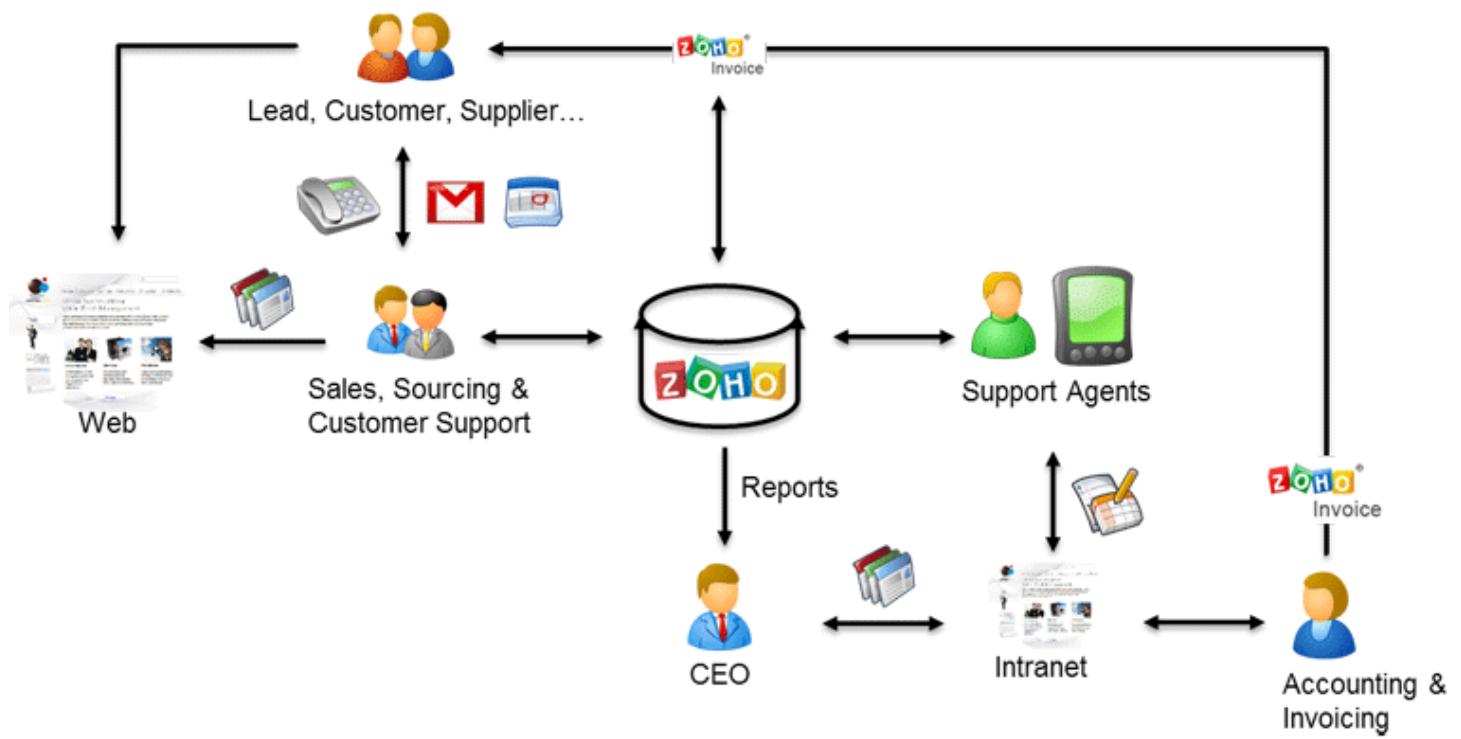




Preparation and Maintenance of
Zoho Books of accounts for
TravelTrax Tours
(Hospitality and Tourism- Industry)

Preparation and Maintenance of ZOHO Books for TravelTrax Tours

TravelTrax Tours, a tour operator, leverages Zoho Books to manage their bookings, track expenses, and handle invoicing for their customers. They can generate professional invoices, reconcile payments, and monitor their financial performance. Zoho Books helps them streamline their financial operations and enhance customer service.



Project Flow:

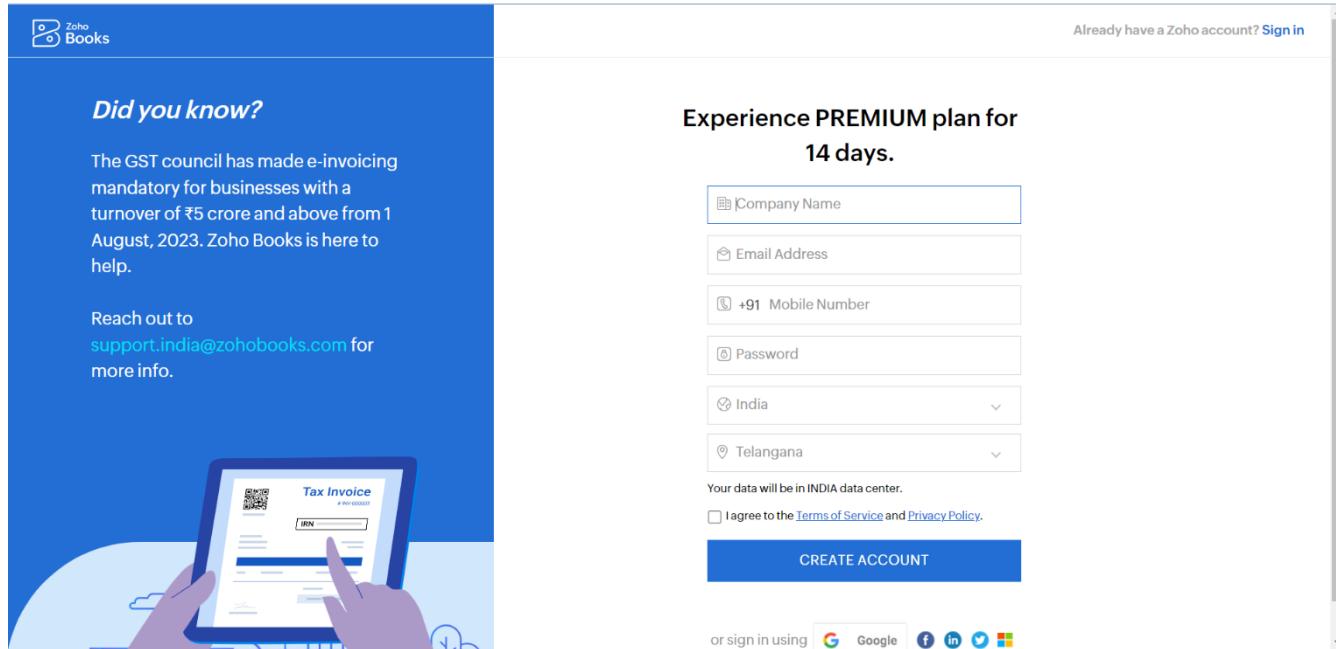
To accomplish this, we have to complete all the activities listed below,

- 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*

Business Location*
 State/Union Territory*

Add Organization Address

Regional Settings
Time Zone

Currency
 Language

My business is registered for GST.

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

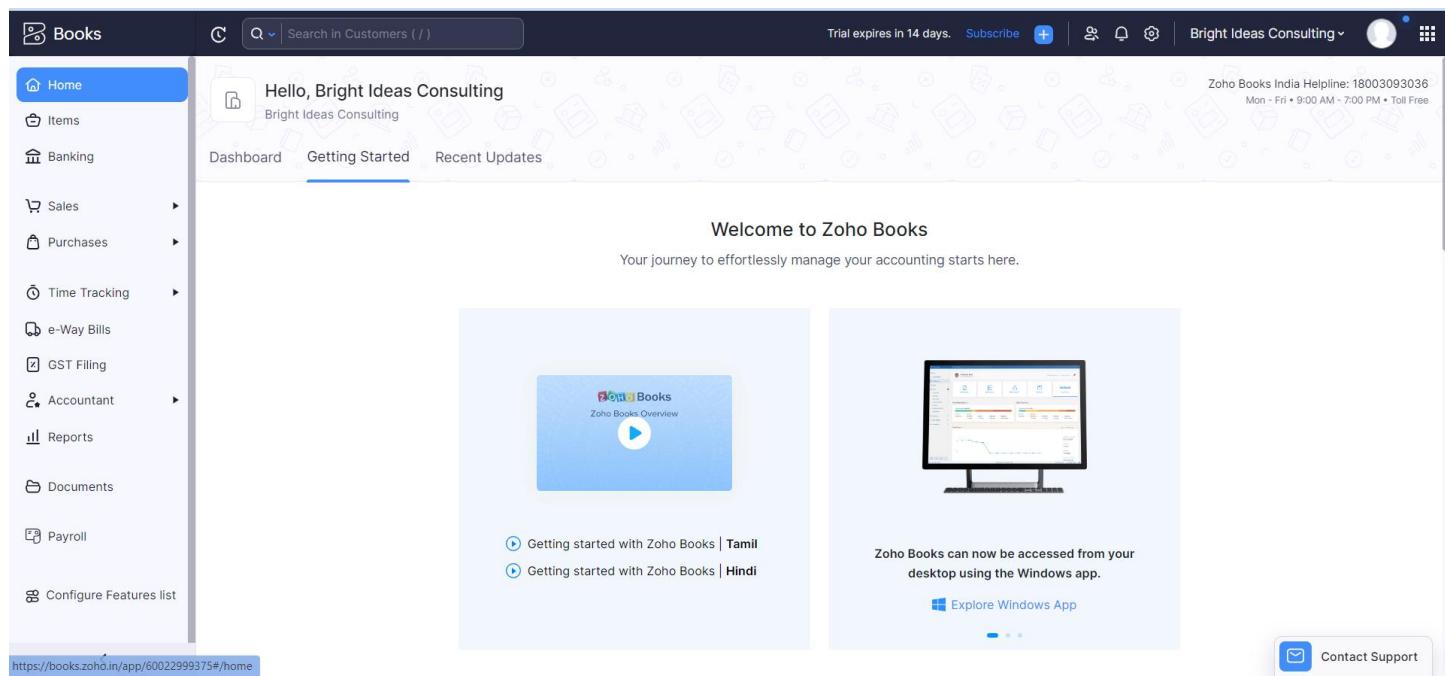
Get started

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 application interface. On the left, there's a vertical navigation panel with a blue header bar containing 'Books'. Below it are links for Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main content area has a dark header with a search bar ('Search in Customers') and a trial expiration notice ('Trial expires in 14 days. Subscribe'). It also features a 'Hello, Bright Ideas Consulting' greeting and links for Dashboard, Getting Started (which is underlined), and Recent Updates. A central banner says 'Welcome to Zoho Books' and 'Your journey to effortlessly manage your accounting starts here.' It includes a video thumbnail for 'Zoho Books Overview' and two links for 'Getting started with Zoho Books | Tamil' and 'Getting started with Zoho Books | Hindi'. To the right, there's a section about the Windows app with a 'Explore Windows App' link. The top right corner shows 'Bright Ideas Consulting' and some user icons. At the bottom, there's a 'Contact Support' button and a URL 'https://books.zoho.in/app/60022999375#/home'.

Activity 3: Lets get started

Lets Assume TravelTrax Tours is offering below list of various services:

1. Corporate Travel - Rs.5000/- per person
2. Family Travel -Rs.10000/- per person
3. Educational and Learning Tours - Rs.2000/- per person

For the above services to be provided TravelTrax need to purchase the below list of services

1. Transportation Purchases - Cost price Rs.2000/- per person
2. Accommodation Bookings – Cost Price Rs.1000/- per person
3. Tour and Activity utilities – Cost Price Rs.500/- per person

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

Milestone 2: Service Creation:

Activity 1: Creation

To Create the above both sale products 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
- HSN/SAC Code of the Item (Eg: 998555)
- 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 software interface. On the left, there's a navigation sidebar with options like Home, Items (which is selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main area is titled 'New Item' and has a sub-section for 'Service'. It includes fields for Type (Goods or Service selected), Name (Corporate Travel), Unit, SAC (998555), Tax Preference (Taxable), and Sales/Purchase Information. Under Sales Information, there are fields for Selling Price (INR 5000), Account (Sales), Description, and Preferred vendor. Under Purchase Information, there are fields for Cost Price, Account (Cost of Goods Sold), Description, and Preferred vendor. At the bottom, there are sections for Default Tax Rates, with dropdowns for Intra State Tax Rate (GST18 [18%]) and Inter State Tax Rate (IGST18 [18%]). At the very bottom are 'Save' and 'Cancel' buttons.

Activity 2: Review of Items after Addition

The screenshot shows the Zoho Books software interface. The left sidebar contains navigation links for Home, Items (which is selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main area is titled 'Active Items' and lists several items with columns for Name, Description, Rate, HSN/SAC, Usage Unit, and Purchase Rate. The items listed are: Tour and Activity utilities, Accommodation Bookings, Transportation Purchases, Educational and Learning Tours, Family Travel, and Corporate Travel.

NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	PURCHASE RATE
Tour and Activity utilities		₹0.00			₹500.00
Accommodation Bookings		0			₹1,000.00
Transportation Purchases		0			₹2,000.00
Educational and Learning Tours		₹2,000.00			0
Family Travel		₹10,000.00			0
Corporate Travel		₹5,000.00	998555		0

Milestone 3: Vendors

Activity 1: Vendors Creation

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

1. Go Airlines (GST registered)
2. Dream Resorts & Hotels (GST registered)
3. Travel Retailers and Wholesalers (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 Zoho Books software 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, and Time Tracking. The main area is titled 'New Vendor' and contains fields for Primary Contact (Salutation: Go Airlines, Last Name: Go Airlines Pvt Ltd), Company Name (Go Airlines Pvt Ltd), Vendor Display Name (Go Airlines Pvt Ltd), Vendor Email, Vendor Phone (Work Phone: Work Phone, Mobile: Mobile), and Other Details (GST Treatment: Registered Business - Regular, GSTIN / UIN: 33AAAAA0000A15Z, PAN: AAAAA0000A). There is also a link to 'Get Taxpayer details' next to the GSTIN field.

Activity 2: Review of Vendors List

After Creating the Vendors check and review all the details:

The screenshot shows the 'Active Vendors' list page. The left sidebar is titled 'Books' and includes links for Home, Items, Banking, Sales, Purchases (with a dropdown menu for Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits), Time Tracking, and e-Way Bills. The main content area has a header 'Active Vendors' with a search bar and a 'New' button. A table lists three vendors: Travel Retailers and Wholesalers, Dream Resorts & Hotels Pvt Ltd, and Go Airlines Pvt Ltd. The columns include Name, Company Name, Email, Phone, Source of Supply, Payables (BCY), Unused Credits (BCY), GST Treatment, and a search icon.

NAME	COMPANY NAME	EMAIL	PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)	GST TREATMENT
<input type="checkbox"/> Travel Retailers and Wholesalers	Travel Retailers and Wholesalers			Tamil Nadu	₹0.00	₹0.00	Unregistered Business
<input type="checkbox"/> Dream Resorts & Hotels Pvt Ltd	Dream Resorts & Hotels Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular
<input type="checkbox"/> Go Airlines Pvt Ltd	Go Airlines Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular

The screenshot shows the 'Travel Retailers and Wholesalers' vendor detail page. The left sidebar is identical to the previous screenshot. The main content area has a header 'Active Vend...' with a '+' button and a 'More' dropdown. It shows an overview of the vendor's details: Name (Travel Retailers and Wholesalers, ₹0.00), Address (Billing and Shipping), Other Details (Currency INR, Payment Terms Due on Receipt, GST Treatment Unregistered Business, Source of Supply Tamil Nadu, Portal Status Disabled, Portal Language English). On the right, there is a section titled 'What's Next for Your Vendor?' with a note about creating a purchase order or bill. It also shows a chart for Payables (Currency INR- Indian Rupee, Outstanding Payables ₹0.00, Unused Credits ₹0.00) and a note about viewing opening balance and expenses.

Milestone 4: Purchases

Activity 1: Purchase Order Creation

Next TravelTrax Tours has raised below purchase orders from the vendors:

1. 05-04-2023 Dream Resorts & Hotels – Accommodation Bookings - For Qty 200 Persons

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, Time Tracking, and e-Way Bills.

The main form is titled "New Purchase Order". It requires a "Vendor Name*" which is set to "Dream Resorts & Hotels Pvt Ltd". Below this are sections for "BILLING ADDRESS" and "SHIPPING ADDRESS", both with "Add new address" options. The "GST Treatment" is set to "Registered Business - Regular" with GSTIN: 33AAAAA0000A15Z.

Under "Source Of Supply*", it shows "[TN] - Tamil Nadu". Under "Destination Of Supply*", it also shows "[TN] - Tamil Nadu". The "Deliver To*" section indicates "Organization" (TravelTrex) and "Customer".

The "ITEM DETAILS" table lists an item: "Accommodation Bookings" with a quantity of 200, rate of 1000, and tax of GST18 [18%]. The total amount is 2,00,000.00. The table also includes sections for "Sub Total", "Discount", "CGST9 [9%]", "SGST9 [9%]", "Total Tax Amount" (36000.00 INR), "Adjustment", "TCS", and "Select a Tax".

At the bottom, there are buttons for "Save as Draft", "Save and Send" (highlighted in blue), and "Cancel". A note says "Will be displayed on purchase order". A template note at the bottom right says "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 10-04-2023 and then click on Save as open.

The screenshot shows the Zoho Books interface. On the left sidebar, under the 'Purchases' section, 'Purchase Orders' is selected. In the main area, a Purchase Order for 'Dream Resorts & Hotels Pvt Ltd' is listed with the number 'PO-00001' and the date '05/08/2023'. The status is 'DRAFT'. A modal window titled 'Send the Purchase Order' is displayed, stating 'Purchase order has been created. You can email the Purchase Order to your vendor or mark it as Issued.' It includes 'Send Purchase Order' and 'Mark as Issued' buttons. Below the modal, a PDF preview of the Purchase Order is shown, with a 'Draft' indicator at the top left. The PDF header includes 'TravelTrax Tours Pvt Ltd', address, GSTIN, and email. The body of the PDF is titled 'PURCHASE ORDER' with '# PO-00001' and contains vendor information and delivery details.

The screenshot shows the Zoho Books interface. On the left sidebar, under the 'Purchases' section, 'Bills' is selected. In the main area, a Purchase Bill for 'Dream Resorts & Hotels Pvt Ltd' is listed with the number '01' and the date '10/04/2023'. The status is 'OPEN'. A modal window titled 'Record Payment' is displayed, stating 'This bill is in the open status. You can now record payment for this bill.' It includes a 'Record Payment' button. Below the modal, a PDF preview of the Purchase Bill is shown, with an 'Open' indicator at the top left. The PDF header includes 'TravelTrax Tours Pvt Ltd', address, GSTIN, and email. The body of the PDF is titled 'BILL' with 'Bill# 01' and 'Balance Due ₹2,36,000.00'.

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

Activity 3: Direct Vendor Purchases Bills Creation:

Next TravelTrax Tours availed the services from the below Suppliers:

1. 10-04-2023 Transportation Purchases From GO Airlines- For 200 persons
2. 10-04-2023 Tour and Activity Utilities from Travel Retailers & Wholesalers- Qty 200

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

The screenshot shows the TravelTrax Tours software interface. The top navigation bar includes 'Books', a search bar ('Search in Bills (/)'), a trial expiration notice ('Trial expires in 14 days. Subscribe'), and user account information ('TravelTrax Tours Pvt ...'). The left sidebar menu is expanded to show categories like Home, Items, Banking, Sales, Purchases (selected), and Bills. Under Bills, sub-options include Vendors, Expenses, Recurring Expenses, Purchase Orders, Payments Made, Recurring Bills, Vendor Credits, and Time Tracking.

The main content area displays the 'New Bill' creation form. It includes fields for Vendor Name (set to 'Go Airlines Pvt Ltd'), GST Treatment (Registered Business - Regular), GSTIN (33AAAAA0000A15Z), Source Of Supply (TN - Tamil Nadu), Destination Of Supply (TN - Tamil Nadu), Bill# (03), Order Number, Bill Date (10/04/2023), Due Date (05/08/2023), and Payment Terms (Custom). Below the form is a table titled 'ITEM DETAILS' showing a single row for 'Transportation Purchases'. The table columns are ITEM DETAILS, ACCOUNT, QUANTITY, RATE, TAX, CUSTOMER DETAILS, and AMOUNT. The item details row shows 'Cost of Goods Sold' as the account, '200' as quantity, '2000' as rate, 'GST18 [18%]' as tax, 'Select Customer' as customer, and '4,00,000.00' as amount. The table also includes a note about recent transactions and ITC eligibility.

At the bottom of the table, there are buttons for 'Add another line', 'Sub Total' (4,00,000.00), 'Discount' (0.00), 'CGST9 [9%]' (36,000.00), 'SGST9 [9%]' (36,000.00), 'Total Tax Amount' (72000.00 INR), and options for TDS and TCS. The bottom right corner of the table area shows a note about the template: 'Template: Standard Template' with 'Change' and 'Make Recurring' buttons.

Also 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 25th 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 software interface. The left sidebar has a 'Books' icon and navigation links: Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills (selected), Payments Made, Recurring Bills, Vendor Credits, Time Tracking, and e-Way Bills. The main area title is 'All Bills'. A search bar at the top right says 'Search in Bills (/)'. Below it is a table with columns: DATE, BILL#, REFERENCE NUMBER, VENDOR NAME, STATUS, DUE DATE, AMOUNT, and BALANCE DUE. Three rows of bills are listed:

DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
10/04/2023	03		Go Airlines Pvt Ltd	OPEN	05/08/2023	₹4,72,000.00	₹4,72,000.00
10/04/2023	02		Travel Retailers and Wholesalers	OPEN	05/08/2023	₹1,00,000.00	₹1,00,000.00
10/04/2023	01	PO-00001	Dream Resorts & Hotels Pvt Ltd	OPEN	05/08/2023	₹2,36,000.00	₹2,36,000.00

Milestone 5: Customers

Activity 1: Customers Creation:

The below are the list of customers:

1. TechWise Solutions Pvt Ltd (GST Registered).
2. Rainbow High School (GST Registered).
3. Swaminathan & Family (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.

The screenshot shows the 'New Customer' creation form in the Zoho Books application. The left sidebar navigation includes 'Books', '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 form title is 'New Customer'. It has sections for 'Customer Type' (Business selected), 'Primary Contact' (Salutation dropdown, TechWise Solutio, Last Name input), 'Company Name' (TechWise Solutions Pvt Ltd), 'Customer Display Name*' (TechWise Solutions Pvt Ltd), 'Customer Email' (input), 'Customer Phone' (Work Phone, Mobile inputs), and 'Other Details' (GST Treatment* dropdown set to 'Registered Business - Regular', GSTIN / UIN* input set to '33AAAAA0000A15Z', Get Taxpayer details button, Business Legal Name input). Below this, there's a 'Business' section with fields for PAN (AAAAAA0000A), Place Of Supply* (TN - Tamil Nadu), Tax Preference* (Taxable selected), Currency (INR- Indian Rupee), Opening Balance (INR), Payment Terms (Due on Receipt), Enable Portal? (checkbox), and Portal Language (English). At the bottom are 'Save' and 'Cancel' buttons.

Activity 2: Review the Customers List

The screenshot shows the Zoho Books software interface. On the left, there's a sidebar with various menu items: 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. A message bubble says "Your custom view has been created." The main area is titled "Active Customers" and displays a table with columns: NAME, COMPANY NAME, EMAIL, PHONE, PLACE OF SUPPLY, RECEIVABLES (BCY), UNUSED CREDITS (BCY), and GST TREATMENT. There are three entries:

NAME	COMPANY NAME	EMAIL	PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)	GST TREATMENT
Swaminathan & Family	Swaminathan & Family			Tamil Nadu	₹0.00	₹0.00	Unregistered Business
Rainbow High School	Rainbow High School			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular
TechWise Solutions Pvt Ltd	TechWise Solutions Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular

Milestone 6: Sales

Activity 1: Sales Order Creation

TravelTrax Tours received below Sales Order from the mentioned Customer:

1. 05/04/2023 TechWise Solutions Pvt Ltd – Corporate Travel Booking for Qty 100 Persons - paid through bank on 15/04/2023

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

The screenshot shows the Zoho Books software interface for creating a new sales order. The main window is titled "New Sales Order". The top section includes fields for "Customer Name" (TechWise Solutions Pvt Ltd), "Place Of Supply" ([TN] - Tamil Nadu), "Sales Order#*" (SO-00001), "Reference#", and "Sales Order Date" (05/04/2023). Below these are sections for "BILLING ADDRESS" and "SHIPPING ADDRESS", both with "Add new address" options. The GST Treatment is set to "Registered Business - Regular" with GSTIN: 33AAAAA0000A15Z. The bottom section shows the "ITEM DETAILS" table with one row for "Corporate Travel" (Quantity: 100, Rate: 5000, Tax: GST18 [18%], Amount: 5,00,000.00). A summary table at the bottom right shows Sub Total (5,00,000.00), Discount (0.00), CGST9 [9%] (45,000.00), SGST9 [9%] (45,000.00), Adjustment (0.00), and Total (₹) (5,90,000.00). The left sidebar shows the navigation menu with "Sales Orders" selected. The bottom right corner displays "Total Amount: ₹ 5,90,000.00" and "Total Quantity: 100".

Activity 2: Sales Order to Sale Invoice Conversion

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

Sales Order Details:

- Customer: TechWise Solutions Pvt Ltd
- Order ID: SO-00001
- Date: 05/04/2023
- Status: CONFIRMED
- Invoice Status: NOT INVOICED
- Bill To: TechWise Solutions Pvt Ltd
- Ship To: GSTIN 33AAAAA0000A15Z
- Order Date: 05/04/2023

Sales Order Details:

- Customer: TechWise Solutions Pvt Ltd
- Order ID: SO-00001
- Date: 05/04/2023
- Status: CLOSED
- Invoice Status: NOT INVOICED
- Bill To: TechWise Solutions Pvt Ltd
- Ship To: GSTIN 33AAAAA0000A15Z
- Order Date: 05/04/2023

TAX INVOICE

TravelTrax Tours Pvt Ltd		TAX INVOICE	
Tamil Nadu	India		
GSTIN 33AAAAA0000A15Z	sairampulugam1999@gmail.com		
#	: INV-00001	Place Of Supply	: Tamil Nadu (33)
Invoice Date	: 05/04/2023		
Terms	: Due on Receipt		
Due Date	: 05/04/2023		
P.O.#	: SO-00001		
Bill To		Ship To	
TechWise Solutions Pvt Ltd		GSTIN 33AAAAA0000A15Z	
GSTIN 33AAAAA0000A15Z			

Activity 3: Direct Sale Invoices

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

1. 10-04-2023 Rainbow High School- Education and Learning Tour for Qty 50 Students
2. 15-04-2023 Swaminathan & Family – 300Hrs for Legal Consulting

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 software 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), Invoices (Payments Received, Recurring Invoices, Credit Notes), Purchases, and Time Tracking. The main area is titled "New Invoice".

Customer Name*: Rainbow High School (dropdown with search icon and INR currency icon)

BILLING ADDRESS: Add new address

SHIPPING ADDRESS: Add new address

GST Treatment: Registered Business - Regular (link)

GSTIN: 33AAAAA0000A15Z (link)

Place Of Supply*: [TN] - Tamil Nadu (dropdown)

Invoice#: INV-000002 (input field)

Order Number: (input field)

Invoice Date*: 10/04/2023 (input field with warning icon)

Terms: Due on Receipt

Due Date: 10/04/2023

To create transaction dated before 01/07/2017, click here

ITEM DETAILS

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Educational and Learning Tours Add a description to your item SERVICE SAC: Update (link)	50	2000	GST18 [18%]	1,00,000.00
Type or click to select an item.	1.00	0.00	GST18 [18%]	0.00

Add another line

Sub Total: 1,00,000.00

Discount: 0 % 0.00

CGST9 [9%]: 9,000.00

SGST9 [9%]: 9,000.00

TDS: 0.00

TCS: 0.00

Select a Tax: - 0.00

Customer Notes: (input field)

Save as Draft | Save and Send | Cancel | Make Recurring | Total Amount: ₹ 1,18,000.00 | Total Quantity: 50

INV-000003

Record payment for the invoice

If you've received a partial or full payment from your customer towards this invoice, you can record it.

Get paid faster by setting up online payment gateways. [Set up Now >](#)

TAX INVOICE

TravelTrax Tours Pvt Ltd		TAX INVOICE	
Tamil Nadu	India		
GSTIN 33AAAAA0000A15Z	sarampuhugani1999@gmail.com		
# : INV-000003	Place Of Supply : Tamil Nadu (33)		
Invoice Date : 15/04/2023	Terms : Custom		
Due Date : 05/08/2023			
Bill To			
Swaminathan & Family			
		CGST	SGST

Activity 4: Reconciliation of Open Invoices

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

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUEDATE	AMOUNT	BALANCE DUE
15/04/2023	INV-000003		Swaminathan & Family	DUE TODAY	05/08/2023	₹5,90,000.00	₹5,90,000.00
10/04/2023	INV-000002		Rainbow High School	DUE TODAY	05/08/2023	₹1,18,000.00	₹1,18,000.00
05/04/2023	INV-000001	SO-00001	TechWise Solutions Pvt Ltd	DUE TODAY	05/08/2023	₹5,90,000.00	₹5,90,000.00

Milestone 7: Bank Account

Activity 1: Adding Bank Account

TravelTrax Tourshas opened an account in ICICI Bank with A/c no 001. To add the bank account go to Banking from the navigation panel and select add Bank account Maually and fill the necessary fields and save.

Add Bank or Credit Card

Select Account Type* Bank Credit Card

Account Name* ICICI Bank-001

Account Code

Currency* INR

Account Number 000001

Bank Name ICICI Bank

IFSC

Description Max. 500 characters

Make this primary

Save Cancel

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 the these Ledgers: Salary Payable under Other Current Liabilities

Create Account

Active Accounts

Account Type* Other Current Liability

Account Name* Salary Payable

Make this a sub-account

Liability
Any short term liability like:
• Customer Deposits
• Tax Payable

Account Code

Description Max. 500 characters

Add to the watchlist on my dashboard

Save Cancel

ACCOUNT NAME	PARENT ACCOUNT NAME
TDS Receivable	Other Current Asset
Advance Tax	Other Current Asset
Undeposited Funds	Cash
Petty Cash	Cash
ICICI Bank-001	Bank

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 30th 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.

New Journal

Reference#

Notes*

Salary Payable for the month of April-2023

Journal Type

Cash based journal

Currency

INR- Indian Rupee

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

Add another line

Sub Total

1,00,000.00 1,00,000.00

Total (₹)

1,00,000.00 1,00,000.00

Save and Publish Save as Draft Cancel Make Recurring

Journals + New Journal ...

Status: All Journals All

30/04/2023 ₹1,00,000.00 PUBLISHED

Published

JOURNAL #1

Date: 30/04/2023

Amount: ₹1,00,000.00

Notes: Salary Payable for the month of April-2023

Reference Number:

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

Sub Total 1,00,000.00 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 providing the necessary fields and Save

Record Expense Record Mileage

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 Get 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

Tax* GST18 [18%]
Tax Amount = 18000.00 INR Eligible For ITC

Amount Is Tax Exclusive

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:

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
05-04-2023	Amount received from Techwise Solutions Pvt Ltd		590000	680000
10-04-2023	Amount received from Rainbow High School		118000	798000
15-04-2023	Amount received from Swaminathan & Family		590000	1388000
25-04-2023	Paid to Dream Resorts & Hotels Pvt Ltd	236000		1152000
25-04-2023	Paid to Travel Retailers and Wholesalers	100000		1052000
25-04-2023	Paid To Go Airlines Pvt Ltd	472000		580000
30-04-2023	Rent Paid	118000		462000
30-04-2023	Salary Paid	100000		362000

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*: TechWise Solutions Pvt Ltd

Amount Received*: INR 590000

Bank Charges (if any): (empty)

Date*: 05/04/2023

Payment #*: 1

Reference#: (empty)

Received Via: Bank Transfer

Description: Max. 500 characters

Retained Tax?: (checkbox)

Invoice Details: INV-000001

Payment(INR): 590000.00

For Vendor Payment:

The screenshot shows the Zoho Books dashboard for 'ICICI Bank 001'. A context menu is open at the top right, with 'Vendor Payment' selected. The main panel shows a 'Vendor Payment' form with the following details:

- Description:** Max. 500 characters
- Bill Details:**
 - Bill ID: 03
 - Due Date: 10/04/2023
 - Amount: ₹4,72,000.00
 - Payment (INR): ₹47200.00 (Pay In Full)
- Total (INR):** ₹47200.00
- Amount Paid:** ₹4,72,000.00
- Amount used for Payments:** ₹4,72,000.00
- Amount Refunded:** ₹0.00
- Amount in Excess:** ₹0.00

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

For Salary payment record Journal Entry:

The screenshot shows the 'New Journal' screen in Zoho Books. The left sidebar is expanded to show categories like Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, and Manual Journals. The 'Manual Journals' tab is selected.

The main form is titled 'New Journal' and includes the following fields:

- Reference#:** [Empty input field]
- Notes*:** Being Salary Paid for the month of April-2023
- Journal Type:** [checkbox] Cash based journal
- Currency:** INR- Indian Rupee

The journal entries table shows two entries:

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

Below the table are summary rows:

- Sub Total:** 1,00,000.00 0.00
- Total (₹):** 1,00,000.00 0.00

At the bottom are 'Save and Publish', 'Save as Draft', and 'Cancel' buttons, along with a 'Make Recurring' link.

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

The screenshot shows the Zoho Books navigation panel on the left with various categories like Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, and Reports. The 'Reports' category is selected and highlighted in blue. The main content area displays 'General Reports' under 'Reports'. It includes sections for Business Overview, Sales, Receivables, and other financial reports. A search bar at the top right says 'Search reports'.

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

The screenshot shows a detailed Profit and Loss report for 'TravelTrax Tours Pvt Ltd' from April 1, 2023, to April 30, 2023. The report is based on accrual basis. The total net profit is 2,95,000.00. The report is organized into operating income, cost of goods sold, operating expense, non-operating income, and non-operating expense categories.

ACCOUNT	TOTAL
Operating Income	
Sales	11,00,000.00
Total for Operating Income	11,00,000.00
Cost of Goods Sold	
Cost of Goods Sold	7,00,000.00
Total for Cost of Goods Sold	7,00,000.00
	Gross Profit
	4,00,000.00
Operating Expense	
Other Expenses	5,000.00
Rent Expense	1,00,000.00
Total for Operating Expense	1,05,000.00
	Operating Profit
	2,95,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
	Net Profit/Loss
	2,95,000.00

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 the 'Custom' report selected. The report title is 'Balance Sheet' with a note 'Basis: Accrual' and date 'As of 30/04/2023'. It includes buttons for 'Add Temporary Note', 'Collapse all', and 'Expand All'. The main table displays asset details:

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
ICICI Bank 001	3,62,000.00
Total for Bank	3,62,000.00

Activity 3: GST Reports

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

The screenshot shows the Zoho Books interface with the 'Custom' report selected. The report title is 'GSTR-3B Summary' for the period 'From 01/04/2023 To 30/04/2023'. It includes a section for '3.1 Details of Outward Supplies and inward supplies liable to reverse charge' with a table:

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)	₹11,00,000.00	₹0.00	₹99,000.00	₹99,000.00	₹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				
Total value	₹11,00,000.00	₹0.00	₹99,000.00	₹99,000.00	₹0.00

It also includes a section for '3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act' with a table:

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6

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

TravelTrax Tours Pvt Ltd Tax Return							
From 01/04/2023 To 30/04/2023							
+ Add Temporary Note							
DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	IGST AMOUNT	CGST AMOUNT	SGST AMOUNT	CESS AMOUNT
05/04/2023	INV-000001	Invoice	₹5,00,000.00	₹0.00	₹45,000.00	₹45,000.00	₹0.00
10/04/2023	INV-000002	Invoice	₹1,00,000.00	₹0.00	₹9,000.00	₹9,000.00	₹0.00
15/04/2023	INV-000003	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.

TravelTrax Tours Pvt Ltd Journal Report		
Basis: Accrual		
From 01/04/2023 To 30/04/2023		
+ Add Temporary Note		
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 - INVOICE INV-000001 (TECHWISE SOLUTIONS PVT LTD)	DEBIT	CREDIT
Accounts Receivable	5,90,000.00	0.00
Output CGST	0.00	45,000.00
Output SGST	0.00	45,000.00
Sales	0.00	5,00,000.00
	5,90,000.00	5,90,000.00

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 customer accounts. 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 14 days.", "Subscribe", and user profile icons. Further right are buttons for "TravelTrax Tours Pvt ...", "Schedule Report", "Export As", and a close button.

The main area displays a report titled "AR Aging Details By Invoice Due Date" for "TravelTrax Tours Pvt Ltd" as of "10/04/2023". The report includes a header with columns: DATE, TRANSACTION#, TYPE, STATUS, CUSTOMER NAME, AGE, AMOUNT, and BALANCE DUE. Below the header, a message says "No data to display".

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 vendor bills. 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 14 days.", "Subscribe", and user profile icons. Further right are buttons for "TravelTrax Tours Pvt ...", "Schedule Report", "Export As", and a close button.

The main area displays a report titled "AP Aging Summary By Bill Due Date" for "TravelTrax Tours Pvt Ltd" as of "24/04/2023". The report includes a header with columns: VENDOR NAME, CURRENT, 1-15 DAYS, 16-30 DAYS, 31-45 DAYS, > 45 DAYS, TOTAL, and FCY. Below the header, a table lists vendor details and their bill amounts across different aging categories. The table includes rows for "Dream Resorts & Hotels Pvt Ltd", "Go Airlines Pvt Ltd", "Travel Retailers and Wholesalers", and a total row.

