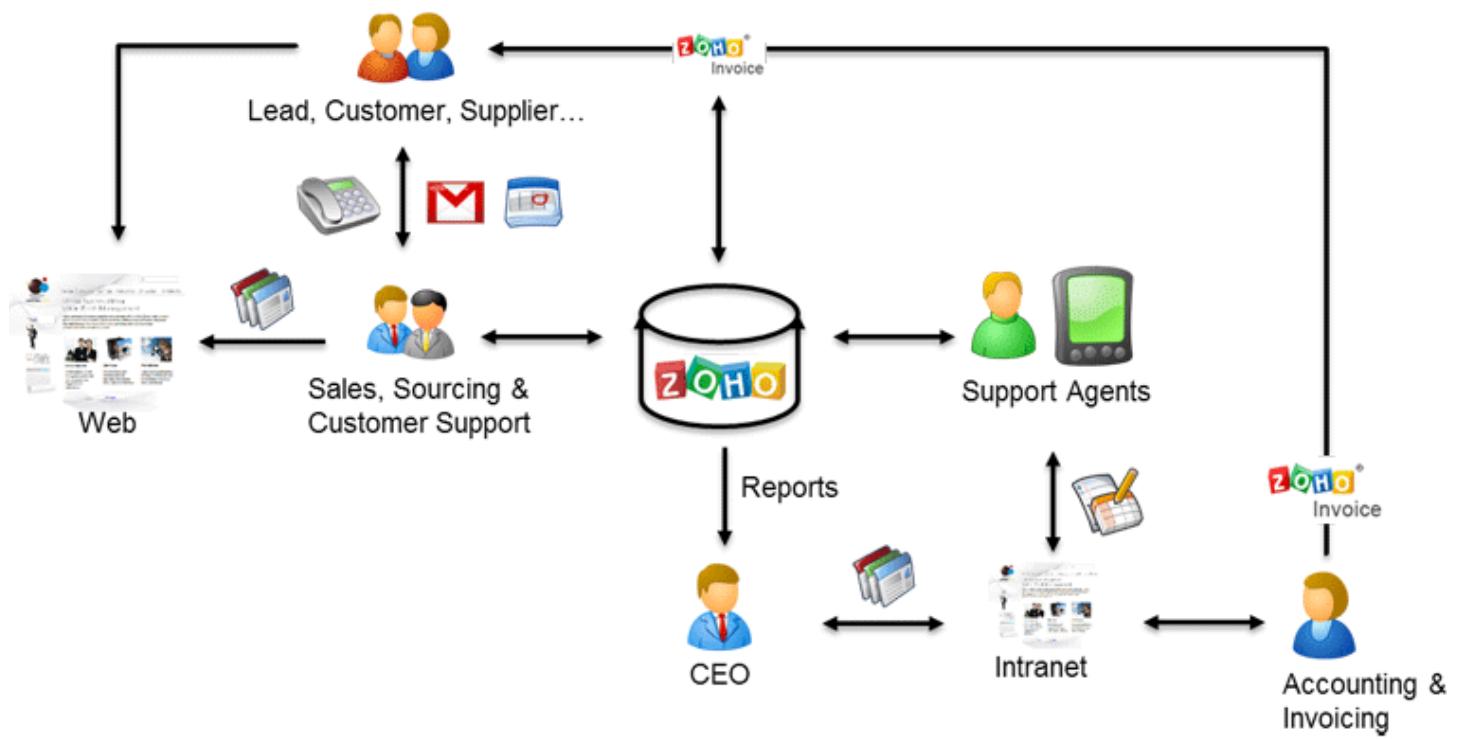




Preparation and Maintenance of  
Zoho Books of accounts for  
HealthHub Medical Clinic  
(Healthcare - Industry)

## Preparation and Maintenance of ZOHO Books for HealthHub Medical Clinic

HealthHub Medical Clinic, a healthcare facility, relies on Zoho Books to manage patient billing and invoicing. They can track medical service fees, manage insurance payments, and generate statements for patients. Zoho Books helps them maintain financial transparency and ensures efficient billing processes.



## **Project Flow:**

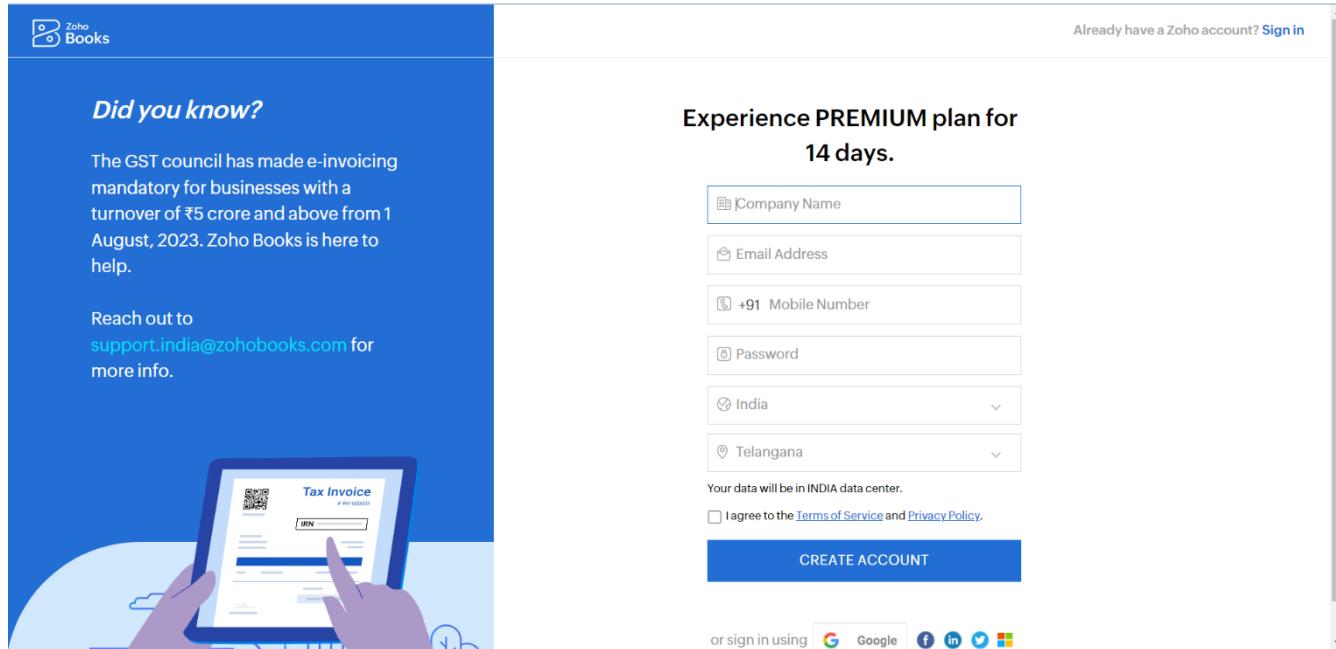
To accomplish this, we have to complete all the activities listed below,

- 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**

### **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.
- Enter your organisation details in the page you are redirected and click Get Started.
- Eg GSTN: 33AAAAA0000A15Z

**Zoho Books**  
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.  
XXXXXXXXXXXXXX

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

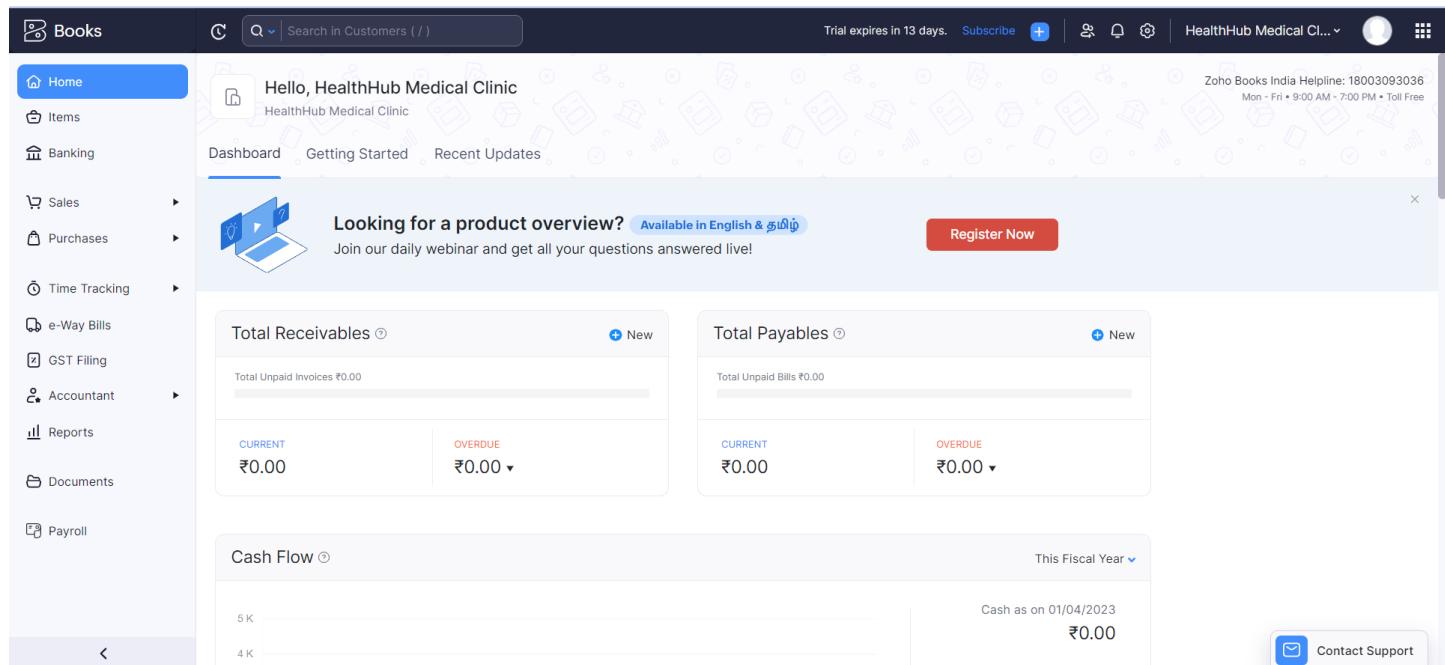
**Get started**

## Activity 2: Introduction

Before we get into the specifics, see where you'll find what.

### Introduction:

1. The **Navigation Panel** on the left-hand side lists all the modules of Zoho Books.
2. Get into the **Sales tab** and the **Purchases tab** to manage Quotes, Invoices, Expenses, Bills, and more.
3. The Quick Create button  by the respective modules is the shortcut to create new transactions.
4. The Quick Create option can be used to create a transaction on the fly from anywhere in Zoho Books.
5. Clicking on the Recent Activities option will display of list of most recent transactions you have carried out in your organization.
6. Use the Search bar to quickly find a specific transaction, contact, item or more.
7. The Notifications Section will notify you of any customer activity on the customer portal as well as announcements from the Zoho Books team.
8. Click on the Settings icon to manage your Organization Profile, Users, Subscriptions and more.



The screenshot shows the Zoho Books dashboard for 'HealthHub Medical Clinic'. The top navigation bar includes a search bar, trial information ('Trial expires in 13 days'), and user account details. The main dashboard features a greeting, a 'Recent Updates' section, and two large summary boxes for 'Total Receivables' and 'Total Payables'. Below these are 'Current' and 'Overdue' breakdowns. A 'Cash Flow' section at the bottom shows a balance of ₹0.00. On the left, a sidebar lists modules: Home (selected), Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. A 'Contact Support' button is located in the bottom right corner.

## Activity 3: Lets get started

Lets Assume HealthHub Medical Clinic is offering below list of various services:

1. General Medical Consultation Rs.500/- per Consultation
2. X-rays Scanning Rs.1000/- per Scan
3. Preventive Health Checkup Rs.5000/- per person

Also it purchases the below list of Products for the daily operational use:

1. Pharmaceuticals Rs.1000/- per Box
2. Medical Supplies Rs.2000/- per Box
3. X-ray films Rs.500/- per Sheet

Output GST @ 18% is applicable for all the above services and products.

## Milestone 2: Service Creation:

### Activity 1: Creation

To Create the above both Services and purchase items in Books go to “**Items**” from the Navigation Panel and click on “**+ New**” Button and give the respective fields such as

- Item Name
- Units (eg. Hrs)
- SAC Code of the Item (Eg: 999312)
- Sale Price
- Tax Rate

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

The screenshot shows the Zoho Books application interface. On the left, there's a sidebar with various menu options: Home, Items (which is currently selected and highlighted in blue), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main workspace is titled "New Item". It contains several input fields and dropdown menus. Under "Type", there are two radio buttons: "Goods" and "Service", with "Service" being selected. The "Name\*" field is filled with "General Medical Consultation". The "Unit \*" dropdown is empty. The "SAC" field contains "999312". The "Tax Preference\*" dropdown is set to "Taxable". Below these, there are sections for "Sales Information" and "Purchase Information". In "Sales Information", there's a checkbox labeled "Sales Information" which is checked, a "Selling Price\*" field with "INR 500", and an "Account\*" dropdown set to "Sales". In "Purchase Information", there's a checkbox labeled "Purchase Information" which is unchecked, a "Cost Price" field with "INR", an "Account" dropdown set to "Cost of Goods Sold", and a "Description" field. At the bottom of the form are "Save" and "Cancel" buttons.

## Activity 2: Review of Items after Addition

The screenshot shows the '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, and Payroll. The main area is titled 'Active Items' and lists various medical supplies and services with their descriptions, rates, usage units, and purchase rates. A search bar at the top right allows searching within items.

NAME	DESCRIPTION	RATE	USAGE UNIT	PURCHASE RATE
X-ray films		₹0.00	pcs	₹500.00
Medical Supplies		0	box	₹2,000.00
Pharmaceuticals		0	box	₹1,000.00
Preventive Health Checkup		₹5,000.00		0
X-rays Scanning		₹1,000.00		0
General Medical Consultation		₹500.00		0

## Milestone 3: Vendors

### Activity 1: Vendors Creation

The following are the list of vendors from which various Products and Services are purchased:

1. Mega Pharmaceuticals (GST registered)
2. Medline Industries (GST registered)
3. Spectrum Radiography Supplies (Non GST)

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

The screenshot shows the 'Books' application interface. The left sidebar contains navigation links for Home, Items, Banking, Sales, Purchases (selected), Vendors (selected), Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, and e-Way Bills. The main area is titled 'New Vendor' and contains fields for Primary Contact (Salutation, Last Name), Company Name, Vendor Display Name, Vendor Email, Vendor Phone (Work Phone, Mobile), and Other Details (GST Treatment, GSTIN / UIN, PAN, Source Of Supply). Buttons for Save and Cancel are at the bottom.

## Activity 2: Review of Vendors List

After Creating the Vendors check and review all the details:

The screenshot shows the vendor detail page for 'Spectrum Radiography Supplies'. The left sidebar is titled 'Books' and includes links for Home, Items, Banking, Sales, Purchases, and Vendors. The 'Vendors' link is highlighted. The main content area has tabs for Overview, Comments, Transactions, Mails, and Statement. The Overview tab is selected, showing the vendor's name, address, and other details. A sidebar on the right titled 'What's Next for Your Vendor?' suggests creating a purchase order or recording a bill. Below this, there are sections for Payables and Expenses.

**Spectrum Radiography Supplies**

**Overview**    Comments    Transactions    Mails    Statement

**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 Unregistered Business  
Source Of Supply Tamil Nadu  
Portal Status • Disabled  
Portal Language English

**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](#)

The screenshot shows the 'Active Vendors' list page. The left sidebar is identical to the previous screenshot. The main content area displays a table of active vendors with columns for Name, Company Name, Email, Phone, Source of Supply, Payables (BCY), Unused Credits (BCY), and GST Treatment. A message at the top right says 'Your custom view has been created.' The table data is as follows:

NAME	COMPANY NAME	EMAIL	PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)	GST TREATMENT
Spectrum Radiography Supplies	Spectrum Radiography Supplies			Tamil Nadu	₹0.00	₹0.00	Unregistered Business
Medline Industries Pvt Ltd	Medline Industries Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular
Mega Pharmaceuticals Pvt Ltd	Mega Pharmaceuticals Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular

## Milestone 4: Purchases

### Activity 1: Purchase Order Creation

Next HealthHub Medical Clinic has raised below purchase orders from the vendors:

1. 05-04-2023 Mega Pharmaceuticals – Pharmaceuticals - Qty 200 boxes @ Rs.1000/- each GST @ 18%

For Creation of purchase orders from Navigation Panel go to Purchases>Purchase Order> Create New>Provide the respective details as shown below>Save on draft

The screenshot shows the Zoho Books software interface for creating a new purchase order. The left sidebar navigation includes Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders (selected), Bills, Payments Made, Recurring Bills, Vendor Credits, and Time Tracking.

The main content area is titled "New Purchase Order". It displays the following details:

- Vendor Name\***: Mega Pharmaceuticals Pvt Ltd
- BILLING ADDRESS**: Add new address
- SHIPPING ADDRESS**: Add new address
- GST Treatment**: Registered Business - Regular
- GSTIN**: 33AAAAA0000A15Z
- Source Of Supply\***: [TN] - Tamil Nadu
- Destination Of Supply\***: [TN] - Tamil Nadu
- Deliver To\***: Organization (radio button selected) sairampulugam1999
- Tamil Nadu, India**

The bottom section shows the purchase order details table:

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Pharmaceuticals	Cost of Goods Sold	200 box	1000	GST18 [18%]	2,00,000.00
				Recent Transactions	

Below the table, there are summary calculations:

- Sub Total: Total Quantity : 200, 2,00,000.00
- Discount: 0 %, 0.00
- CGST9 [9%]: 18,000.00
- SGST9 [9%]: 18,000.00

At the bottom, there are buttons for "Save as Draft", "Save and Send" (highlighted in blue), and "Cancel". A note at the bottom right says "Template: 'Standard Template' Change".

The screenshot shows the Zoho Books interface for creating a Purchase Order. The main area displays a table for an 'Office Equipment' purchase. The details are as follows:

Item	Description	Quantity	Unit Price	Tax	Total
Office Equipment	Furniture and Equipment	20	10000	GST18 [18%]	2,00,000.00

Below the table, there are sections for tax calculations and notes:

- Sub Total:** 2,00,000.00
- Discount:** 0 % (0.00)
- CGST9 [9%]:** 18,000.00
- SGST9 [9%]:** 18,000.00
- Total Tax Amount:** 36000.00 INR
- Adjustment:** 0.00
- TCS:** Select a Tax (0.00)
- Total (₹):** 2,36,000.00

Customer Notes: Will be displayed on purchase order.

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

Template: 'Standard Template' Change

## Activity 2: Purchase Order to Purchase Bills Conversion

After Creating the Purchase orders, Mark as Issued then PO as “Convert to Bill” to convert the same as bill entry:

Enter Date of Bill as 05-04-2023 and then click on Save as open.

The screenshot shows the Zoho Books Purchase Order list. A specific purchase order (PO-00001) is selected, which has been converted to a bill and marked as 'ISSUED'. The bill details are as follows:

Vendor	Order No.	Date	Status
Mega Pharmaceuticals Pvt Ltd	PO-00001	05/04/2023	ISSUED

On the right, a preview of the Purchase Order document is shown, featuring a blue ribbon banner that says 'Issued'. The document header includes the vendor information: HealthHub Medical Clinic, Tamil Nadu, India, GSTIN 33AAAAA0000A15Z, sairampuligam1999@gmail.com. The document title is PURCHASE ORDER # PO-00001.

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

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

Next HealthHub Medical Clinic availed the services from the below Suppliers:

1. 10-04-2023 X-ray Films from Spectrum Radiography Supplies – Qty 200
2. 15-04-2023 Medical Supplies from Medline Industries – Qty 100

To create direct purchase invoices for the above transaction from navigation panle go to :  
Purchases>Bills>Create New>Enter the details>Click on Save Open

New Bill

Trial expires in 13 days. [Subscribe](#) [+ 1 user](#) [Help](#) [Feedback](#) [Logout](#) [HealthHub Medical Cl...](#)

Vendor Name\*  [View Vendor Details](#) [INR](#)

GST Treatment: Unregistered Business [Edit](#)

Source Of Supply\*

Destination Of Supply\*

Bill#\*

Order Number

Bill Date\*  To create transaction dated before 01/07/2017, click here

Due Date  Payment Terms

Save as Draft [Save as Open](#) Cancel

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

At Transaction Level [Bulk Update Line Items](#)

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
X-ray films <a href="#">Edit</a> <a href="#">Delete</a> Add a description to your item	Cost of Goods Sold <a href="#">Recent Transactions</a>	200 pcs	500	Select a Tax	Select Customer	1,00,000.00 <a href="#">Edit</a> <a href="#">Delete</a>
Type or click to select an item.	Select Account	1.00	0.00	Select a Tax	Select Customer	0.00 <a href="#">Edit</a> <a href="#">Delete</a>

Add another line [Sub Total](#) 1,00,000.00

Discount  %

Save as Draft [Save as Open](#) Cancel

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

Aslo we can attach the Scanned Copy of the Bill below for any future reference and documentation.

Payments for both the above purchases was made on 25<sup>th</sup> April 2023 in Bank.

## Activity 4: Reconciliation of Open & Outstanding Bills

For Open & Outstanding Bills payments need to be marked as and when amounts paid through the bank account.

The screenshot shows the Zoho Books application interface. The left sidebar has a 'Books' icon and navigation links for Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills (selected), Payments Made, Recurring Bills, Vendor Credits, and Time Tracking. The main area is titled 'All Bills' and displays a table with three rows of bill information. The columns are: DATE, BILL#, REFERENCE NUMBER, VENDOR NAME, STATUS, DUE DATE, AMOUNT, and BALANCE DUE. The bills listed are:

DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	AMOUNT	BALANCE DUE
15/04/2023	03		Medline Industries Pvt Ltd	OPEN	₹2,36,000.00	₹2,36,000.00
10/04/2023	02		Spectrum Radiography Supplies	OPEN	₹1,00,000.00	₹1,00,000.00
05/04/2023	01	PO-00001	Mega Pharmaceuticals Pvt Ltd	OPEN	₹2,36,000.00	₹2,36,000.00

## Milestone 5: Customers

### Activity 1: Customers Creation:

The below are the list of customers:

1. GE Healthcare (GST Registered).
2. Radiology Retailers (Non GST).

- Firstly, to create Customers Accounts: Go to SALES>CUSTOMERS>CREATE NEW CUSTOMER
- In Customer Type for GST registered customer select Business and for unregistered person select Individual and give the required fields and click on Save.

New Customer

Customer Type  Business  Individual

Primary Contact  Salutation  GE Healthcare  Last Name

Company Name  GE Healthcare Pvt Ltd

Customer Display Name  GE Healthcare

Customer Email

Customer Phone  Work Phone  Mobile

Other Details Address Contact Persons Custom Fields Reporting Tags Remarks

GST Treatment\*  Registered Business - Regular

GSTIN / UIN\*  33AAAAA0000A15Z

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

## **Activity 2: Review the Customers List**

The screenshot shows the Zoho Books application interface. The left sidebar has a 'Customers' section selected. The main area displays the profile for 'Radiology Retailers'. The profile includes sections for Overview, Comments, Transactions, Mails, and Statement. It shows a balance of ₹0.00. A sidebar on the right provides options to create a quote or invoice and update GSTIN via email.

**Radiology Retailers**

**Overview**   [Comments](#)   [Transactions](#)   [Mails](#)   [Statement](#)

**Radiology Retailers**  
₹0.00

**GE Healthcare**  
₹0.00

**ADDRESS**

Billing Address  
No Billing Address - [Add new address](#)

Shipping Address  
No Shipping Address - [Add new address](#)

**OTHER DETAILS**

Customer Type: Business  
Default Currency: INR  
Payment Terms: Due on Receipt  
GST Treatment: Unregistered Business  
Place of Supply: Tamil Nadu  
Tax Preference: Taxable

**Receivables**

CURRENCY	OUTSTANDING RECEIVABLES	UNUSED CREDITS
INR- Indian Rupee	₹0.00	₹0.00

[View Opening Balance](#)

**Income** This chart is displayed in the organization's base currency. [Last 6 Months](#) | [Accrual](#)

The screenshot shows the Zoho Books software interface. The left sidebar has a navigation menu with items like 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 area is titled "Active Customers" and lists two entries: "Radiology Retailers" and "GE Healthcare". Each entry includes columns for Name, Company Name, Email, Phone, Place of Supply, Receivables (BCY), Unused Credits (BCY), GST Treatment, and a checkbox. A message at the top right says "Your custom view has been created." The top bar also displays trial information, a subscribe button, and user profile details.

	NAME	COMPANY NAME	EMAIL	PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)	GST TREATMENT
<input type="checkbox"/>	Radiology Retailers	Radiology Retailers			Tamil Nadu	₹0.00	₹0.00	Unregistered Business
<input type="checkbox"/>	GE Healthcare	GE Healthcare Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular

## Milestone 6: Sales

### Activity 1: Sales Order Creation

HealthHub Medical Clinic received below Sales Order from the mentioned Customer:

1. 10/04/2023 Radiology Retailers – X-Ray Scans Qty 100 - paid through bank on 20/04/2023

To Create Sales Order from navigation panel go to Sales>Sales Order> Creat New and fill the necessary fields>Save>Mark as sent

The screenshot shows the Zoho Books interface for creating a new sales order. The left sidebar is the navigation menu with 'Sales Orders' selected. The main area is titled 'New Sales Order'.

**Customer Information:**

- Customer Name\*: Radiology Retailers
- BILLING ADDRESS: Add new address
- SHIPPING ADDRESS: Add new address

**GST Treatment:** Unregistered Business

**Place Of Supply\***: [TN] - Tamil Nadu

**Sales Order#\***: SO-00001

**Reference#**: (empty)

**Sales Order Date\***: 10/04/2023

**Expected Shipment Date**: dd/MM/yyyy

**ITEM DETAILS**

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
X-rays Scanning Add a description to your item SERVICE SAC: 999316	100	1000	GST18 [18%]	1,00,000.00
Type or click to select an item.	1.00	0.00	GST18 [18%]	0.00

**Sub Total**: 1,00,000.00

**Discount**: 0 %

**CGST9 [9%]**: 9,000.00

**SGST9 [9%]**: 9,000.00

**Adjustment**: (empty)

**Total (₹)**: 1,18,000.00

Total Amount: ₹ 1,18,000.00  
Total Quantity: 100

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

## Activity 2: Sales Order to Sale Invoice Conversion

After creation of the Sales order convert it as Instant Invoice to convert it automatically in to Sale Invoice:

The screenshot shows the Zoho Books interface. On the left, the navigation bar includes 'Books', 'Home', 'Items', 'Banking', and a 'Sales' dropdown menu with options like 'Customers', 'Quotes', 'Sales Orders', 'Delivery Challans', 'Invoices', 'Payments Received', 'Recurring Invoices', 'Credit Notes', 'Purchases', 'Time Tracking', and 'e-Way Bills'. The main area displays 'All Sales Orders' with one entry: 'Radiology Retailers' (SO-00001) dated 10/04/2023, total amount ₹1,18,000.00, and status 'CONFIRMED'. A modal window titled 'Fulfill the Sales Order' is open, showing the order details and a 'Convert to Invoice' button. The 'Instant Invoice' option is highlighted in blue.

This screenshot shows another view of the Zoho Books interface. The left sidebar is identical to the first screenshot. The main area shows 'All Sales Orders' with one entry: 'TechWise Solutions Pvt Ltd' (SO-00001) dated 10/04/2023, total amount ₹1,18,000.00, and status 'CONFIRMED'. A modal window titled 'Fulfill the Sales Order' is open, showing the order details and a 'Convert to Invoice' button. The 'Instant Invoice' option is highlighted in blue.

## Activity 3: Direct Sale Invoices

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

1. 20-04-2023 GE Healthcare – Preventive Health Checkup for 100 persons

To Create new invoice from navigation panel go to Sales>Invoice>Create New and add the customer details and item details in the respective fields>Click on Save as Draft>Mark Sent.

The screenshot shows the Zoho Books application interface for creating a new invoice. The left sidebar menu is visible, showing categories like Home, Items, Banking, Sales (Customers, Quotes, Sales Orders, Delivery Challans), and Invoices (Payments Received, Recurring Invoices, Credit Notes). The main area is titled "New Invoice".

**Customer Name\***: GE Healthcare

**BILLING ADDRESS**: Add new address

**SHIPPING ADDRESS**: Add new address

**GST Treatment**: Registered Business - Regular

**GSTIN**: 33AAAAA0000A15Z

**Place Of Supply\***: [TN] - Tamil Nadu

**Invoice#\***: INV-000001

**Order Number**: (empty)

**Invoice Date\***: 20/04/2023

**Terms**: Due on Receipt

**Due Date**: 20/04/2023

**ITEM DETAILS**

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Preventive Health Checkup	100	5000	GST18 [18%]	5,00,000.00
Add a description to your item			Recent Transactions	
SERVICE SAC: 999312				
Type or click to select an item.	1.00	0.00	GST18 [18%]	0.00

**Add another line**

**Sub Total**: 5,00,000.00

**Discount**: 0 %

**CGST9 [9%]**: 45,000.00

**SGST9 [9%]**: 45,000.00

**TDS** (radio button selected) **TCS** **Select a Tax**: - 0.00

**Customer Notes**

**Save as Draft** **Save and Send** **Cancel** **Make Recurring**

Total Amount: ₹ 5,90,000.00  
Total Quantity: 100

## Activity 4: Reconciliation of Open Invoices

For over due invoices receipts need to be mapped as and when amount received in the bank account.

The screenshot shows the Zoho Books application. The left sidebar has a navigation menu with 'Books' at the top, followed by 'Home', 'Items', 'Banking', 'Sales' (selected), 'Invoices' (selected), 'Payments Received', 'Recurring Invoices', 'Credit Notes', 'Purchases', 'Time Tracking', and 'e-Way Bills'. The main area is titled 'All Invoices' and displays a table with two rows of data. The columns are DATE, INVOICE#, ORDER NUMBER, CUSTOMER NAME, STATUS, DUE DATE, AMOUNT, and BALANCE DUE. The first row shows an invoice from 'Radiology Retailers' with a status of 'DRAFT' and a due date of '04/08/2023'. The second row shows an invoice from 'GE Healthcare' with a status of 'DUE TODAY' and a due date of '04/08/2023'.

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
04/08/2023	INV-000002	SO-00001	Radiology Retailers	DRAFT	04/08/2023	₹118,000.00	₹118,000.00
20/04/2023	INV-000001		GE Healthcare	DUE TODAY	04/08/2023	₹5,90,000.00	₹5,90,000.00

## Milestone 7: Bank Account

### Activity 1: Adding Bank Account

HealthHub Medical Clinic has opened an account in ICICI Bank with A/c no 000001. To add the bank account go to Banking from the navigation panel and select add Bank account Manually and fill the necessary fields and save.

The screenshot shows the 'Add Bank or Credit Card' form. The left sidebar has a navigation menu with 'Banking' selected. The main form has a title 'Add Bank or Credit Card' and a section 'Select Account Type\*' with radio buttons for 'Bank' (selected) and 'Credit Card'. The form includes fields for 'Account Name\*' (ICICI Bank-001), 'Account Code' (empty), 'Currency\*' (INR), 'Account Number' (000001), 'Bank Name' (ICICI Bank), 'IFSC' (empty), 'Description' (Max. 500 characters), and a checkbox 'Make this primary' (unchecked). At the bottom are 'Save' and 'Cancel' buttons.

## Milestone 8: Accounts & Ledgers

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

To Create New Account from navigation pannel go to Accountant>Chart of Accounts>+New Account, select the account type and provide the account name and save.

There will be pre created Accounts in the Zoho books we need to create the additional Accounts as per our requirement.

Create Salary Payable Ledger under Other Current Liabilities

The screenshot shows the Zoho Books interface for creating a new account. The left sidebar is titled 'Books' and includes options like Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Manual Journals, Bulk Update, Currency Adjustments, and a 'Chart of Accounts' section which is currently selected. The main area is titled 'Create Account' and has a sub-section 'Active Acco'. It displays a form with fields: 'Account Type\*' (set to 'Other Asset'), 'Account Name\*' (empty), 'Account Code' (empty), 'Description' (empty), and a note: 'Max. 500 characters'. There is also a checkbox for 'Add to the watchlist on my dashboard'. At the bottom are 'Save' and 'Cancel' buttons. To the right, a list of existing accounts is shown under 'Other Current Asset': Prepaid Expenses, TDS Receivable, Advance Tax, Undeposited Funds, Petty Cash, and Accounts Receivable. A tooltip for 'Assets' is visible, stating 'Track special assets like goodwill and other intangible assets'.

## **Milestone 9: Journal Entries:**

### **Activity 1: Recording of Journal Entries**

The below are the Transactions occurred at the end of month:

- Employee salaries of total Rs.1,00,000/- paid through bank on 30<sup>th</sup> April 2023.

To add the Journal Entry from navigation panel go to Accountant>Add Manual Journals, provide the necessary fields and after save and publish to post the entry.

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salaries and Employee Wages	Salary Payable for the month of April-2023	Select Contact	100000	
Salary Payable	Salary Payable for the month of April-2023	Select Contact		100000

Account	Contact	Debits	Credits
Salaries and Employee Wages		1,00,000.00	
Salary Payable			1,00,000.00

## **Milestone 10: Expense & Bills**

### **Activity 1: Expense & Bills Entry**

Below are the expenses incurred on 30-04-2023:

1. Office Rent Rs.1,00,000/- excluding GST @ 18% Total Invoice Value Rs.1,18,000/- paid through Bank on same day.
2. Other Miscellaneous Expenses Rs.5,000/- paid in cash

To create an expense entry from navigation panel go to Purchases>Expenses>Record Expense, add the expense by provisioning the necessary fields and Save

Home  
Items  
Banking  
Sales  
Purchases  
Vendors  
**Expenses**  
Recurring Expenses  
Purchase Orders  
Bills  
Payments Made  
Recurring Bills  
Vendor Credits  
Time Tracking  
e-Way Bills

Date\* 30/04/2023  
Expense Account\* Rent Expense  
Expense Type\* Goods Services  
SAC  
Amount\* INR 100000  
Paid Through\* ICICI Bank 001  
Vendor  
GST Treatment\* Registered Business - Regular  
Vendor GSTIN\* 33AAAAA0000A15Z  
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\* GST18 [18%]  
Tax Amount = 18000.00 INR  
Eligible For ITC  
Amount Is Tax Inclusive  
Invoice#\* 001  
Notes Max. 500 characters  
Customer Name  
Reporting Tags  
Associate Tags

Save (alt+s) Save and New (alt+n) Cancel

After recording the Expense Entries:

The screenshot shows the Zoho Books interface for managing expenses. On the left sidebar, under the 'Expenses' category, 'Other Expenses' is selected. The main area displays two expense entries:

- Other Expenses**: ₹5,000.00 on 30/04/2023.
- Rent Expense**: ₹1,18,000.00 on 30/04/2023, with a note '001'.

The 'Expense Details' panel on the right provides more information about the selected entry (Rent Expense):

- Expense Amount**: ₹5,000.00 on 30/04/2023.
- Category**: NON-BILLABLE.
- Paid Through**: Petty Cash.
- GST Treatment**: Unregistered Business.
- Source Of Supply**: Tamil Nadu.
- Destination Of Supply**: Tamil Nadu.

A large dashed box on the right is labeled 'Drag or Drop your Receipts' with a maximum file size of 7MB, and a button to 'Upload your Files'.

## Milestone 11: Bank Entries

### Activity 1: Recording of Bank Transactions

The Below are the Bank Transactions occurred during the month:

Date	Paritculars	Debit	Credit	Balance
01-04-2023	Capital Deposit		100000	100000
10-04-2023	Petty Cash Withdrawl	10000		90000
15-04-2023	Amount received from Radiology Retailers		118000	208000
20-04-2023	Amount received from GE HealthCare		590000	798000
25-04-2023	Paid to Mediline Industries	236000		562000
25-04-2023	Paid to Mega Pharmaceuticals	236000		326000
25-04-2023	Paid To Spectrum Radiography Supplies	100000		226000
30-04-2023	Rent Paid	118000		108000
30-04-2023	Salary Paid	100000		8000

To Add the bank transaction go to Banking>Add Transaction and select the appropriate type to record the transactions:

Paritculars	Transaction Type
Capital Deposit	Money In- Owner's Contribution
Cash Withdrawl for petty cash	Money Out- Transfer to Another Account
Paid to Supplier/Vendor	Money Out- Vendor Payment
Amount received from customer	Money In – Customer payment

**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

For Vendor payment and Customer payment select the appropriate Vendor or customer and mark the payment against the open Bills and Invoices to close and mark completed.

### For Customer Payment:

**Customer Payment**

**Customer\***: Radiology Retailers

**Amount Received\***: INR 118000

**Bank Charges (if any)**: [Empty]

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

**Payment #\***: 1

**Reference#**: [Empty]

**Received Via**: Bank Transfer

**Description**: Max. 500 characters

**Retained Tax?**: [Empty]

**Invoice Details**: INV-000002

**Payment(INR)**: 118000.00

## For Vendor Payment:

The screenshot shows the Zoho Books interface for vendor payment. On the left, there's a sidebar with various icons. The main area displays a bank statement for 'ICICI Bank 001' with a balance of ₹0.00. A transaction table lists two entries: one for Rent Expense (Manually Added) and another for Customer Payment (Manually Added). On the right, a 'Vendor Payment' dialog box is open, containing fields for Vendor (Medline Industries Pvt Ltd), Payment # (1), Amount (INR 236000), Date (25/04/2023), Reference#, Paid Via (Bank Transfer), and Description (Max. 500 characters). Below this, 'Bill Details' show 03 bills due ₹2,36,000.00 on 15/04/2023.

## For Salary payment record Journal Entry:

The screenshot shows the 'New Journal' screen in Zoho Books. The left sidebar has a navigation menu with 'Manual Journals' selected. The main form is titled 'New Journal' and includes fields for Reference#, Notes (Salary Paid for the month of April-2023), Journal Type (Cash based journal), and Currency (INR- Indian Rupee). The journal table lists two entries: 'Salary Payable' debited to 'ICICI Bank 001'. The total debit is 1,00,000.00 and the total credit is 1,00,000.00. At the bottom, there are buttons for 'Save and Publish', 'Save as Draft', 'Cancel', and 'Make Recurring'.

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salary Payable	Being Salary Paid for the month of April-2023	Select Contact	100000	
ICICI Bank 001	Being Salary Paid for the month of April-2023	Select Contact		100000

## **Milestone 12: Financial Reports:**

To Generate the Financials Reports like Profit and Loss statement, Balance sheet & Cash Flow Statement

From the navigation panel Go to Report and select the required report, then select the desired period in the date field and generate the report

Reports

General Reports    Custom Reports

Business Overview

- Sales
- 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

[https://books.zoho.in/app/60022364461#/reports/profitandloss?cash\\_based=&compare\\_entities=&compare\\_with=&corporation\\_tax\\_return\\_id=&custom\\_report\\_id=&filter\\_by=&from\\_date=&is\\_recent\\_period\\_first=&previous\\_periods=&select\\_columns=&show\\_rows=&to\\_date=...](https://books.zoho.in/app/60022364461#/reports/profitandloss?cash_based=&compare_entities=&compare_with=&corporation_tax_return_id=&custom_report_id=&filter_by=&from_date=&is_recent_period_first=&previous_periods=&select_columns=&show_rows=&to_date=...)

### **Activity 1: Profit and Loss Account**

HealthHub Medical Clinic  
Profit and Loss  
Basis: Accrual  
From 01/04/2023 To 30/04/2023

ACCOUNT	TOTAL
<b>Operating Income</b>	
Sales	6,00,000.00
<b>Total for Operating Income</b>	6,00,000.00
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	5,00,000.00
<b>Total for Cost of Goods Sold</b>	5,00,000.00
	Gross Profit
	1,00,000.00
<b>Operating Expense</b>	
Other Expenses	5,000.00
Rent Expense	1,00,000.00
Salaries and Employee Wages	1,00,000.00
<b>Total for Operating Expense</b>	2,05,000.00
	Operating Profit
	-1,05,000.00
<b>Non Operating Income</b>	
<b>Total for Non Operating Income</b>	0.00
<b>Non Operating Expense</b>	
<b>Total for Non Operating Expense</b>	0.00
	Net Profit/Loss
	-1,05,000.00

## Activity 2: Balance Sheet

To Extract the reports from zoho books, Click on Export option and select the required format (PDF or Excel) and then click export to generate and download the reports

The screenshot shows the Zoho Books interface with a Balance Sheet report for 'HealthHub Medical Clinic'. The report is dated 'As of 05/08/2023' and is based on the 'Accrual' basis. It includes sections for Assets (Current Assets like Cash and Bank), Liabilities & Equities, and a note about Input Tax Credits. The total assets amount to 1,03,000.00.

ACCOUNT	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash</b>	
Petty Cash	5,000.00
Total for Cash	5,000.00
<b>Bank</b>	
ICICI Bank 001	8,000.00
Total for Bank	8,000.00
<b>Other current assets</b>	
Input Tax Credits	0.00
Input CGST	45,000.00
Input SGST	45,000.00
Total for Input Tax Credits	90,000.00
Total for Other current assets	90,000.00
Total for Current Assets	1,03,000.00
<b>Total for Assets</b>	1,03,000.00
<b>Liabilities &amp; Equities</b>	

## Activity 3: GST Reports

To generate monthly GST Reports go to Reports>Search “GSTR-3B Summary”

The screenshot shows the Zoho Books interface with a 'GSTR-3B Summary' report for the period 'From 01/04/2023 To 30/04/2023'. The report details outward supplies liable to reverse charge, showing categories like Outward taxable supplies (other than zero rated, nil rated and exempted), Inward supplies (liable to reverse charge), and Non-GST outward supplies. The total value is ₹6,00,000.00.

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)	₹6,00,000.00	₹0.00	₹54,000.00	₹54,000.00	₹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>₹6,00,000.00</b>	<b>₹0.00</b>	<b>₹54,000.00</b>	<b>₹54,000.00</b>	<b>₹0.00</b>

Click on the Respective sales value to get the detail invoices list included in the summary:

HealthHub Medical Clinic  
Tax Return  
From 01/04/2023 To 30/04/2023

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	₹9,000.00	₹9,000.00	₹0.00
20/04/2023	INV-000001	Invoice	₹5,00,000.00	₹0.00	₹45,000.00	₹45,000.00	₹0.00

#### Activity 4: Journal Report

For Reconciliation of all recorded transactions generate the Journal Report from the reports, here we can find the entries in journal formal for every transaction that has been recorded. Which can be used to cross check and verify whether all the transactions are recorded correctly or not.

HealthHub Medical Clinic  
Journal Report  
Basis: Accrual  
From 01/04/2023 To 30/04/2023

01/04/2023 - OWNERS CONTRIBUTION 1		DEBIT	CREDIT
ICICI Bank 001		1,00,000.00	0.00
Owner's Equity		0.00	1,00,000.00
		1,00,000.00	1,00,000.00

05/04/2023 - BILL 01 (MEGA PHARMACEUTICALS PVT LTD)		DEBIT	CREDIT
Cost of Goods Sold		2,00,000.00	0.00
Input CGST		18,000.00	0.00
Input SGST		18,000.00	0.00
Accounts Payable		0.00	2,36,000.00
		2,36,000.00	2,36,000.00

## Activity 5: Accounts Receivable Aging Details

For reconciliation and report generation of open Invoices Receivable on a particular date:

The screenshot shows a software interface for managing medical clinic data. 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 13 days.", "Subscribe", and user profile icons. The main title of the report is "HealthHub Medical Clinic AR Aging Summary By Invoice Due Date As of 30/04/2023". Below the title, there's a table header with columns: CUSTOMER NAME, CURRENT, 1-15 DAYS, 16-30 DAYS, 31-45 DAYS, > 45 DAYS, TOTAL, and TOTAL (FCY). A message "No data to display" is centered in the table area. On the far left, there's a vertical sidebar with various icons.

## Activity 6: Accounts Payable Aging Details

For reconciliation and report generation for open Bills payable on a particular day:

The screenshot shows a software interface for managing medical clinic data. 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 13 days.", "Subscribe", and user profile icons. The main title of the report is "HealthHub Medical Clinic AP Aging Summary By Bill Due Date As of 24/04/2023". Below the title, there's a table header with columns: VENDOR NAME, CURRENT, 1-15 DAYS, 16-30 DAYS, 31-45 DAYS, > 45 DAYS, TOTAL, and FCY. The table lists vendor details and their outstanding bills. A total row at the bottom summarizes the amounts. On the far left, there's a vertical sidebar with various icons.

VENDOR NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	FCY
Medline Industries Pvt Ltd	₹2,36,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹2,36,000.00	₹2,36,000.00
Mega Pharmaceuticals Pvt Ltd	₹2,36,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹2,36,000.00	₹2,36,000.00
Spectrum Radiography Supplies	₹1,00,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹1,00,000.00	₹1,00,000.00
Total	₹5,72,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹5,72,000.00	

