

# PROJECT

*Preparation and Maintenance of  
ZOHOB Books for*

**Aggarwal Sweets**

## MILESTONE 1: ITEM CREATION

1. Kaju Barfi Rs.1000/- per kg
2. Gulab Jamun Rs.500/- per kg
3. Jangri Rs. 800/- per kg
4. Athirasam Rs.1200/- per kg
5. Mysore Pak Rs.1000/- per kg

OUTPUT GST @5% is applicable on all the above products:

To make the above products it require the below **Items**- raw material ingredients:

1. Sugar Rs. 50 per Kg
2. Flour Rs. 40 per Kg
3. Ghee and oil Rs.150 per Kg
4. Dry fruits Rs.600 per Kg
5. Flavourings and Spices Rs.500 per Kg

The screenshot shows the 'Edit Item' interface in Zoho Books. The left sidebar has a navigation menu with 'Books' selected. The main form is titled 'Edit Item' and contains the following fields:

- Type: Goods (radio button selected)
- Name\*: Kaju Barfi
- Unit: kg
- HSN Code: (empty field)
- Tax Preference\*: Taxable
- Sales Information (checkbox checked):
  - Selling Price\*: INR 1000
  - Account\*: Sales
  - Description: (empty field)
  - Preferred Vendor: (empty dropdown)
- Purchase Information (checkbox unchecked):
  - Cost Price: INR 0
  - Account: Select an account
  - Description: (empty field)

At the bottom are 'Save' and 'Cancel' buttons. The status bar at the bottom shows system information like weather (19°C Haze), date (19-02-2025), and time (22:10).

## MILESTONE 2 Review of Items after Addition

The screenshot shows the Zoho Books application interface. The left sidebar contains navigation links for Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main content area displays a table titled 'Active Items' with the following data:

	NAME	PURCHASE DESCRIPTION	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	PURCHASE RATE
<input type="checkbox"/>	Dry Fruits	Raw Material		₹0.00	813	kg	₹600.00
<input type="checkbox"/>	Flavourings and Spices	Raw Material		0	0910	kg	₹500.00
<input type="checkbox"/>	Ghee And Oil	Raw Material		0	04059020	kg	₹150.00
<input type="checkbox"/>	Flour	Raw Material		0	11010000	kg	₹40.00
<input type="checkbox"/>	Sugar	Raw Material		0	17019990	kg	₹50.00
<input type="checkbox"/>	Mysore Pak	Sweets		₹1,000.00	21069099	kg	0
<input type="checkbox"/>	Adhirasam	Sweets		₹1,200.00	17049020	kg	0
<input type="checkbox"/>	Jangri	Sweets		₹800.00	17011310	kg	0
<input type="checkbox"/>	Gulab Jamun	Sweets		₹500.00	21069099	kg	0
<input type="checkbox"/>	Kaju Barfi	Sweets		₹1,000.00	17049090	kg	0

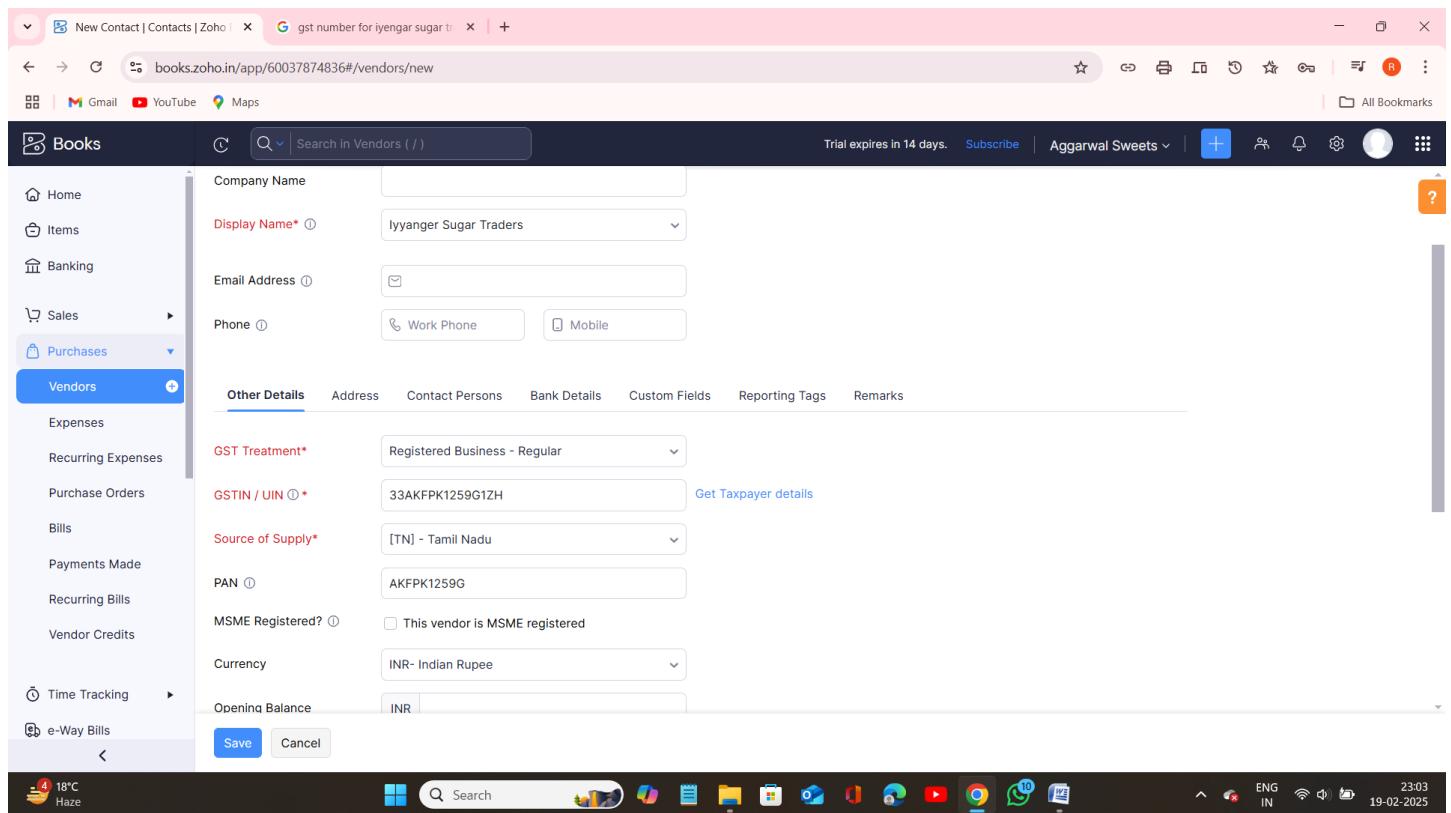
The bottom status bar shows system information: 18°C Haze, Search icon, taskbar icons (Photoshop, Notepad, etc.), battery level, ENG IN, and the date 19-02-2025.

# MILESTONE 3: Vendors

## Activity 1: Vendors Creation

The following are the list of vendors from which the raw materials are purchased:

1. Iyyanger Sugar Traders (GST registered)
2. Raj Essence Suppliers (Non GST)
3. Quality Sweets Ingredients (GST registered)
4. Sweet Treats Raw Materials (GST registered)
5. Quality Delights Suppliers (Non GST)



A screenshot of the Zoho Books software interface showing the 'Vendors' creation form. The left sidebar shows navigation links for Home, Items, Banking, Sales, Purchases, and Vendors. The main form has a search bar at the top. It contains fields for Company Name, Display Name (set to 'Iyyanger Sugar Traders'), Email Address, and Phone (Work Phone and Mobile). Below these are sections for Other Details, Address, Contact Persons, Bank Details, Custom Fields, Reporting Tags, and Remarks. Under 'Other Details', there are dropdowns for GST Treatment (Registered Business - Regular), GSTIN / UIN (33AKFPK1259G1ZH), Source of Supply (TN - Tamil Nadu), PAN (AKFPK1259G), and Currency (INR - Indian Rupee). There is also a checkbox for MSME Registered? and an input field for Opening Balance (INR). At the bottom are 'Save' and 'Cancel' buttons. The status bar at the bottom shows weather (18°C Haze), system icons, language (ENG IN), and date/time (19-02-2025).

## Activity 2: Review of Vendors List

The screenshot shows the Zoho Books application interface. The left sidebar has a navigation menu with options like Home, Items, Banking, Sales, Purchases, Vendors (which is selected and highlighted in blue), Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, and Vendor Credits. Below this is a Time Tracking section and an e-Way Bills link. The main content area is titled "Active Vendors" and displays a table with the following data:

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/> Quality Delights Suppliers				Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Sweet Treats Raw Materials				Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Quality Sweets Ingredients				Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Raj Essence Suppliers				Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Iyyanger Sugar Traders				Tamil Nadu	₹0.00	₹0.00

The top of the window shows the URL "books.zoho.in/app/60037874836#/vendors?filter\_by=Status.Active&per\_page=25&sort\_column=created\_time&sort\_order=D". The status bar at the bottom shows weather information ("18°C Haze"), system icons, and the date/time ("23:11 19-02-2025").

# MILESTONE 4: Purchases

## Activity 1: Purchase Order Creation

1. Iyyanger Sugar Traders – 200 Kgs Sugar Rs.50 pr kg for Credit Net 30 (GST registered)
2. Sweet Treats Raw Materials – 500 kgs Flour Rs. 40 per kg in Cash/Bank (GST registered)
3. Quality Delights Suppliers – 10kgs Dry Fruits Rs.600 kg in Cash/Bank (Non GST)

New Purchase Order

Vendor Name\* Quality Delights Suppliers

BILLING ADDRESS SHIPPING ADDRESS

Source of Supply\* [TN] - Tamil Nadu

Destination of Supply\* [TN] - Tamil Nadu

Delivery Address\* Organization Customer Aggarwal Sweets

Tamil Nadu  
Madhurai, Tamil Nadu  
India , 625001

Change destination to deliver

Save as Draft Save and Send Cancel

Item Table

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Dry Fruits	Cost of Goods Sold	10.00 kg	600	Select a Tax	6,000.00
Raw Material				Recent Transactions	Eligible For ITC
Type or click to select an item.	Select an account	1.00	0.00	Select a Tax	0.00

Add New Row Add Items in Bulk

Sub Total Total Quantity : 10 6,000.00

Discount 0 % 0.00

TDS TCS Select a Tax - 0.00

Adjustment 0.00

Total (₹) 6,000.00

Customer Notes Will be displayed on purchase order

Save as Draft Save and Send Cancel

## Activity 2: Purchase Order to Purchase Bills Conversion

The screenshot shows the Zoho Books interface for managing financial transactions. On the left, a sidebar menu lists categories like Home, Items, Banking, Sales, Purchases, Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, and e-Way Bills. The 'Bills' option is currently selected.

The main area displays a list of bills. The first bill listed is '#005' from 'Quality Sweets Ingredients' dated 20/02/2025, with a total amount of ₹3,150.00 and status 'PAID'. A green ribbon on the right indicates it is 'Paid'.

A modal window titled 'BILL' is open, showing the bill details:

- Bill# #005**
- Aggarwal Sweets**  
Tamil Nadu  
Madhurai Tamil Nadu 625001  
India  
GSTIN 33AADFA4628B1Z4  
reshmakanade5@gmail.com
- Bill From**  
Quality Sweets Ingredients  
GSTIN 33ABMPN5137G1ZL
- Bill Date :** 20/02/2025
- Due Date :** 20/02/2025
- Terms :** Due On Receipt
- Item & Description**    **HSN/SAC**    **Qty**    **Rate**    **Amount**
- 1 Ghee And Oil    04059020    20.00    150.00    3,000.00

The bottom of the screen shows the Windows taskbar with various pinned icons and the date/time: 20-02-2025, 18:15, ENG IN.

## **Activity 3: Direct Vendor Purchases Bills Creation:**

1. Raj Essence Suppliers – 5 kgs Flavourings and Spices Rs.500 per Kg in Cash (Non GST)
2. Quality Sweets Ingredients – 20kgs Ghee and Oil Rs.150 per kg in Cash (GST registered)

The screenshot shows the Zoho Books application interface. On the left, a sidebar menu includes Home, Items, Banking, Sales, Purchases (selected), Bills (selected), Payments Made, Recurring Bills, Vendor Credits, Time Tracking, and e-Way Bills. The main area displays a list of bills under 'All Bills'. The first bill listed is '#005' from 'Quality Sweets Ingredients' dated 20/02/2025, with a balance of ₹3,150.00. A callout box says 'WHAT'S NEXT? This bill is in the open status. You can now record payment for this bill.' Below the list is a preview of the bill document, which includes the bill header 'Aggarwal Sweets', address 'Tamil Nadu, Madurai Tamil Nadu 625001, India', GSTIN '33AADFA4628B1Z4', and email 'reshmakarande52@gmail.com'. The bill details section shows 'Bill# #005', 'Balance Due ₹3,150.00', 'Bill Date: 20/02/2025', 'Due Date: 20/02/2025', and 'Terms: Due On Receipt'. The bottom of the screen shows a taskbar with various icons and system status.

## Activity 4: Payment Marking to Purchase Bills

The screenshot shows the Zoho Books interface. On the left, a sidebar menu includes Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills (selected), Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, and GST Filing. The main area displays 'All Bills' with two entries: 'Quality Sweets Ingredients' (Bill #002) and 'Raj Essence Suppliers' (Bill #001). Bill #001 is selected and shown in detail. The bill header is '#001' with a due date of 01/04/2023. It lists items: 'Flavourings and Spices' (Raw material) at 5.00 kg for 500.00. Subtotal is 2,500.00, Total is 2,500.00, and Payments Made is 2,500.00. Balance Due is 0.00. An 'Authorized Signature' field is present.

## Activity 5: Reconciliation of Open Bills

The screenshot shows the Zoho Books interface with the 'Books' tab selected. The sidebar menu is identical to the previous screenshot. The main area displays 'All Bills' with five entries: 'Quality Sweets Ingredients' (Bill #005), 'Raj Essence Suppliers' (Bill #004), 'Quality Delights Suppliers' (Bill #003), 'Sweet Treats Raw Materials' (Bill #002), and 'Iyyanger Sugar Traders' (Bill #001). All bills are marked as 'OPEN'. A message box says 'WHAT'S NEXT? This bill is in the open status. You can now record payment for this bill.' with a 'Record Payment' button. A preview of the bill document for 'Aggarwal Sweets' is shown on the right, including the bill number (#005), date (20/02/2025), total amount (₹3,150.00), and bill details: Aggarwal Sweets, Tamil Nadu, Madhurai Tamil Nadu 625001, India, GSTIN 33AADFA4628B1Z4, reshmakarande52@gmail.com. Payment terms are listed below: Bill Date: 20/02/2025, Due Date: 20/02/2025, Terms: Due On Receipt. The bottom status bar shows system information like weather (22°C Haze), search bar, and various application icons.

# MILESTONE 5: Customers

## Activity 1: Customers Creation:

The below are the list of customers:

1. Suresh Kumar iyer is a GST registered person.
2. Priya Ranganathan is a GST registered person.
3. Aravindan Mani is not a registered person.
4. Kavitha Rajendran is not a registered person.
5. Karthik Krishnan is not a registered person.

The screenshot shows the Zoho Books application interface for creating a new customer. The left sidebar navigation includes Home, Items, Banking, Sales (selected), Customers (selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main content area is titled 'New Customer' and displays the following fields:

- Customer Type: Business (radio button selected)
- Primary Contact: Salutation dropdown, First Name input, Last Name input
- Company Name: Priya Sweets
- Display Name\*: Priya Ranganathan
- Email Address: Input field
- Phone: Input field, Work Phone and Mobile buttons
- Other Details tab (selected):
  - GST Treatment\*: Registered Business - Regular
  - GSTIN / UIN\*: 33AABCT0551H1ZR
  - Get Taxpayer details button
  - Business Legal Name input field

At the bottom are Save and Cancel buttons. The top status bar shows 'books.zoho.in/app/60037874836#/contacts/new'. The bottom taskbar includes a weather icon (Air: Moderate Now), search, and various system icons.

## Activity 2: Review the Customers List

The screenshot shows the Zoho Books software interface. The left sidebar has a 'Sales' category selected, with 'Customers' highlighted. The main area displays a table titled 'Active Customers' with the following data:

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
Karthik Krishnan				Tamil Nadu	₹0.00	₹0.00
Kavitha Rajendran				Tamil Nadu	₹0.00	₹0.00
Aravindan Mani				Tamil Nadu	₹0.00	₹0.00
Priya Ranganathan	Priya Sweets			Tamil Nadu	₹0.00	₹0.00
Suresh Kumar Iyer	Suresh Sweets			Tamil Nadu	₹0.00	₹0.00

The status bar at the bottom shows weather (22°C Haze), system icons, and the date/time (20-02-2025, 18:26).

# MILESTONE 6: Sales

## Activity 1: Sales Order Creation

Agarwal Sweets received the sales order from the below customers:

1. 10/04/2023 Suresh Kumar iyer –100 kgs of Kaju Barfi on credit – paid through bank on 25/04/2023
2. 20/04/2023 Priya Ranganathan –50 kgs Jangri – Paid in cash on 20/04/2023

The screenshot shows the Zoho Books Sales Orders interface. On the left, there's a sidebar with navigation links like Home, Items, Banking, Sales (Customers, Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes), Purchases, Time Tracking, and e-Way Bills. The main area is titled 'New Sales Order' and contains fields for Customer Name (Suresh Kumar Iyer), Billing Address, Shipping Address, GST Treatment (Registered Business - Regular), GSTIN (33AAACT2964P1ZY), Place of Supply ([TN] - Tamil Nadu), Sales Order# (SO-00001), Reference#, Sales Order Date (10/04/2023), and Expected Shipment Date. At the bottom, there are buttons for Save as Draft, Save and Send, and Cancel. The status bar at the bottom right shows Total Amount: ₹ 1,05,000.00 and Total Quantity: 100.

## Activity 2: Sales Order to Sale Invoice Conversion

After creation of the Sales order mark the order as completed and convert to invoice to convert it automatically in to Invoice:

The screenshot shows the Zoho Books interface for managing sales orders. The left sidebar is titled 'Books' and includes links for Home, Items, Banking, Sales (selected), Customers, Quotes, Sales Orders (selected), Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, and Time Tracking. The main content area is titled 'All Sales Orders' and lists two entries:

DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS	INVOICED	PAYMENT	AMOUNT	EXPECTED
20/04/2023	SO-00003		Priya Ranganathan	CLOSED	●	●	₹42,000.00	
10/04/2023	SO-00002		Suresh Kumar Iyer	CLOSED	●	○	₹1,05,000.00	

## Activity 3: Direct Sale Invoices

The below are the direct sale transactions occurred and payments were received in cash.

1. 20-04-2023 Aravindan Mani purchased 10kgs of Gulab Janum.
2. 20-04-2023 Kavitha Rajendran purchased 5kgs of Athirasam.
3. 15-04-2023 Karthik Krishnan purchased 20kgs of Mysore Pak.

The screenshot shows the Zoho Books interface for managing invoices. The left sidebar is identical to the previous screenshot. The main content area is titled 'New Invoice' and displays the following fields:

Customer Name*	Aravindan Mani
BILLING ADDRESS	SHIPPING ADDRESS
+ New Address	+ New Address
GST Treatment: Unregistered Business	
Place of Supply*	[TN] - Tamil Nadu
Invoice#*	INV-000003
Order Number	
Invoice Date*	20/04/2023
Salesperson	Select or Add Salesperson

At the bottom right, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. Below these buttons, it says 'Total Amount: ₹ 0.00' and 'Total Quantity: 0'. The status bar at the bottom shows weather (20°C Haze), system icons, and the date/time (23-02-2025).

## **Activity 4: Receive payment**

## **Activity 5: Reconciliation of Open Invoices**

INV-000006 | Invoices | Zoho Books

books.zoho.in/app/60037874836#/invoices/235995900000038598?filter\_by=Status.All&per\_page=25&sort\_column=created\_time&sort\_order=D

Home Items Banking Sales Customers Quotes Sales Orders Delivery Challans Invoices Payments Received Recurring Invoices Credit Notes Purchases Time Tracking

All Invoices + New

INV-000006

Karthik Krishnan ₹8,400.00  
INV-000006 • 15/04/2023 PAID

Kavitha Rajendran ₹6,300.00  
INV-000004 • 20/04/2023 PAID

Aravindan Mani ₹5,250.00  
INV-000003 • 20/04/2023 PAID

Suresh Kumar Iyer ₹1,05,000.00  
INV-000002 • 10/04/2023 • SO-00002 OVERDUE BY 670 DAYS

Priya Ranganathan ₹42,000.00  
INV-000001 • 20/04/2023 • SO-00003 PAID

Payments Received 1

Date	Payment #	Reference#	Payment Mode	Amount
15/04/2023	5		Cash	₹8,400.00

Paid

Aggarwal Sweets

Tamil Nadu  
Madhurai Tamil Nadu 625001  
India  
GSTIN 33AADFA4628B1Z4  
reshmakarande52@gmail.com

TAX INVOICE

#	: INV-000006	Place Of Supply	: Tamil Nadu (33)
Invoice Date	: 15/04/2023		
Terms	: Due On Receipt		
Due Date	: 15/04/2023		
Bill To			
Karthik Krishnan			

Chats Contacts Here is your Smart Chat (Ctrl+Space)

Air Poor Now Need Assistance? 2031 ENG IN 23-02-2025

# **MILESTONE 7: Bank Account**

## **Activity 1: Adding Bank Account**

The screenshot shows the Zoho Books application interface. The left sidebar has a navigation menu with options like Home, Items, Banking, Sales, Purchases (selected), Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, and e-Way Bills. The main area is titled 'New Bill' and contains fields for Vendor Name (Quality Sweets Ingredients), Billing Address (+ New Address), GST Treatment (Registered Business - Regular), GSTIN (33ABMPNS137G1ZL), Source of Supply (TN - Tamil Nadu), Destination of Supply (TN - Tamil Nadu), Bill# (005), Order Number, Bill Date (20/02/2025), Due Date (20/02/2025), Payment Terms (Due On Receipt), and a 'Save as Draft' button. The top bar includes a search bar, trial information, user profile, and system status (22°C Haze). The bottom bar shows various system icons and the date 20-02-2025.

# MILESTONE 8: Accounts & Ledgers

## Activity 1: Creation of New Accounts/Ledgers:

The screenshot shows the 'Create Account' dialog box in the Zoho Books application. The 'Account Type\*' dropdown is set to 'Other Asset'. The 'Account Name\*' field contains 'Salary Payable'. A tooltip for 'Assets' explains: 'Track special assets like goodwill and other intangible assets'. The 'Description' field allows for up to 500 characters. There is a checkbox for 'Add to the watchlist on my dashboard'. At the bottom are 'Save' and 'Cancel' buttons. The background shows a list of other account types like 'Employee A...', 'Prepaid Ex...', 'Reverse Ch...', 'TDS Receiv...', 'Input Tax C...', 'Input IG...', 'Input CGST...', 'Input SGST...', 'Advance Tax...', and 'Undeposited Funds'. The status bar at the bottom indicates 'Trending videos Art of Making D...' and the date '23-02-2025'.

# MILESTONE 9: Journal Entries:

## Activity 1: Recording of Journal Entries

- Employee salaries Rs.5,000/- each for 10 employees Total Rs.50,000/-.

The screenshot shows the 'New Journal' page in Zoho Books. The 'Manual Journals' tab is selected in the sidebar. The journal entry details are as follows:

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salaries and Employee Wages	Being salary for employee for the month of April 23	Select Contact	50000	
Salary Payable	Being salary for employee for the month of April 23	Select Contact		50000

Sub Total: 50,000.00      Total (₹): 50,000.00

Buttons at the bottom: Save and Publish, Save as Draft, Cancel, Make Recurring.

The screenshot shows the 'Manual Journals' page in Zoho Books. The 'Manual Journals' tab is selected in the sidebar. A single journal entry is listed:

DATE	JOURNAL#	REFERENCE NUMBER	STATUS	NOTES	AMOUNT	CREATED BY
30/04/2023	1		PUBLISHED		₹50,000.00	reshmakarande52

Buttons at the top right: + New Journal, Find Accountants, ?

At the bottom: Air Poor Now, Smart Chat, Need Assistance, system status bar.

# MILESTONE 10: Expense & Bills

## Activity 1: Expense & Bills Entry

1. Office Rent Rs.20,000/- excluding GST @ 18% Total Invoice Value Rs.23,600/-.
2. Advertisement and Marketing expenses Rs.10,000/- paid in cash.
3. Miscellaneous Expenses Rs.5,000/- paid in cash

The screenshot shows the 'Record Expense' form in Zoho Books. The fields filled are:

- Date: 30/04/2023
- Expense Account: Advertising And Marketing
- Amount: INR 10000
- Paid Through: Petty Cash
- Expense Type: Services
- SAC: (empty)
- Vendor: (empty)
- GST Treatment: Unregistered Business
- Source of Supply: [TN] - Tamil Nadu

A sidebar on the right allows dragging and dropping receipts or uploading files. The bottom navigation bar includes 'Save (alt+s)', 'Save and New (alt+n)', and 'Cancel' buttons.

The screenshot shows the 'All Expenses' list in Zoho Books. The table displays the following data:

DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT
30/04/2023	Advertising And Marketing			Petty Cash		NON-BILLABLE	₹10,000.00
30/04/2023	Miscellaneous Expense			Petty Cash		NON-BILLABLE	₹5,000.00

The left sidebar shows the navigation menu for 'Books' with 'Purchases' selected. The bottom navigation bar includes 'Chats', 'Contacts', 'Smart Chat', 'Search', and various system icons.

## MILESTONE 11: Bank Entries

### Activity 1: Recording of Bank Transactions

The Below are the Bank Transactions occurred during the month:

Date	Particulars	Debit	Credit	Balance
01-04-2023	Capital Deposit		100000	100000
01-04-2023	Cash Withdrawl for petty cash	10000		90000
10-04-2023	Paid to Iyyanger Sugar Traders	10500		79500
10-04-2023	Paid to Sweet Treats Raw Materials	21000		58500
10-04-2023	Paid to Quality Delights Suppliers	6000		52500
25-04-2023	Amount received from customer Mr. Suresh Kumar iyer		105000	157500
30-04-2023	Rent Payment	23600		133900
30-04-2023	Petty Cash Deposit		50000	183900

The screenshot shows the Zoho Books interface for managing bank transactions. The main title bar indicates 'ICICI BANK - 001 | Banking | Zoho Books'. The left sidebar contains various icons for managing contacts, tasks, and documents. The main content area displays a summary of the bank account, including the account number (xxxx9650) and a balance of ₹1,00,000.00. A table lists a single transaction: 'Owners Contribution' on 01/04/2023, categorized as 'Uncategorized Transactions' under 'From Bank Statements'. The transaction details show a deposit of ₹1,00,000.00 and a running balance of ₹1,00,000.00. On the right side, there are tabs for 'TRANSACTION DETAILS' and 'COMMENTS & HISTORY', along with buttons for 'Edit', 'Print', and 'Delete'. Below the transaction table, there are sections for 'From Account' (Capital Stock) and 'Received Via' (Cash). A 'Display Journal' button is also present.

ICICI BANK - 001 | Banking | Zoho Books

books.zoho.in/app/60037874836#/banking/transactions/details?account\_id=2359959000000038660&amount=10500&bankacc\_type=bank&bankaccount\_id=23...

You are currently in this module. Upgrade | Aggarwal Sweets | + | Need Assistance? | Search in Banking ( / )

**ICICI BANK - 001**

Account Number: xxxx9650

**Amount in Zoho Books**  
₹58,500.00

**Dashboard** 0 Uncategorized Transactions From Bank Statements

**All Transactions** In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALA...
10/04/2023		Vendor Payment	Manually Added	₹21,000.00	₹58,500.00	
10/04/2023		Vendor Payment	Manually Added	₹10,500.00	₹79,500.00	
01/04/2023		Transfer Fund	Manually Added	₹10,000.00	₹90,000.00	
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00	₹1,00,000.00	

**Vendor Payment**

**Vendor\*** Quality Delights Suppliers

**Payment #\*** 5

**Amount\*** INR 6000

**Date\*** 10/04/2023

**Reference#**

**Paid Via** Bank Transfer

**Description** Max. 500 characters

**Bill Details**

#003  
Show PO#  
Due ₹6,000.00

**Clear Applied Amount**

**Payment(INR)** 6000.00

**Pay in Full**

30°C Haze | Smart Chat | Search | Chats | Contacts | Here is your Smart Chat (Ctrl+Space) | ENG IN | 22:12 | 06-04-2025

ICICI BANK - 001 | Banking | Zoho Books

books.zoho.in/app/60037874836#/banking/transactions/details?account\_id=2359959000000038660&amount=10500&bankacc\_type=bank&bankaccount\_id=23...

You are currently in this module. Upgrade | Aggarwal Sweets | + | Need Assistance? | Search in Banking ( / )

**ICICI BANK - 001**

Account Number: xxxx9650

**Amount in Zoho Books**  
₹12,000.00

**Dashboard** 0 Uncategorized Transactions From Bank Statements

**All Transactions** In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS
		Petty Cash		
25/04/2023		Customer Payment	Manually Added	₹1,05,000.00
10/04/2023		Vendor Payment	Manually Added	
10/04/2023		Vendor Payment	Manually Added	₹21,000.00

**Customer Payment**

**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\*** Suresh Kumar Iyer

**Amount Received\*** INR 105000

**Bank Charges (if any)** 0

**Date\*** 25/04/2023

**Payment #\*** 6

**Reference#**

**Received Via** Cash

**Description** Max. 500 characters

**Retained Tax?**

**Clear Applied Amount**

**Payment(INR)**

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## Milestone 12: Financial Reports:

The screenshot shows the Zoho Books Reports Center interface. On the left, there's a sidebar with icons for Favorites, Scheduled Reports, and Report Category (Business Overview, Sales, Receivables, Payments Received, Recurring Invoices, Payables, Purchases and Expenses, Taxes). The main area is titled "Reports Center" and contains a search bar with "Search reports". Below it is a table titled "All Reports" with columns for REPORT NAME, TYPE, and CREATED BY. The table lists various financial reports under the "Business Overview" category, all created by "System Generated".

REPORT NAME	TYPE	CREATED BY
Business Overview 9		
Profit and Loss	Profit and Loss	System Generated
Profit and Loss (Schedule III)	Profit and Loss (Schedule III)	System Generated
Horizontal Profit and Loss	Horizontal Profit and Loss	System Generated
Cash Flow Statement	Cash Flow Statement	System Generated
Balance Sheet	Balance Sheet	System Generated
Horizontal Balance Sheet	Horizontal Balance Sheet	System Generated
Balance Sheet (Schedule III)	Balance Sheet (Schedule III)	System Generated

## Activity 1: Profit and Loss Account

This screenshot shows the Zoho Books Profit and Loss report for the period from 01/04/2023 to 31/03/2024. The report is titled 'Aggarwal Sweets' and is set to 'Accrual' basis. The operating income section includes Sales (1,71,000.00) and Cost of Goods Sold (41,500.00), resulting in a Total for Operating Income of 1,71,000.00.

ACCOUNT	TOTAL
<b>Operating Income</b>	
Sales	1,71,000.00
<b>Total for Operating Income</b>	1,71,000.00
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	41,500.00
<b>Total for Cost of Goods Sold</b>	41,500.00

This screenshot shows the Zoho Books Profit and Loss report for the period from 01/04/2023 to 31/03/2024. The non-operating income section includes Advertising And Marketing (10,000.00), Rent Expense (20,000.00), Salaries and Employee Wages (50,000.00), and a Total for Non Operating Income of 0.00. The net profit/loss is 44,500.00.

ACCOUNT	TOTAL
Advertising And Marketing	10,000.00
Rent Expense	20,000.00
Salaries and Employee Wages	50,000.00
<b>Total for Operating Expense</b>	80,000.00
<b>Operating Profit</b>	49,500.00
<b>Non Operating Income</b>	
Total for Non Operating Income	0.00
<b>Non Operating Expense</b>	
Miscellaneous Expense	5,000.00
<b>Total for Non Operating Expense</b>	5,000.00
<b>Net Profit/Loss</b>	44,500.00

## Activity 2: Balance Sheet

The screenshot shows a Zoho report interface for a balance sheet. The title of the report is "Agarwal Sweets Private Limited Balance Sheet". It specifies "Basis: Accrual" and "As of 30/04/2023". The report is displayed in a table format with two columns: "ACCOUNT" and "TOTAL". The "Assets" section includes "Current Assets" with sub-items "Cash" (Petty Cash: 16,010.00, Total for Cash: 16,010.00) and "Bank" (ICICI Bank-0001: 2,07,500.00). A sidebar on the left contains various icons for navigation. A dropdown menu on the right offers export options: PDF, XLSX (Microsoft Excel), XLS (Microsoft Excel 1997-2004 Compatible), and Export to Zoho Sheet. A file named "balance\_sheet.xlsx" is listed at the bottom left.

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

## Activity 3: GST Reports

Screenshot of Zoho Books interface showing the GSTR-3B Summary report.

**Taxes** **GSTR-3B Summary** • From 01/04/2023 To 31/03/2024

**GSTR-3B Summary**  
From 01/04/2023 To 31/03/2024

**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
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	₹1,71,000.00	₹2,000.00	₹3,275.00	₹3,275.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹0.00	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, exempted)	₹0.00				
(d) Inward supplies (liable to reverse charge)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(e) Non-GST outward supplies	₹0.00				
<b>Total value</b>	<b>₹1,71,000.00</b>	<b>₹2,000.00</b>	<b>₹3,275.00</b>	<b>₹3,275.00</b>	<b>₹0.00</b>

**3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act**

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Screenshot of Zoho Books interface showing the Tax Return report.

**Taxes > GSTR-3B Summary** **Tax Return** • From 01/04/2023 To 31/03/2024

**Tax Return**  
From 01/04/2023 To 31/03/2024

Aggarwal Sweets

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	IGST AMOUNT	CGST AMOUNT	SGST AMOUNT	CESS AMOUNT
10/04/2023	INV-000002	Invoice	₹1,00,000.00	₹0.00	₹2,500.00	₹2,500.00	₹0.00
20/04/2023	INV-000004	Invoice	₹6,000.00	₹0.00	₹150.00	₹150.00	₹0.00
20/04/2023	INV-000003	Invoice	₹5,000.00	₹0.00	₹125.00	₹125.00	₹0.00
20/04/2023	INV-000008	Invoice	₹20,000.00	₹0.00	₹500.00	₹500.00	₹0.00
20/04/2023	INV-000001	Invoice	₹40,000.00	₹2,000.00	₹0.00	₹0.00	₹0.00

Smart Chat: Here is your Smart Chat (Ctrl+Space)

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# Activity 4: Journal Report

The screenshot shows a software interface for managing financial transactions. On the left, there's a vertical sidebar with various icons. At the top, there's a search bar labeled "Search in Customers ( / )". To the right of the search bar are buttons for "Trial expires in 11 days. Subscribe" and a user profile icon. The main title "Agarwal Sweets Private Limited" is displayed above the "Journal Report" section. Below the title, it says "Basis: Accrual" and "From 01/04/2023 To 30/04/2023". There are buttons for "Schedule Report", "Export As", and a close button "X". A "Custom" dropdown menu is open. The central part of the screen displays a table of journal entries:

01/04/2023 - OWNERS CONTRIBUTION 1		DEBIT	CREDIT
ICICI Bank-0001		1,00,000.00	0.00
Owner's Equity		0.00	1,00,000.00
		1,00,000.00	1,00,000.00
01/04/2023 - TRANSFER FUND 2		DEBIT	CREDIT
Petty Cash		10,000.00	0.00
ICICI Bank-0001		0.00	10,000.00
		10,000.00	10,000.00
05/04/2023 - BILL 03 (IYYANGER SUGAR TRADERS)		DEBIT	CREDIT
Cost of Goods Sold		10,000.00	0.00
Input CGST		250.00	0.00