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COURSE : B.COM

SEMESTER : V - Semester

Preparation and Maintenance of  
Zoho Books for Bright idea  
Consulting

## Preparation and maintenance of Zoho Books

### for Bright ideas Consulting

\* Bright ideas consulting a consulting firm, relies on Zoho Books to track their billable hours. Expenses and client invoices. The software helps them accurately calculate project costs, monitor Profitability and generate reports for better financial Management.

\* Bright ideas consulting is a private limited company also registered under GST in Tamil Nadu. Bright ideas.

\* Bright ideas consulting offers various Expert consulting Services in India and outside India.



## Project Flow :-

To accomplish this, we have complete all the activities listed below.

### Set up your account :-

- \* Sign up for a Zoho Books account and login
- \* Introduction
- \* Let's 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

## Customers :-

- \* Customer creation
- \* Review customer list and details

## Sales :-

- \* Sales order creation
- \* 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 Expenses Bill.

## Bank Transaction :-

- \* Recording Bank Transaction



Milestone 1: Set up your account.

Activity 1:

Sign up for a Zoho Books account and

Login

Click on the link to create your Zoho Books account <https://www.zoho.com/in/books/signup/>.

To Sign up for Zoho Books:

\* Click on the above link, it will navigate to Zoho Books portal as shown in the above picture

\* Enter your organisation details

\* Click create Account.

\* After signing up for Zoho Books you'll

Receive an email through which you can verify your account.

\* Go to your registered email address and click the link received in your email for verification

5

- \* Enter your organisation details in the Page you are redirected and dist cret started.

- \* EG CSTM : 33AAAAA0000A152

## Activity 2: introduction:-

- \* The Navigation Panel on the left-hand Side lists all the modules of Zoho Books.

- \* Get into the Sales tab and the Purchase tab manage Quotes, invoices, Expenses and more.

- \* The Quick Create button by the respective Modules is the Shortcut to create new transactions

- \* The Quick Create option can be used to create a transaction on the fly from anywhere in Zoho Books.

- \* Clicking on the Recent Activities option will display a list of most recent transactions you have carried out in your organisation.

- \* Use the search bar to find contact items or more.



### Activity 3: Lets get started :

- \* Management Consulting
- \* Financial Consulting
- \* Human Resource Consulting
- \* Legal Consulting

### Milestone 2: Service Creation :

To create the above both Sale product go to items and click on "+ new" Button

- \* item name
- \* units (eg. hrs)
- \* SAC Code of the item
- \* Sale Price
- \* Tax Rate.

After providing all the required details click on save and add the next item as per the given services.  
Note > Click Save to add the item.

### Activity 2: Review of items after Addition :-

- \* Legal Consulting
- \* human Resource Consulting

### Milestone 3: Vendors:

- ★ Randstad Technologies (GST Registered)
- ★ Amazon Web Services (GST Registered)
- ★ Raj Kamal External Consulting

Now to create vendors in books from Navigation Panel go to Purchase > Vendors > Create New Vendors and add the respective fields > Click on Save.

Sub Total	2,00,000.00
Total Quantity: 20	0.00
Discount 0%	
Apply after tax	
CGST (9%)	18,000.00
SGST (9%)	18,000.00
Total Tax Amount 36000.00	
Adjustment	0.00
TCS	0
Total	2,36,000.00



## Record Payment

This bill is the open status

You can now record payment  
for this bill

Record Payment

Bright ideas consulting

Tamil Nadu

India

GST in 33AAAAA 000DA152

Sairampulagam @ gmail . com

Bill

Bill # 01

Balance due

₹ 2,36,000.00

Order number PO-00001

Payment Towards purchase order made on 25<sup>th</sup>  
April 2023 in bank. The Payment will be  
record as per the Bank Statement.

## New customer

Customer Type

Business ☐ individual

Primary contact

Technician

Company name

Technician

Customer display  
Name (!)

Customer Email

Work phone.

Customer phone

GST Treatment

Registered Business - Regular

GST in/VIN

3BAAAAA0000A15A

Business legal name.