

# KAKATIYA GOVERNMENT COLLEGE,

HANUMAKONDA, DIST. HANUMAKONDA.

(Affiliated to Kakatiya University)



## CERTIFICATE

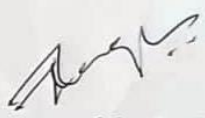
This is to certify that the Project Report entitled "Stock Management through Zoho Books" submitted to the Kakatiya Government College, Hanamakonda. Department of Computer Science & Applications was carried out by the following students under my guidance.

1. M.D. ABDUL GAFFER (00621-2222)  
B.Com (C.A) SECOND YEAR
2. K. NAGARAJU (00621-2185)  
B.Com (C.A) SECOND YEAR
3. MD. SARVAR (HTNO. (HTNO 00621-2242)  
B.Com (C.A) SECOND YEAR
4. M. ISHWARYA (HTNO. 00621-2228)  
B.Com (C.A) SECOND YEAR
5. M. NITHIN (HTNO. 00621-2229)  
B.Com (C.A) SECOND YEAR

Name & Address of the Guide

T. Raghotham Reddy  
Lecturer in Computer Applications,  
Department of Computer Science & Applications.  
Kakatiya Government College, Hanamakonda

Signature of the Guide

  
Incharge  
Dept. of Computer Science  
Kakatiya Government College  
Hanamakonda, Warangal.

## INTRODUCTION

### Migrate to Zoho Books from Other Systems

Zoho Books is your one-stop solution for business's accounting needs. This project will guide you on how to migrate from your existing accounting system to Zoho Books.

### Export Data from Existing System

The first step in migrating to Zoho Books is preparing the required data. You have to export data from your existing system so that it can be imported into Zoho Books later. This also ensures that your data is backed up, which can be useful for future references.

### Set up Your Organization Profile


Now that you have the required data ready to import, you can start setting up your Zoho Books organisation. After you sign up to Zoho Books, you have to fill up your organisation's details. To do this:

- Log in to your Zoho Books account.
- Click the **Gear** icon in the top-right corner to open **Settings**.
- Select **Organisation Profile**.
- Fill up the details of your organisation.
- Click **Save** at the bottom of the page.

Organization Profile | ID: [REDACTED] [Set up your organization](#)

---

**Your Logo**



This logo will appear on the documents (estimates, invoices, etc.) that are created.

Preferred Image Size: 240px x 240px @ 72 DPI Maximum Size of 1MB

[Remove logo](#)

**Organization Name\***

**Industry\***

**Business Location\***

**Company Address**

Street 1

Street 2

City

Zip/Postal Code

202-555-0122  Fax

Would you like to add a separate address for receiving payments?

---

**Primary Contact**

<b>SENDER</b>	<b>EMAILS ARE SENT THROUGH</b>
<b>Patricia Boyle</b> (patriciab@zillium.com)	<b>Zoho Books' email address</b> (message-service@sender.zohobooks.com)

## Import Chart of Accounts

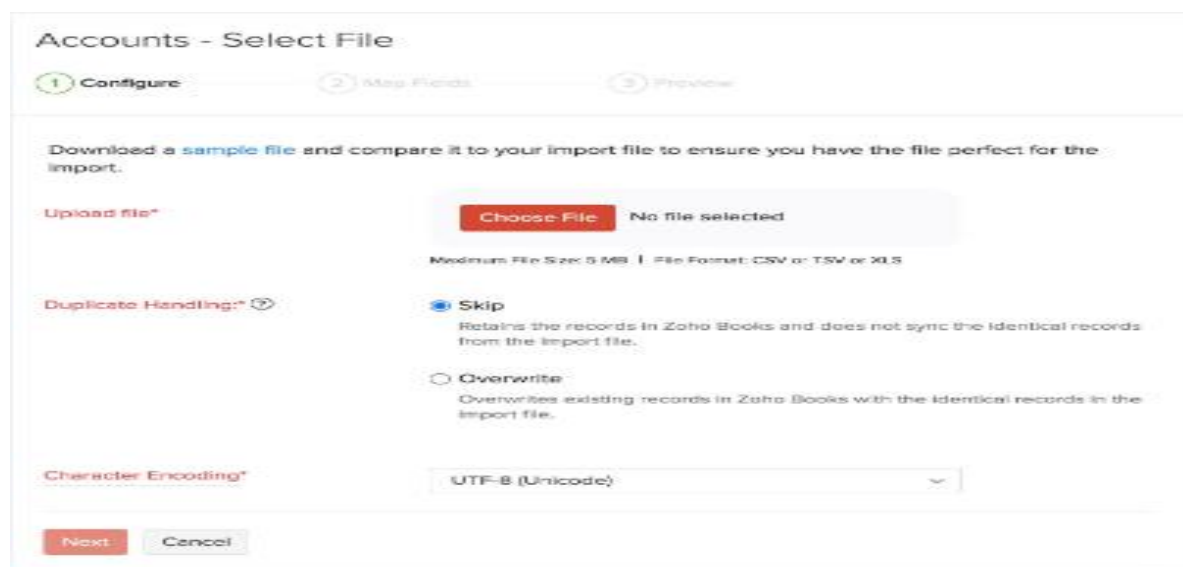
Zoho Books has a set of predefined Chart of Accounts classified into different types such as Income, Expense, Equity, Liability & Assets. Most of these will be similar to the accounts in your previous system. So you can skip the duplicate account types and import just the additional accounts needed.

To import the chart of accounts into Zoho Books:

- Click the **Accountant** module from the left sidebar.
- Select **Chart of Accounts**.
- Click the **Gear** icon in the top-right corner.
- Select **Import Chart of Accounts**.



- Click **Choose File** to select the file to be imported. It is recommended that you download the sample file to check the format required for the import file.
- Select the required **Character Encoding** and **File Delimiter** according to your import file.
- Click **Next**.

A screenshot of the 'Accounts - Select File' configuration page in Zoho Books. The page has a progress bar at the top with three steps: '1 Configure' (active), '2 Map Fields', and '3 Preview'. Below the progress bar, there is a text prompt: 'Download a sample file and compare it to your import file to ensure you have the file perfect for the import.' Underneath, there is a section for 'Upload file\*' with a 'Choose File' button and the text 'No file selected'. Below this, it says 'Maximum File Size: 5 MB | File Format: CSV or TSV or XLS'. There is a 'Duplicate Handling\*' section with two radio button options: 'Skip' (selected) and 'Overwrite'. The 'Skip' option is described as 'Retains the records in Zoho Books and does not sync the identical records from the import file.' The 'Overwrite' option is described as 'Overwrites existing records in Zoho Books with the identical records in the import file.' At the bottom, there is a 'Character Encoding\*' dropdown menu set to 'UTF-8 (Unicode)'. At the very bottom, there are 'Next' and 'Cancel' buttons.

- In the **Map Fields** page, choose the headers in your import file to be mapped with their corresponding Zoho Books fields.

- Click **Next**.

## Map Fields

✓ Configure — 2 Map Fields — 3 Preview

Your Selected File : `sample_accounts.csv`

The best match to each field on the selected file have been auto-selected.

### Chart of Account Details

ZOHO BOOKS FIELD

IMPORTED FILE HEADERS

Account Name*	Account Name X v
Account Code	Account Code X v
Description	Description X v
Account Type*	Account Type X v
Mileage Rate	Select v
Mileage Unit	Select v
IsMileage	Select v
Account #	Account # X v
Currency	Currency X v
Parent Account	Parent Account X v

- Check the summary of your import in the **Preview** page.
- Click **Import**.

## Preview

✓ Configure — ✓ Map Fields — 3 Preview

All Accounts in your file are ready to be imported

> Accounts that are ready to be imported (3)

> No. of Records skipped (0)

> Unmapped Fields

< Previous

Import

Cancel

## Configure Settings

You can use the Settings section in Zoho Books to customise your organisation to suit your business requirements. To access **Settings**, click the **Gear icon** in the top-right corner of the page. Here, ensure that you configure the following:

- [Enable Required Modules](#)
- [Configure Module Preferences](#)
- [Set up Taxes](#)

### **Enable Required Modules**

Zoho Books has various modules such as Estimates, Timesheet, Recurring Bills, and Debit Note to manage transactions easily. You can enable the ones that are needed for your business. Here's how:

- Go to **Settings > Preferences > General**.
- Mark the modules that you require under the *Select the modules you would like to enable* option.

Preferences	General
General	Select the modules you would like to enable.
Branding	<input checked="" type="checkbox"/> Estimates
Portal	<input type="checkbox"/> Sales Orders
Customers and Vendors	<input type="checkbox"/> Purchase Orders
Approvals	<input checked="" type="checkbox"/> Timesheet
Items	<input checked="" type="checkbox"/> Retainer Invoices
Projects	<input checked="" type="checkbox"/> Recurring Invoice ⓘ
Accountant	<input checked="" type="checkbox"/> Recurring Expense
Users	<input checked="" type="checkbox"/> Recurring Bills
SALES	<input type="checkbox"/> Recurring Journals
Estimates	<input checked="" type="checkbox"/> Debit Note
Retainer Invoices	Default account for receiving Retainer Payments
Invoices	<input type="text" value="Unearned Revenue"/>
	Zoho Inventory Add-on
	<input type="checkbox"/> Enable Zoho Inventory modules in Zoho Books

Zoho Books already has features like Stock Adjustments and Inventory Tracking to manage your stock. But if you want an advanced inventory management option that lets you create shipments and manage warehouses, you can enable the **Zoho Inventory add-on**. [Read more](#) about how you can benefit from this add-on.

In this same page, you can also choose how you want to provide discounts (if any) or apply taxes to your transactions.

Once you've configured all the details, click **Save**.

### ***Choose your Module Preferences***

Now that you have enabled the modules needed for your business, you can proceed to configure their preferences. You can customise each module to suit your business needs. To do this:

- Go to **Settings > Preferences**.
- Select the module that you want to customise from the sidebar.

For each module, there will be many options available that you can customise. You can read about customizing modules from the [help document for preferences](#).

### ***Set up Taxes***

In Zoho Books, there are country specific taxes, multiple tax rates, and tax groups that you can configure according to your business needs. After you create a new tax, you can associate it to your items or apply it when creating a transaction.

To create a new tax rate:

- Go to **Settings > Taxes > Tax Rates**.
- Click the **+ New Tax** button in the top-right corner.
- Enter the **Tax Name** and the **Rate (%)** at which it's levied.
- Mark the **This tax is a compound tax** option, if this is a tax that is calculated on top of a primary tax.
- Click **Save**.

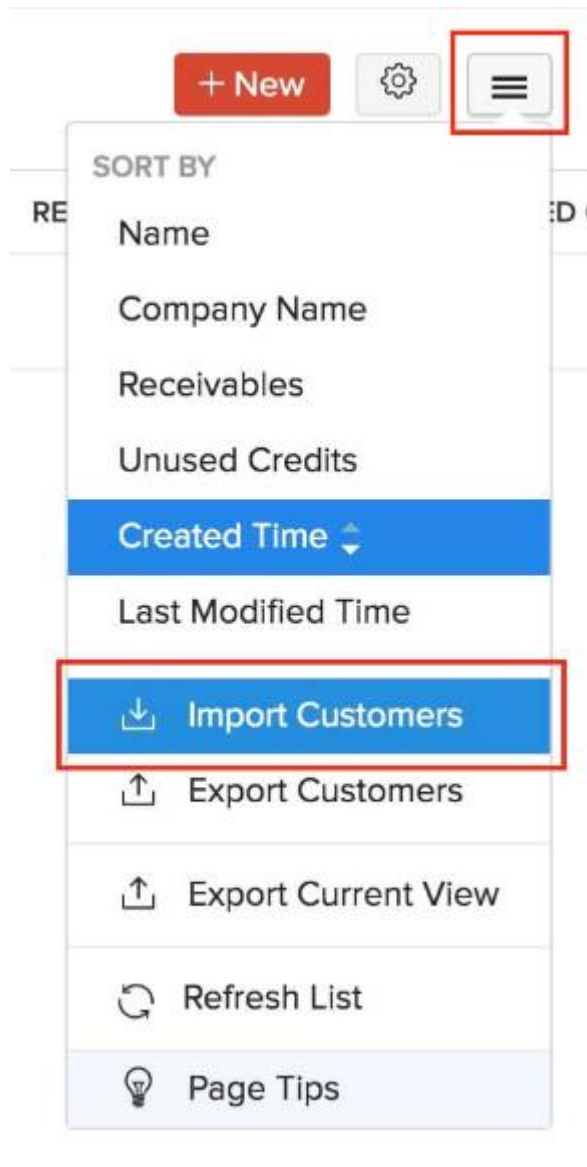
The screenshot shows a 'New Tax' modal window. The title bar includes a search icon, a clock icon, and the text 'New Tax' and 'Zyker'. The main content area has three menu items: 'Taxes', 'Tax Rates', and 'Tax Settings'. The 'New Tax' form has two input fields: 'Tax Name\*' with the value 'Sales Tax' and 'Rate (%)\*' with the value '10' and a '%' symbol. Below these fields is a checkbox labeled 'This tax is a compound tax.' with an information icon. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

### ***Import Customers & Vendors***

The next step in the migration process is to bring in all your contacts. Zoho Books has dedicated modules for Customers and Vendors, so that you can manage them separately.

To import customers:

- Click the **Sales** module from the left sidebar.
- Select **Customers**.
- Click the **Hamburger** icon in the top-right corner.
- Select **Import Customers**.



- Choose Customers in the pop-up and click Continue.
- Click **Choose File** to select the file to be imported. It is recommended that you download the sample file to check the format required for the import file.
- Select the required **Character Encoding** and **File Delimiter** according to your import file.
- Click **Next**.

## Customers - Select File

1 Configure — 2 Map Fields — 3 Preview

Download a [sample csv file](#) or [sample xls file](#) and compare it to your import file to ensure you have the file perfect for the import.

Upload file\*

**Choose File** No file selected

Maximum File Size: 5 MB | File Format: CSV or TSV or XLS

Duplicate Handling\* ?

Skip

Retains the records in Zoho Books and does not sync the identical records from the import file.

Overwrite

Overwrites existing records in Zoho Books with the identical records in the import file.

Character Encoding\*

UTF-8 (Unicode) ▾

**Next**

Cancel

- In the **Map Fields** page, choose the headers in your import file to be mapped with their corresponding Zoho Books fields.
- Click **Next**.

✓ Configure — 2 **Map Fields** — 3 Preview

Your Selected File : **sample\_contacts\_new.xls**

The best match to each field on the selected file have been auto-selected.

### Contact Details

ZOHO BOOKS FIELD

IMPORTED FILE HEADERS

**Display Name\***

Display Name x ▾

Customer Sub Type

Select ▾

Payment Terms

Payment Terms x ▾

Payment Terms Label

Select ▾

Currency Code

Currency Code x ▾

Company Name

Company Name x ▾

Salutation

Salutation x ▾

First Name

First Name x ▾

- Check the summary of your import in the **Preview** screen.
- Click **Import**.



Your customers will now be imported into Zoho Books.

Similarly, you can import vendors. Here's how:

- Click the **Purchases** module from the left sidebar.
- Select **Vendors**.
- Click the **Hamburger** icon in the top-right corner.
- Select **Import Vendors**.

Next, follow the same steps as importing the file for customers. You can also import contact persons in the same way.

## Import Items

Items in Zoho Books are the goods and services that your business deals with. Before you import them into Zoho Books, if you want to track inventory for your items, you'll have to enable inventory. To do this:

- Go to **Settings > Preferences > Items**.
- Mark the **Enable Inventory Tracking** option.
- Select the **Inventory Start Date**, which should be the same as your Opening Balance Date.
- Click **Save**.

### Inventory

Enable Inventory Tracking

Inventory Start Date\* ⓘ

18 Jun 2020

Prevent stock from going below zero ⓘ

Show an Out of Stock warning when an item's stock drops below zero ⓘ

Notify me if an item's quantity reaches the reorder point

Track landed cost on items

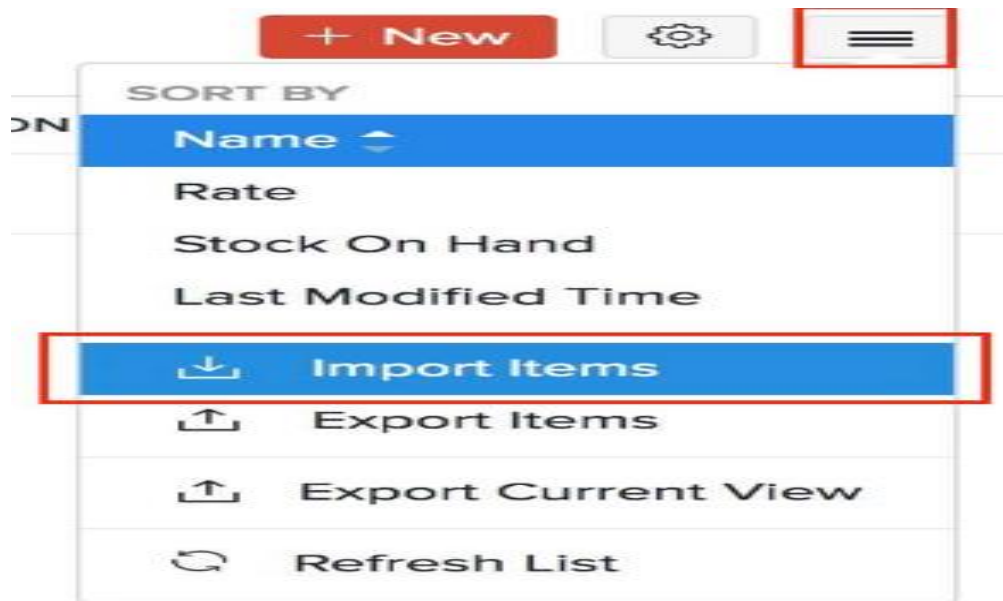
If you're looking for **Advanced Inventory Management** features, integrate with [Zoho Inventory](#) ⓘ

Save

To import items into Zoho Books:

- Click the **Items** module from the left sidebar.

- Select **Items**.
- Click the **Hamburger** icon in the top-right corner.
- Select **Import Items**.



- Click **Choose File** to select the file to be imported. It is recommended that you download the sample file to check the format required for the import file.
- Select the required **Character Encoding** and **File Delimiter** according to your import file.
- Click **Next**.
- In the **Map Fields** page, choose the headers in your import file that need to be mapped with their corresponding Zoho Books fields.
- Click **Next**.
- Check the summary of your import in the **Preview** screen.
- Click **Import**.

## Map Fields

1 Configure
 2 **Map Fields**
3 Preview

Your Selected File : sample\_items2.csv

The best match to each field on the selected file have been auto-selected.

### Item Details

ZOHO BOOKS FIELD

Item Name\*

SKU

Description

Rate

Status

Product Type

Account

Usage unit

IMPORTED FILE HEADERS

Item Name X v

SKU X v

Description X v

Rate X v

Status X v

Product Type X v

Select v

Usage unit X v

1234567.89 v

Your goods and services will now be available in Zoho Books.

If your business sells or purchases items at customised rates, then you can import those details as price lists. A **price list in Zoho Books** is a set of custom rates for items, which you can assign to a specific customer/vendor or associate with a transaction. You need to enable this option first from Settings > Preferences > Items. Learn how to [import price lists](#).

If you have any inventory adjustments in your previous accounting system, you can import them as well into Zoho Books. For this, you need to first enable inventory tracking from Settings > Preferences > Items. To import the adjustments:

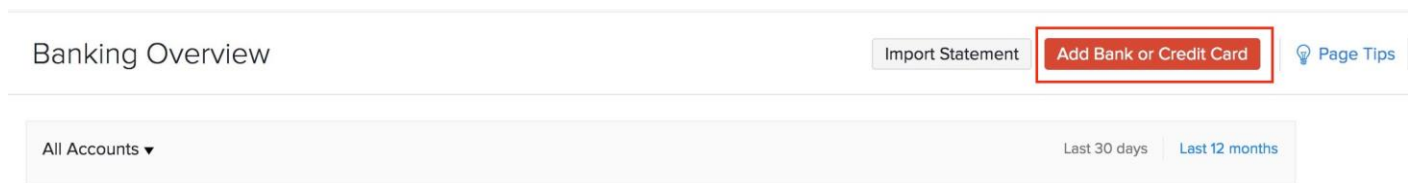
- Click the **Items** module from the left sidebar.
- Select **Inventory Adjustments**.
- Click the **Gear** icon in the top-right corner.
- Choose whether you want to **Import Quantity Adjustments** or **Import Value Adjustments**.

Then, proceed with the same steps you followed for importing a file for items.

### Add Bank or Credit Card Accounts

In Zoho Books, you can add your bank and credit account details, so that your payments through them can be accounted for precisely. When importing your chart of accounts, if you had included these details in your import file, they will be available in the Banking module. If not, you can add them manually as well. Here's how:

- Click the **Banking** module from the left sidebar.
- Click the **Add Bank or Credit Card** button in the top-right corner.



From here, you can either connect to a [bank account that supports automatic feeds](#), or enter the bank account or credit card [details manually](#).

### Enter Opening Balances

Opening Balances is the amount you have in the different accounts of your business at the start of an accounting period, or when switching to a new accounting system. When switching from your previous system, you need to ensure that all your accounts and their balances are brought into Zoho Books.

If you're switching to Zoho Books at the end of your financial year, the closing balances of the previous year should be entered as your opening balances for the current year in Zoho Books. If you're switching to Zoho Books during any other time of the financial year, you can generate

a **Trial Balance** on the date of migration to identify all the debit and credit balances of your accounts.

Before you enter the opening balances in Zoho Books, ensure that you have imported the following:

- [Chart of Accounts](#)
- [Customers and Vendors](#)
- [Items with their Opening Stock](#)

To enter your opening balances in Zoho Books:

- Go to **Settings > Opening Balances**.
- Set the **Migration Date**. This should be the date on which you generated the Trial Balance report in your previous accounting system for migrating to Zoho Books.
- Click Import to import the balances for your *Accounts Receivable* and *Accounts Payable*.
- Enter the balances for your different **Bank** accounts.
- Click the other categories such as Asset, Expense, and Liability to enter their Debit and Credit balances.
- Click **Continue** after entering all the balances.
- Verify all the balances in the next screen and click **Confirm**.

Opening Balances Import Opening Balances PAGE TIPS

[Checklist before you enter your opening balances in Zoho Books >](#)

Migration Date \*  The date on which you generated the Trial Balance report in your previous accounting software while migrating to Zoho Books.

Accounts Receivable ⓘ	Import
Accounts Payable ⓘ	Import
Asset	▶
Expense	▶
Bank	▶
Liability	▶
Equity	▶

Continue Back Opening Balance Adjustments: 0.00 Cr TOTAL AMOUNT: 0.00

## Import Transactions

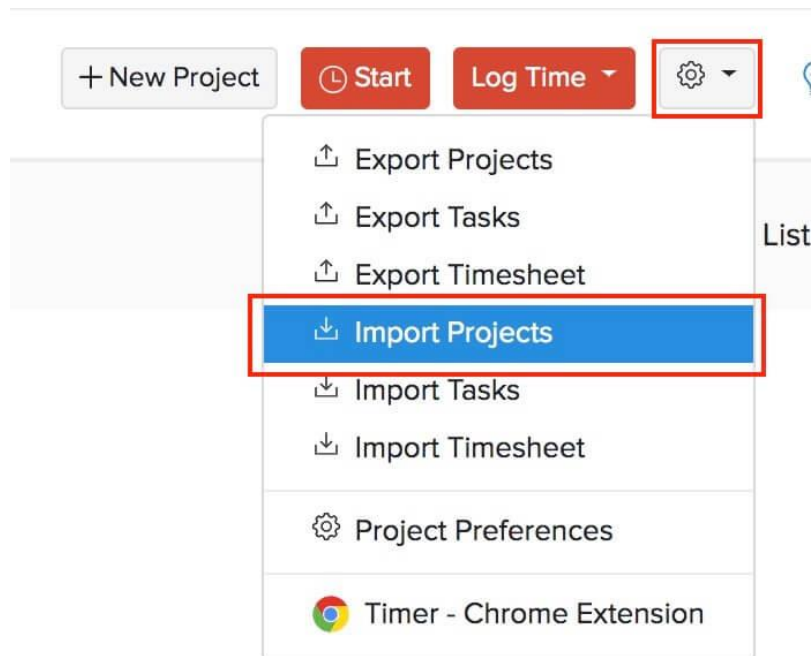
With the basic set up done and the opening balances updated, you can now bring in all your required transactions into Zoho Books. While importing transactions, ensure that you import them in the following order:

1. [Projects](#)
2. [Purchase Transactions](#)
3. [Sales Transactions](#)
4. [Journals](#)

## Import Projects

Projects in Zoho Books are for businesses that bill their clients based on the number of hours worked on a project, or the tasks done for a project, or a fixed project rate. You can create a project in Zoho Books and record timesheets for them. If you have such projects in your previous system, you can import them into Zoho Books easily. Here's how:

- Click the **Time Tracking** module from the left sidebar.
- Select **Projects**.
- Click the **Gear** icon in the top-right corner.
- Select **Import Projects**.



- Click **Choose File** to select the file to be imported. It is recommended that you download the sample file to check the format required for the import file.
- Select the required **Character Encoding** and **File Delimiter** according to your import file.
- Click **Next**.

- In the **Map Fields** page, choose the headers in your import file to be mapped with their corresponding Zoho Books fields.
- Click **Next**.

## Map Fields



Your Selected File : **sample\_projects.xls**

The best match to each field on the selected file have been auto-selected.

### Project Details

ZOHO BOOKS FIELD	IMPORTED FILE HEADERS
<b>Project Name*</b>	Project Name X v
Description	Description X v
<b>Billing Type*</b>	Billing Type X v
Project Cost	Project Cost X v
<b>Currency Code*</b>	Currency Code X v
Budget Type	Budget Type X v
Budget Amount	Budget Amount X v

- Check the summary of your import in the **Preview** screen.
- Click **Import**.

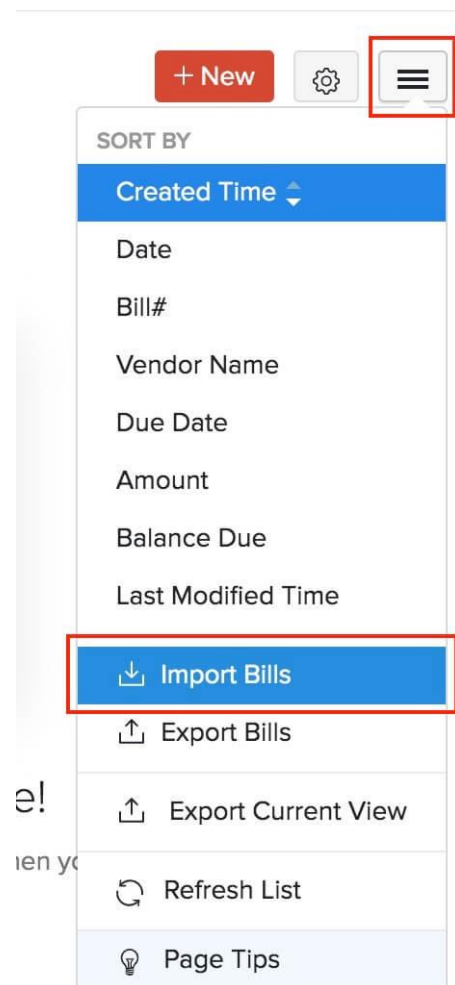
Once you've imported your projects, you can import their tasks and timesheets similarly. Read in detail about how [projects](#) and [timesheets](#) work in Zoho Books.

## Import Purchase Transactions

Zoho Books has dedicated modules for the different purchase transactions such as Expenses, Bills, Purchase Orders, and Payments Made. You can import just the modules that you require for your business.

Let us take a look at how to import bills into Zoho Books:

- Click the **Purchases** module from the left sidebar.
- Select **Bills**.
- Click the **Hamburger** icon in the top-right corner.
- Select **Import Bills**.



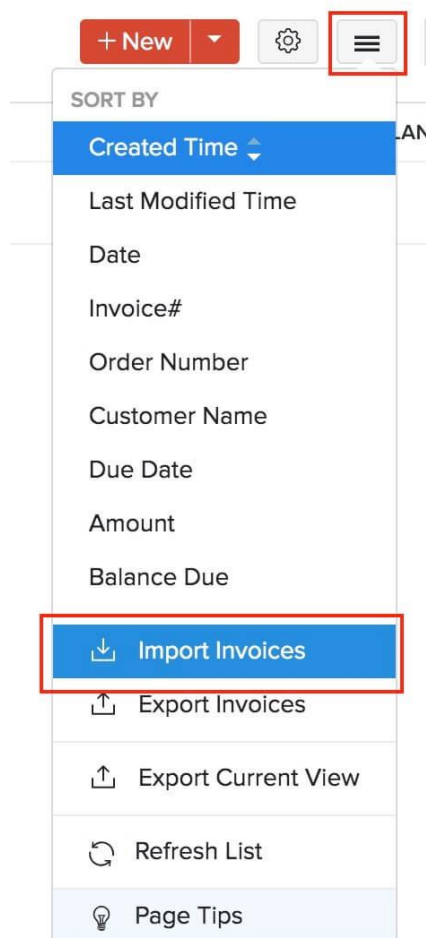
Then, follow similar steps as mentioned in previous sections to import files ([read more about importing bills](#)). Similarly, you can import the other purchase transactions and then the payments you've made to vendors.

## Import Sales Transactions

Zoho Books also offers separate modules for the different sales transactions such as Estimates, Invoices, Retainer Invoices, Sales Orders, and Payments Received. You can import just the modules that you require for your business.

Let us take a look at how to import invoices into Zoho Books:

- Click the **Sales** module from the left sidebar.
- Select **Invoices**.
- Click the **Hamburger** icon in the top-right corner.



- Select **Import Invoices**.

Then, follow the similar steps to import files, as mentioned in the previous sections ([read more about importing invoices](#)). Similarly, you can import the other sales transactions and then the payments you've received from customers.

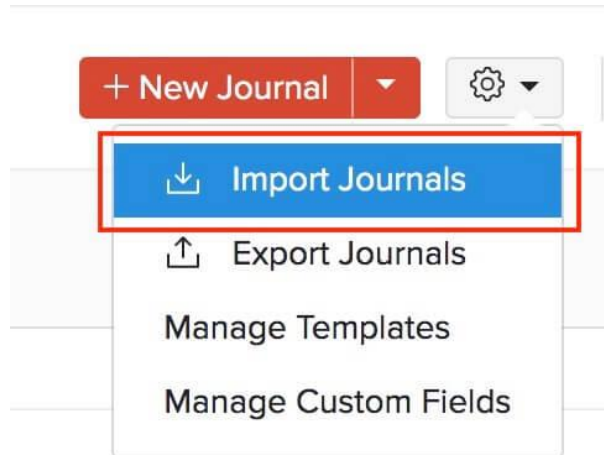
## Import Manual Journals

If you have manual journals, you can import them into Zoho Books as well. Since Zoho Books is a double-entry accounting system, ensure that the total debit and credit amount for a journal is equal.



To import manual journals:

- Click the **Accountant** module from the left sidebar.
- Select **Manual Journals**.
- Click the **Gear** icon in the top-right corner.
- Select **Import Journals**.



Next, follow the similar steps to import files, as mentioned in the previous sections.

## Sync Transactions

After you have imported all the required transactions, it is important that you check if they've been properly synced with the Opening Balances. Only then will you get accurate account values in the Trial Balance report.

If you had imported transactions that are dated on or before the migration date, then you need to sync them manually with the Opening Balances in Zoho Books. To do this:

- Go to **Settings > Opening Balances**.
- The number of transactions that are backdated will be listed here.
- Click **Sync**.

With this final step, your migration process will be completed and you can start exploring the other features offered by Zoho Books.

## What You Can Do after Migrating

Now that you have migrated to Zoho Books successfully, you can customise your organisation further. You can [set up payment gateways](#) to accept online payments or integrate with other apps such as [Zoho CRM](#) and [Zoho Analytics](#).

Zoho Books also has many features that you can utilize to streamline your accounting process, here's some of them to get you started:

- [Transaction approvals](#)
- [Auto-charge for recurring transactions](#)
- [Template customisation](#)
- [Payment reminders](#)
- [Customer Portal](#) and [Vendor Portal](#)

### **Points to remember during migration**

- We don't directly support importing your deposits, fund transfers etc., from your existing accounting system. But, you must enter or update the entries in Zoho Books accordingly so that all your accounts match.
- When importing a file, ensure that you map the fields properly and get rid of unnecessary commas, blank columns etc., and special characters like apostrophes, asterisks etc.
- If you have imported all your invoices or bills, ensure that appropriate statuses are maintained even after the migration.
- Please note while you import your files into Zoho Books, the value in the field should match with the data type supported by Zoho Books. There will be unmapped fields in your import file that would not have been mapped to any Zoho Books field. Hence, if you want these fields to be imported, the column header(s) should be mapped properly.
- You'll not be able to import the data backup files of a Zoho Books organisation into a new Zoho Books organisation