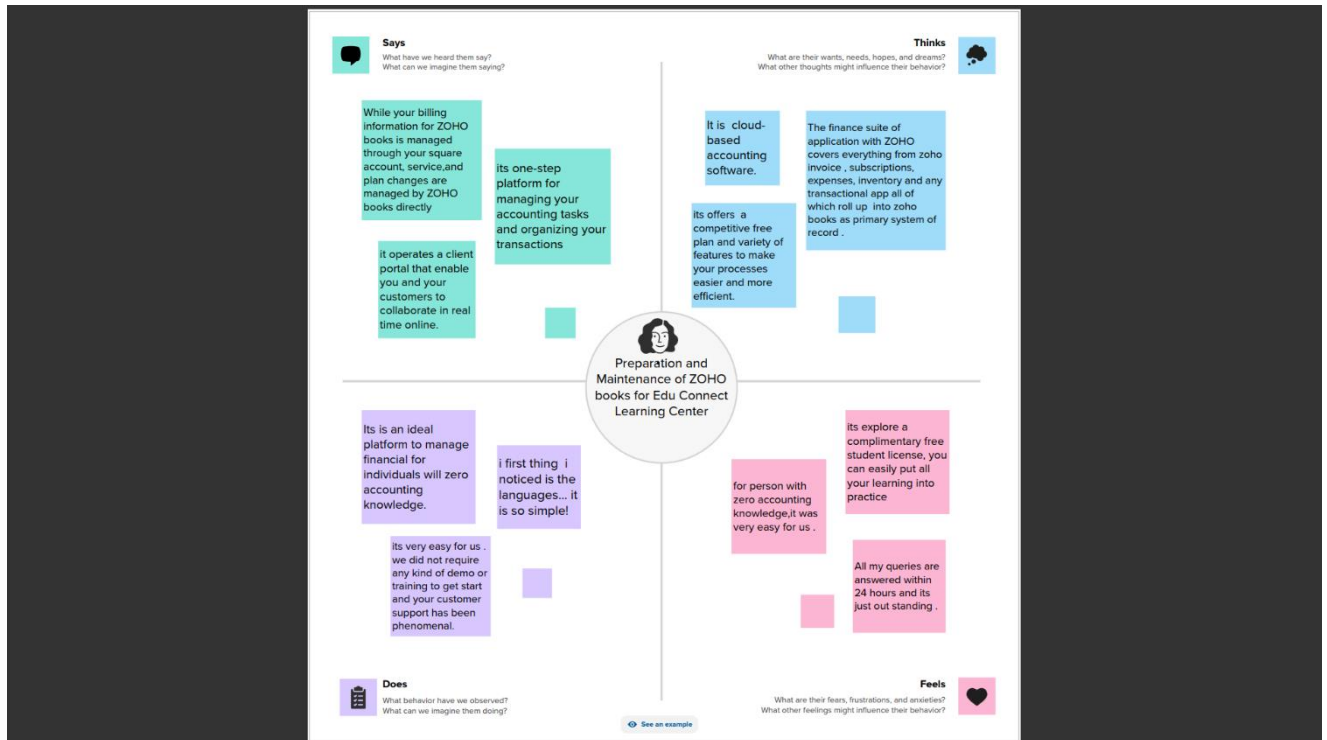
## **PREPARATION AND MAINTANENCE OF ZOHOBOKS FOR EDUCONNECT LEARNING CENTER:**

### **INTRODUCTION:**

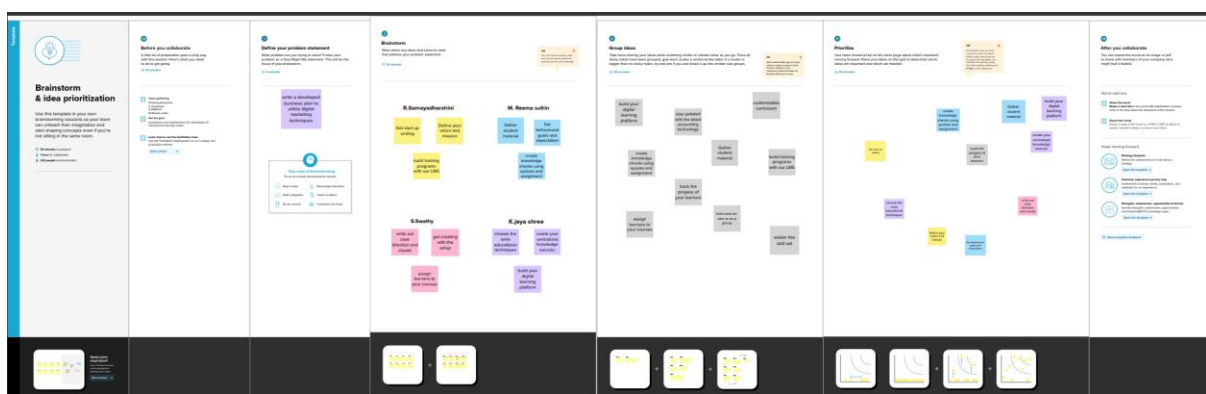
- Educonnect is a single comprehensive cloud-based platform with a reliable streamlined process that saves you time, effort and money, while matching potential students up to your institution's offerings.
  
- EduConnect Learning Center, an educational institution, uses Zoho Books to manage their donations, 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:**

- 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 ZOHOBOOKS:



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.

xxxxxxxxxxxxxxxx

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

Get started



# MILESTONE 2: SERVICE CREATION

## 1.CREATION:

**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.

## 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 user's name 'EduConnect Learning...' and a trial expiration notice.

**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 at the top right. 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, 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, and a 'Payables' table.

**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: INR - Indian Rupee  
OUTSTANDING PAYABLES: ₹0.00  
UNUSED CREDITS: ₹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: 33AAAA0000A1Z.
- 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					
- Summary:** Sub Total (1,00,000.00), Total Quantity (500), Discount (0.00), CGST9 (9%) (9,000.00), SGST9 (9%) (9,000.00).
- Buttons:** Save as Draft, Save and Send, Cancel.

## 2. PURCHASE ORDER TO PURCHASE BILLS COVERTION:

The screenshot shows the 'Purchase Order to Purchase Bills Conversion' process in the Books application. It consists of two main parts:

**Top Part: Purchase Order Details**

- Header:** All Purchase Ord..., PO-00001, Attachments, Comments & History.
- Vendor:** Mega Stationary Mart, PO-00001, 05/04/2023, ₹1,18,000.00 (DRAFT).
- Send the Purchase Order:** Purchase order has been created. You can email the Purchase Order to your vendor or mark it as issued. Buttons: Send Purchase Order, Mark as Issued.
- PDF View:** Shows a sample Purchase Order document from EduConnect Learning Center to Mega Stationary Mart.

**Bottom Part: Record Payment**

- Header:** All Bills, 01, Attachments, Comments & History.
- Vendor:** Mega Stationary Mart, Bill: 01, 10/04/2023, ₹1,18,000.00 (OPEN).
- Record Payment:** This bill is in the open status. You can now record payment for this bill. Button: Record Payment.
- PDF View:** Shows a sample Bill document from EduConnect Learning Center to Mega Stationary Mart.

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

[+ Add another line](#)

Sub Total 10,000.00

Discount 0 % 0.00  
[Apply after tax](#)

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\* 

33AAAAA0000A15

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
Competitive 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: 0.00

GST19 [9%]: 1,80,000.00

GST19 [9%]: 1,80,000.00

Adjustment: 0.00

Total (₹): 23,60,000.00

### 2.SALES ORDER TO SALES INVOICE CONVERSION:

**Fulfill the Sales Order**

Convert to Invoice

Convert to Invoice

Instant Invoice

**SALES ORDER**

From sales order: SO-00001

INV-0000001

Record payment for the invoice

Record Payment

**TAX INVOICE**

### 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#\*  [Add](#)

Order Number

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

Terms  Due Date

**ITEM DETAILS**

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Public Speaking Coaching <a href="#">Add a description to your item</a>	50	5000	GST18 [18%]	2,50,000.00
<a href="#">Recent Transactions</a>				
<a href="#">SAC-999294</a>				
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	<a href="#">INV-000002</a>		Growmore Careers	<a href="#">DUE TODAY</a>	05/08/2023	₹2,95,000.00	₹2,95,000.00
<input type="checkbox"/> 05/04/2023	<a href="#">INV-000001</a>	SO-00001	Knowledge Foundation Pvt Ltd	<a href="#">DUE TODAY</a>	05/08/2023	₹23,60,000.00	₹23,60,000.00

## MILESTONE 7: BANK ACCOUNT

### 1. ADDING THE BANK ACCOUNT:

The screenshot shows a software interface with a sidebar on the left containing navigation options: Home, Items, Banking (highlighted), Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main area 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 'Description' (with a placeholder 'Max. 500 characters'). There is also a checkbox for 'Make this primary:'. At the bottom are 'Save' and 'Cancel' buttons.

## MILE STONE 8: ACCOUNT & LEDGER:

The screenshot shows a 'Create Account' dialog box overlaid on a software interface. The dialog box has a title bar 'Create Account' 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' (with a 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 tooltip is visible next to the 'Account Type\*' dropdown, titled 'Liability', with the text 'Any short term liability like:' followed by a list: 'Customer Deposits' and 'Tax Payable'. The background interface shows a sidebar with 'Books' at the top and various accounting 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 area displays a list of accounts under 'Active Accounts', including 'Employee', 'Reverse C', 'Input Tax C', 'Input B', 'Input C', 'Input S', 'Prepaid E', '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 = 16000.00 INR

Eligible 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 Tags

Associate Tags

Save (new)

Save and New (new)

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

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 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	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

**Bill Details**

01

Show PO#

Due ₹1,18,000.00

10/04/2023

Payment(INR) 118000.00

Pay in Full

## FOR SALARY PAYMENT:

**Books**

Search (/)

Trial expires in 14 days. Subscribe

EduConnect Learning...

**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

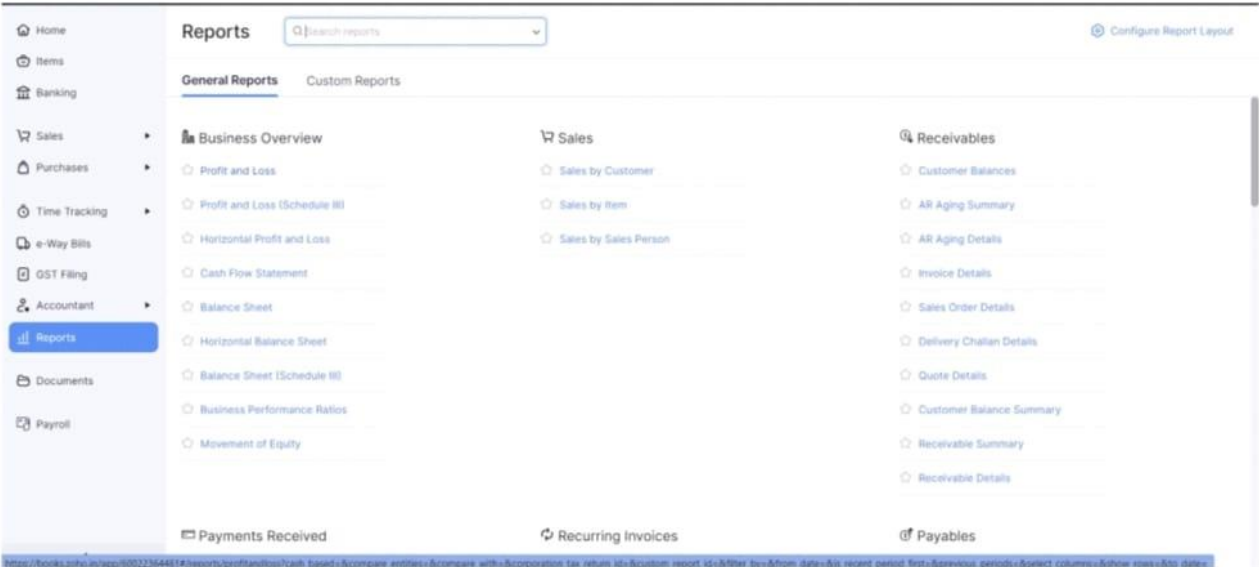
Currency INR- Indian Rupee

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:

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
<b>Assets</b>	
<b>Current Assets</b>	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
<b>Bank</b>	
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 (nil 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 inward supplies	₹0.00				
<b>Total value</b>	₹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 (1/1)

Total expires in 10 days

EduConnect Learning, Inc.

10/18/2023 Summary

Report As

EduConnect Learning Center

Tax Return

From 10/18/2023 To 10/18/2023

Add Temporary Items

DATE *	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	GET AMOUNT	2023 AMOUNT	2021 AMOUNT	2022 AMOUNT
10/18/2023	INV-000001	Invoice	\$20,000.00	\$0.00	\$1,800,000.00	\$1,800,000.00	\$0.00
10/18/2023	INV-000002	Invoice	\$20,000.00	\$0.00	\$22,000.00	\$22,000.00	\$0.00

4. JOURNAL REPORTS:

Search in Customers (1/1)

Total expires in 10 days

EduConnect Learning, Inc.

GL Entry

Customer Report

Generate Report

Report As

EduConnect Learning Center

Journal Report

Bank Account

From 10/18/2023 To 10/18/2023

Add Temporary Items

DATE *	ENTRY NUMBER	DESCRIPTION	DEBIT	CREDIT
10/18/2023	INV-000001	Invoice		
		100 Bank 001	100,000.00	0.00
		Owner's Equity	0.00	100,000.00
			100,000.00	100,000.00
10/18/2023	INV-000002	Invoice		
		Accounts Receivable	20,000.00	0.00
		Output CDET	0.00	180,000.00
		Output 0001	0.00	180,000.00
		Sales	0.00	20,000.00
			20,000.00	380,000.00
10/18/2023	INV-000003	Invoice		
		100 Bank 001	20,000.00	0.00

### 5.ACCOUNTS RECEIVABLE A GIVING DETAILS:

The screenshot displays the 'AR Aging Summary By Invoice Due Date' report from the EduConnect Learning Center. The report is dated 10/04/2023. The table shows the following data:

Customer Name	Current	1-30 Days	31-60 Days	61-90 Days	91-120 Days	121-180 Days	Total	Total Billed
Customer Name	\$2,85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,85,000.00	\$2,85,000.00
<b>Total</b>	<b>\$2,85,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,85,000.00</b>	

### 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	PPY
Mega Stationary Int'l	\$11,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,800.00	\$11,800.00
<b>Total</b>	<b>\$11,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,800.00</b>	