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CLASS : I<sup>II</sup>. B.COM

SEM : V

GROUP : 7

preparation and Maintenance of zoho  
Books for Fashion Haven.

## Milestone 7: Bank Account

### Activity 1: Adding Bank Account

Fashion Haven 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 a software application window with a sidebar menu and a main configuration form. The sidebar on the left includes options like Home, Items, Banking, Sales, Purchases, Time Tracking, e-way Bills, GST Filing, Accountant, Reports, Documents, Payroll, Configuration, and Features list. The main form is titled 'Select Account Type\*' and contains the following fields:

- Account Name\*:
- Account Code:
- Currency\*:
- Account Number:
- Bank Name:
- IFSC:
- Description:
- Make this primary

At the bottom of the form are 'Save' and 'Cancel' buttons.

## Milestone 8: Accounts & Ledgers

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

To Create New Account from navigation panel go to account > 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 Account as per our requirement.

Create the three Accounts : Salary payable, Rent payable under other current Liabilities

Books      Q|sea Create Account      X FashionH

Home	Account Type*	other Asset
Items	Account Name*	I
Banking	Account Code	
Sales	Description	Max. 500 characters
Purchases	<input type="checkbox"/> Add to the watchlist on my dashboard.	
Time Tracking	Save	Cancel

Manual Journals  
Bulk update  
Currency  
Adjustments  
Chart of Accounts  
Budgets.

## Milestone 9 : Journal Entries :

### Activity 1 : Recording of Journal Entries

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

1. Employee Salaries Total Rs.50,000/- paid through bank on 30-4-23

2. Rent paid Rs.50,000/- Paid through Cash on 30-4-23

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

Books Q+Search(1) | Fashion Haven Pvt Ltd(1) ⚙️

Home	New Journal
Items	Notes* Salary for the Month of April - 2023
Banking	Journal Type <input type="checkbox"/> Cash based Journal (1)
Sales	Currently INR - Indian Rupee ✓
Purchase	
Time Tracking	AC Count Description
e-way Bills	Salary and Employee wages ✓ Being Salary for the Month of April - 2023
GST Filing	Salary payable ✓ Being Salary for the Month of April - 2023
Accountant	
Manual Journals	Contract Debits Credits
Bulk update	Select Contract 50,000
Currently	Select Contract 50,000
Adjustments	
Chart of Accounts	Add another line Sub Total 50,000 50,000
Budgets	Total (2) 50,000.00 50,000.00
Transaction	Difference 0.00
	Save and Publish Save as Draft Cancel

<input type="checkbox"/> Books	<input type="checkbox"/> Home	<input type="checkbox"/> Journals	<input type="checkbox"/> +New Journal   <span style="border: 1px solid black; padding: 2px;">2</span>	<input type="checkbox"/> Attachment	<input type="checkbox"/> Comments	<input type="checkbox"/> History X
<input type="checkbox"/> Details	<input type="checkbox"/> Banking	<input type="checkbox"/> Sales	<input type="checkbox"/> 30/4/2023	<input type="checkbox"/> £ 50,000 Published	<input type="checkbox"/> Edit	<input type="checkbox"/> PDF/print ▾ <input type="checkbox"/> Make Reverting :
<input type="checkbox"/> Purchase	<input type="checkbox"/> Purchase	<input type="checkbox"/> Purchase	<input type="checkbox"/> 30/4/2023	<input type="checkbox"/> £ 20,000 Published	<input type="checkbox"/> JOURNAL # 2	<input type="checkbox"/> Date : 30/4/2023 <input type="checkbox"/> Amount : ₹ 20,000.00
<input type="checkbox"/> Time Tracking	<input type="checkbox"/> e-way Bills	<input type="checkbox"/> GST Filing	<input type="checkbox"/> Accountant	<input type="checkbox"/> Manual Journal	<input type="checkbox"/> Contract	<input type="checkbox"/> Debits
<input type="checkbox"/> Bulk update	<input type="checkbox"/> Currency Adjustments	<input type="checkbox"/> Chart of Accounts	<input type="checkbox"/> Budgets	<input type="checkbox"/> Credits	<input type="checkbox"/> Sub Total	<input type="checkbox"/> 20,000
<input type="checkbox"/> Current	<input type="checkbox"/> Adjustments	<input type="checkbox"/> Transaction	<input type="checkbox"/> Total	<input type="checkbox"/> ₹ 20,000	<input type="checkbox"/> ₹ 20,000	

Milestone 10 : Expense & Bills

Activity 1 : Expense & Bills Entry

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

1. Advertisement and Marketing expenses Rs. 10,000/- paid in Cash.
2. Miscellaneous Expenses Rs. 5,000/- paid in Cash.

To Create an expense entry from navigation panel go to purchase > Expenses > Record expense, add the expense by providing the necessary fields and save.

Books

<input type="button" value="Home"/>	<input type="button" value="Record Expense"/>	<input type="button" value="Record Mileage"/>
<input type="button" value="Items"/>	Date*	
<input type="button" value="Banking"/>	Expense Account*	
<input type="button" value="Sales"/>	Expense Type*	<input type="radio"/> Goods <input checked="" type="radio"/> Services
<input type="button" value="Purchases"/>	SAC	
Vendors	Amount*	INR ₹ 10000
Expenses	paid through*	petty cash
Recurring Expenses	Vendor	<input type="checkbox"/> Q
Purchase Orders	GST Treatment*	Unregistered Business
Bills	Source of Supply*	[TAN]-Tamil Nadu
Payments Made	Destination of Supply*	[TAN]-Tamil Nadu
Recurring Bills	Reverse Charge <input type="checkbox"/> This transaction is applicable for reverse charge.	
Vendor Credits		
Time Tracking		
e-way Bills		

Drag or Drop your Receipts  
Maximum file size allowed is 7MB

<input type="checkbox"/> Books	<input checked="" type="checkbox"/> Advanced Search in Expenses (1)
<input type="checkbox"/> Home	
<input type="checkbox"/> Items	All Expenses
<input type="checkbox"/> Banking	<input type="checkbox"/> DATE      Expense Account      Reference #      Vendor Name      Paid Through      Customer Name      Sales      Amount
<input type="checkbox"/> Sales	<input type="checkbox"/> 30/4/2023 Other Expenses                patty Cash           Non-Billable      £5,000
<input type="checkbox"/> Purchases	<input type="checkbox"/> 30/4/2023 Advertising And Marketing           patty Cash           Non-Billable      £1000
<input type="checkbox"/> Vendors	
<input type="checkbox"/> Expenses	
	Recurring Expenses
	Purchase Orders
<input type="checkbox"/> Bills	
	Payments Made
	Recurring Bills
	Vendor Credits
<input type="checkbox"/> Time Tracking	
<input type="checkbox"/> E-way Bills	

Submenu 1 | ☰ A ☰ fashion house pvt v (P) :::

## Milestone 11: Bank Entries

### Activity 1: Recording of Bank Transactions

The Below are the Bank Transaction occurred during the Month:

Date	particulars	Debit	Credit	Balance
1-4-2023	Capital Deposit		1,00,000	1,00,000
10-4-2023	petty Cash withdrawal	10,000		90,000
12-4-2023	Amount received from Techwise Solutions		1,18,000	208000
20-4-2023	Amount received from Smart Tech Innovations		236000	444000
25-4-2023	Paid to Rand stand Technologies	236000		208000
25-4-2023	Paid to Amazon web Services	59000		149000
25-4-2023	Amount received from Digitabedge Technologies		354000	503000
25-4-2023	Paid to Rajkamal External Consulting	100000		403000
30-4-2023	Rent paid	118000		285000
30-4-2023	Salary paid	100000		185000

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

Particulars	Transaction Type
Capital Deposit	Money in - Owner's Contribution
Cash withdrawl for petty Cash	Money Out - Transfer to Another Account
Paid to Suppliers / Vendors	Money out - Vendor Payment
Amount received from Customers	Money in - Customer Payment

Go to Banking scroll down and select ICICI bank:

Books	QV Search in Expenses(1)
Home	Banking Overview
Items	-10K
Banking	-12K
Sales	03 05 07 09 11 13 15 17 19 21 22 24 26 29 31 01 Jul Jul Aug
Purchase	Cash in Hand Bank Balance
Time Tracking	Active Accounts v
e-way Bills	Account Details
GST Filing	Uncategorized
Accountant	Pending Checks
Reports	Amount In Bank
Documents	Amount In Zoho Books
Payroll	₹ 0.00
Configure Features List	₹ -15,000.00
	₹ 0.00

Search in Banking (1)

ICICI Bank 001 V

Amount in Zoho Books  
₹ 0.00

No transactions, yet! Import  
your bank statement and  
view them here.

To import bank statement  
to Zoho Books:

1. Log in to your bank's online  
banking portal.

2. Attach the downloaded file  
and import them.

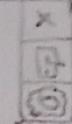
3. Download your bank statement  
for the period you

**Import Statement**

Supported file formats: CSV, TSV, OFX, QIF, PDF

Schedule | ⏷ | ☰ | Fashion Haven Pvt Ltd | ☰ | ☰

Add Transaction



Money out

Expense

Vendor Advance

Vendor Payment

Transfer to Another Account

Card Payment

Owner Drawings

Credit Note Refund

Payment Refund

Money IN

Customer Advance

Q1 Search in Banking(1)

Fashion Haven Pvt Ltd

ICICI Bank Online	Add Transaction <input type="button" value="X"/>	Customer payment <input type="checkbox"/> X
<input checked="" type="checkbox"/> Amount in Zoho Books ₹ 0.00	Customer* <input type="text" value="Swarni Kumar Jyoti"/> ✓	Amount Received* <input type="text" value="INR"/> 105000
<p>No transaction yet! Import your bank statement and view them here.</p> <p>To import your bank statement to Zoho Books:</p> <ol style="list-style-type: none"> <li>Log to your banks' online banking portal.</li> <li>Download your bank statement for the period you require.</li> <li>Attach the download file and import them.</li> </ol>		
<input type="checkbox"/> Import statement	<input type="checkbox"/> Clean Applied Amount	<input type="checkbox"/> Received via <input type="text" value="Bank Transfer"/> ✓
<input checked="" type="checkbox"/> Supported file formats: CSV,TSV,OFX,PDF,PDF	Description <input type="text" value="Max. 500 characters"/> <input type="checkbox"/>	Reference# <input type="text" value="1"/> <input type="checkbox"/>
	Retained tax? <input type="checkbox"/>	Date* <input type="text" value="15/4/2023"/> <input type="checkbox"/>
	Payment Method <input type="text" value="Paytm (INR)"/> <input type="checkbox"/>	Bank charges(if any) <input type="text" value="INR"/> <input type="checkbox"/>
	Amount <input type="text" value="105000,00"/> <input type="checkbox"/>	Customer payment <input type="checkbox"/> X