zenoziva

Zenoziva ERP Guidebook for CA practices

Your clients' books, banks, GST and TDS, month-end and your own practice, in one system: step by step, screen by screen.

> Every firm, client company, person, PAN, GSTIN and amount on the screens in this guide is fictional demo data from our CA-practice demo.

Edition 3, November 2026. Zenoziva ERP 16 with the CA-practice set-up and the client app.
Zenoziva Business Solutions Private Limited · zenoziva.com

About this guide

This guide shows how a chartered accountants' firm keeps its clients' books in Zenoziva ERP: one site for the firm, one company per client. It follows a working quarter, from opening balances to bank reconciliation, GST and TDS returns, month-end closing and the firm's own fees and filing calendar.

Every screenshot was taken on a working copy of our demo. The firm (Demo Associates), its clients (Sample Traders Pvt Ltd and Sample Tech Services LLP), their customers and suppliers, PANs, GSTINs and amounts are fictional demo data.

Menus, reports, print formats and who sees which client can all be set up to match your firm. For questions, training or changes to your set-up, contact your Zenoziva team through zenoziva.com.

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CHAPTER 1

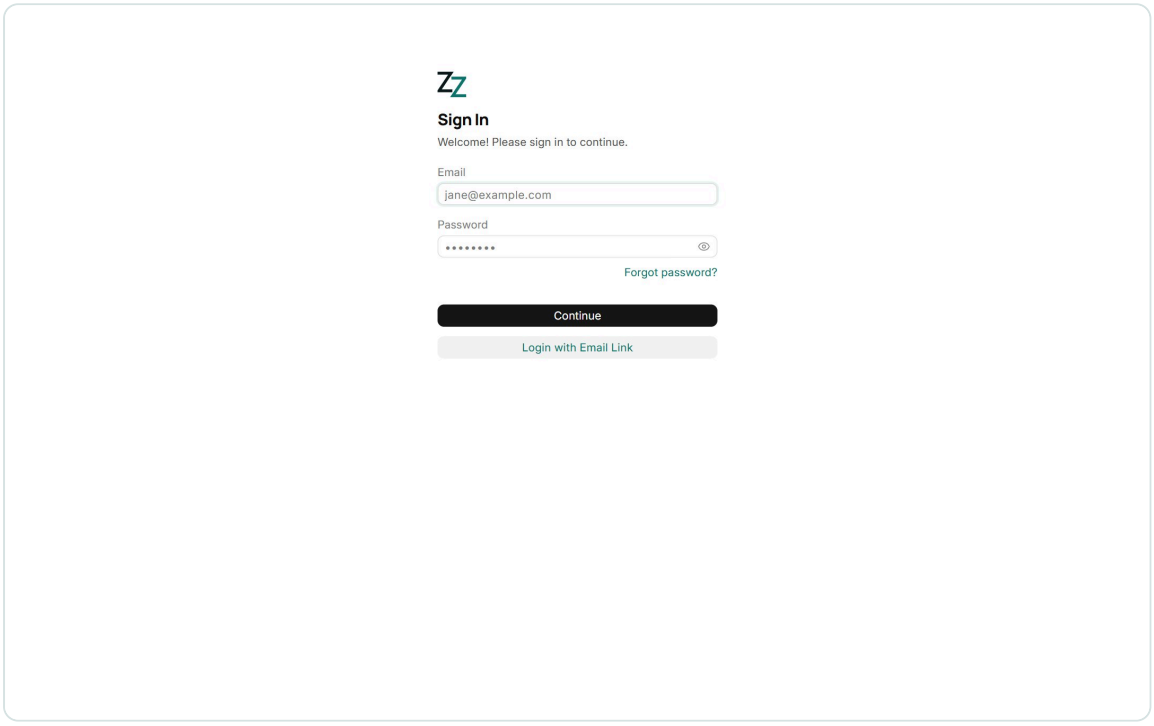
Getting started

For: Everyone in the firm

Each person signs in with their own login and sees the menus for their work. Accountants work from seven menus: Clients, Bookkeeping, Bank reconciliation, GST, TDS, Closing and reports, and Practice.

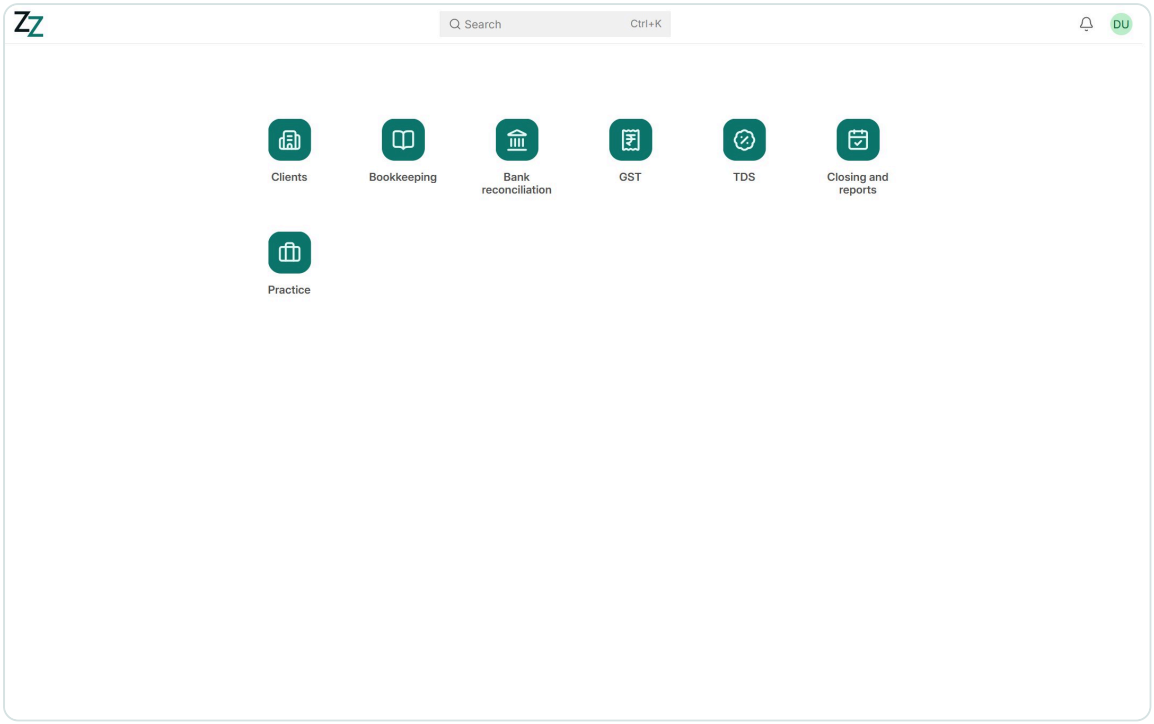
1.1 Sign in

Open your firm's ERP address and sign in with your email and password. Ask your administrator for a login; never share one.



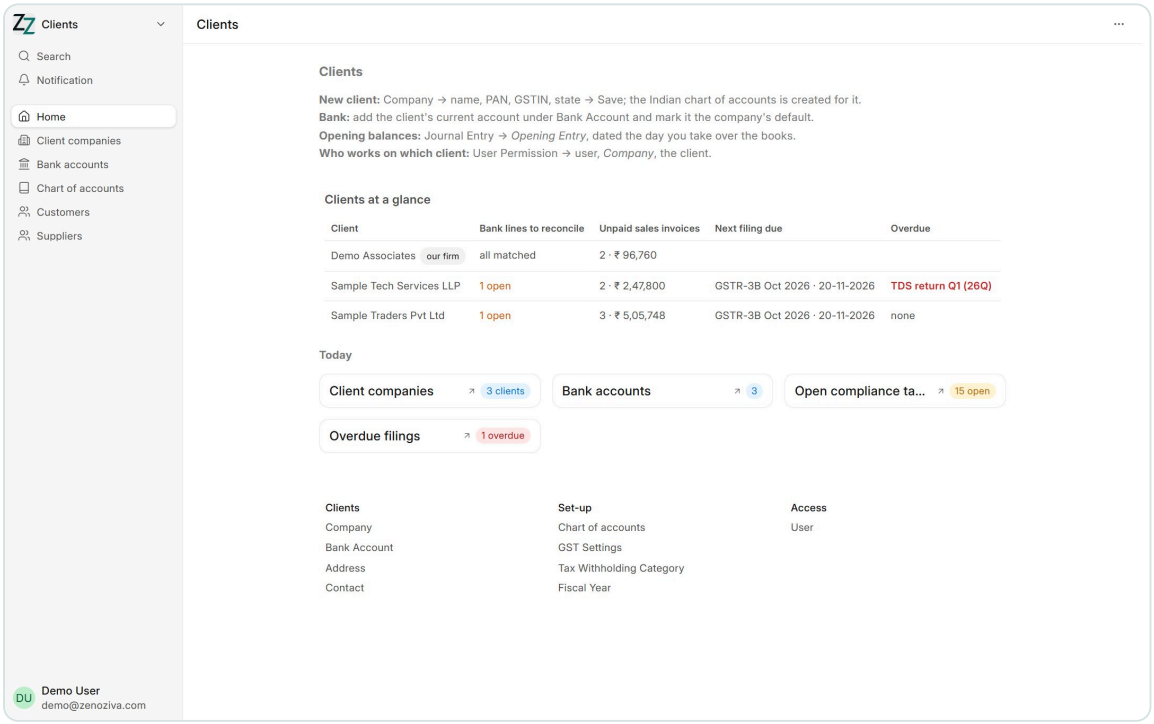
1.2 Your desktop

One tile per menu you may use. Partners and administrators also see the standard ERP modules; accountants see only the practice menus.



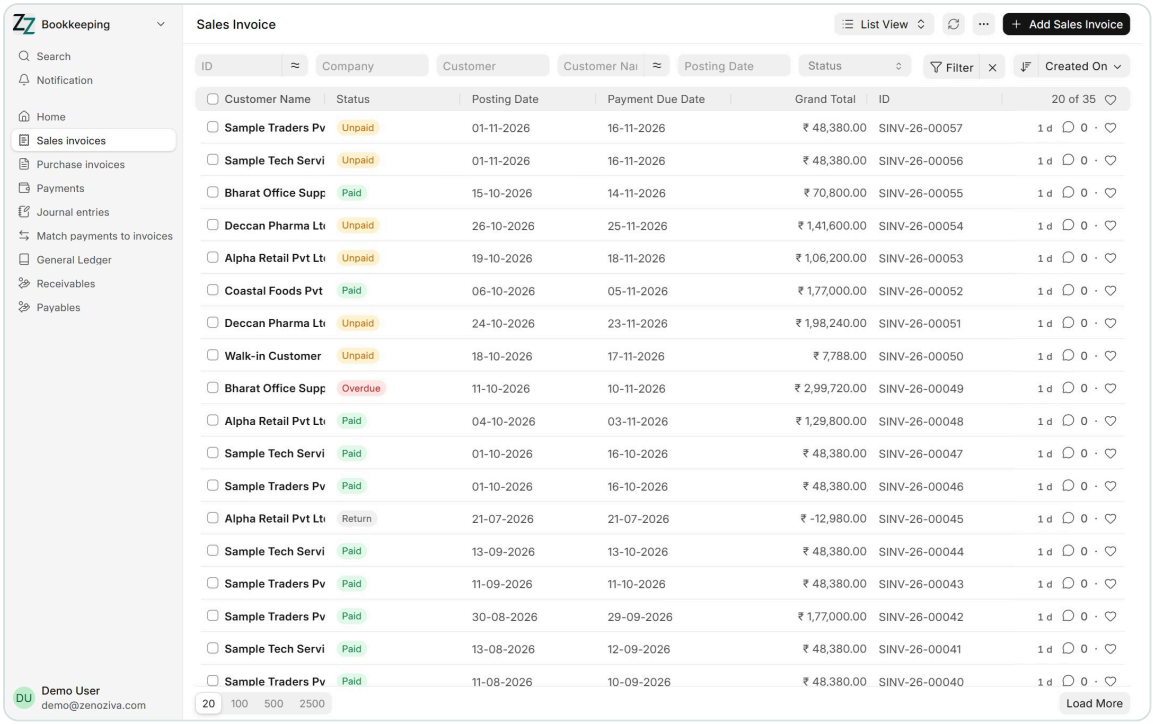
1.3 Clients at a glance

The Clients menu opens with every client in one table: bank lines still to reconcile, unpaid sales invoices, the next filing due and anything overdue. Click any figure to open the records behind it.



1.4 Lists

Every list can be filtered (for example by company), sorted and searched. Click a row to open it; **+ Add** creates a new one.



CHAPTER 2

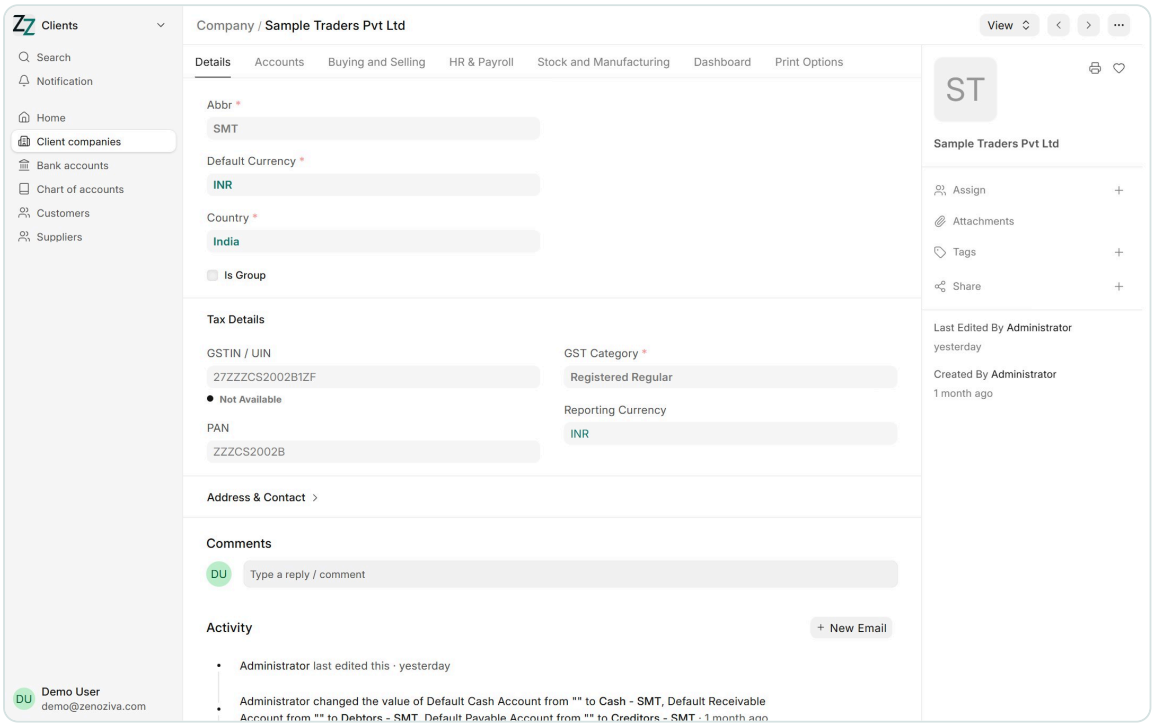
Clients and onboarding

For: Partners, senior accountants

Each client is a company in the ERP with its own chart of accounts, GST registration, bank accounts and books. Taking over a client's books starts with these records.

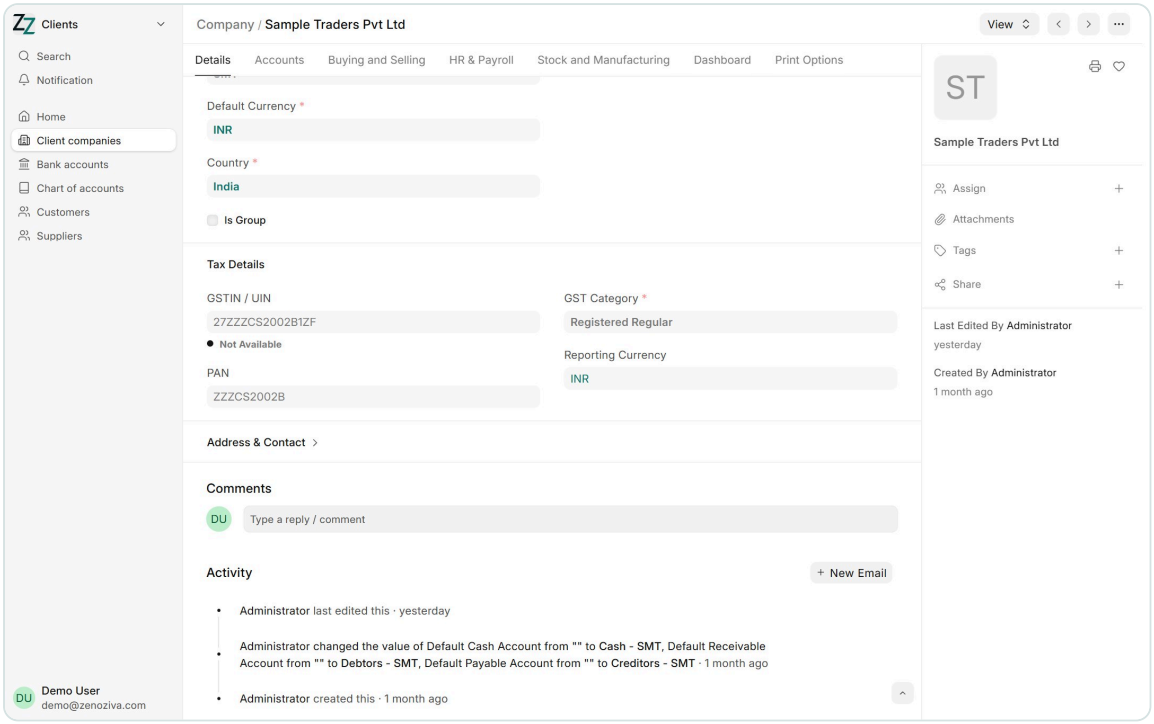
2.1 The client company

Clients › **Client companies**. A new company gets the Indian chart of accounts, a fiscal year and its default accounts.



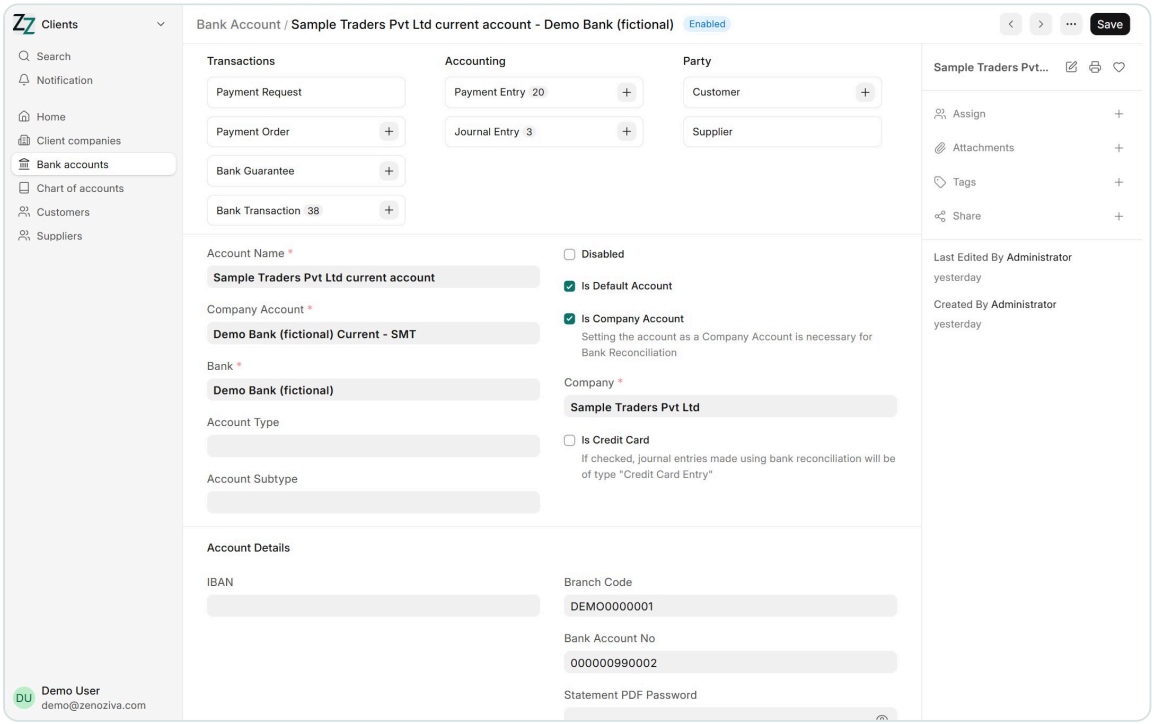
2.2 GSTIN and PAN

Under **Tax Details**: the client's GSTIN, GST category and PAN. Invoices, returns and TDS use them from here.



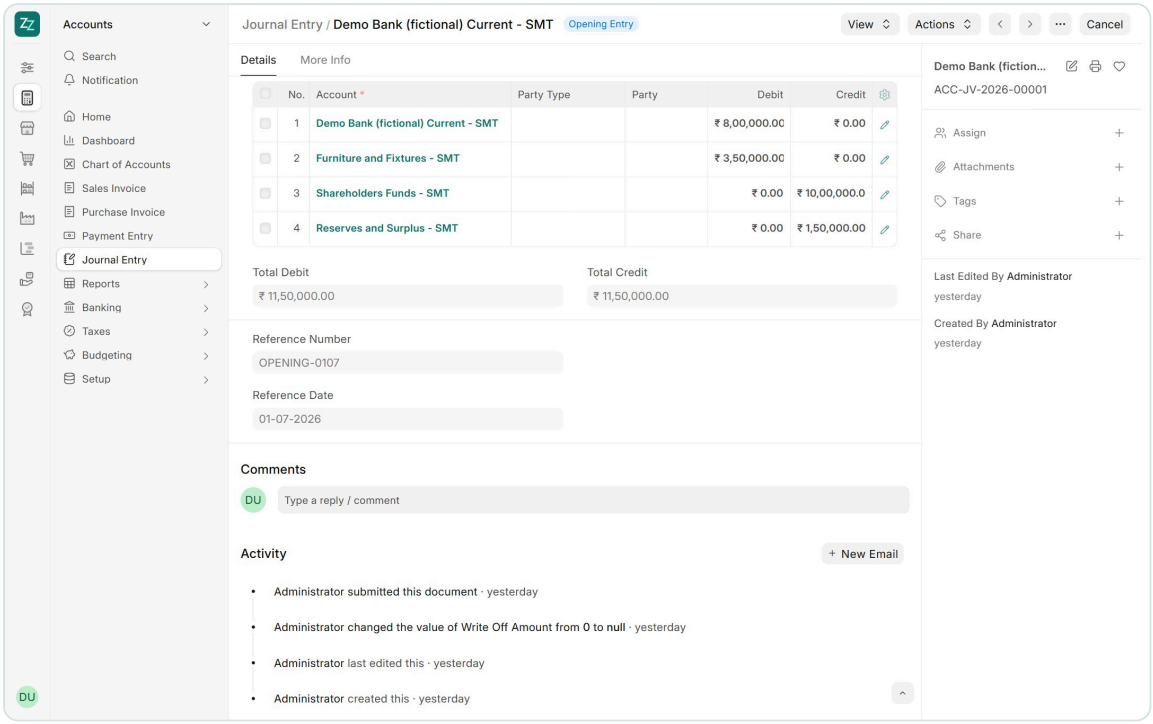
2.3 Bank account

Clients › **Bank accounts**: the client's current account, linked to its ledger and marked as the company's default. Receipts and payments then go through it.



2.4 Opening balances

A **Journal Entry** of type **Opening Entry**, dated the day you take over the books: bank, fixed assets, capital and reserves as at that date.



2.5 Who works on which client

An administrator gives each staff member access to their clients only (**User Permission** on Company). They then see only those clients' books, in every menu and report.

CHAPTER 3

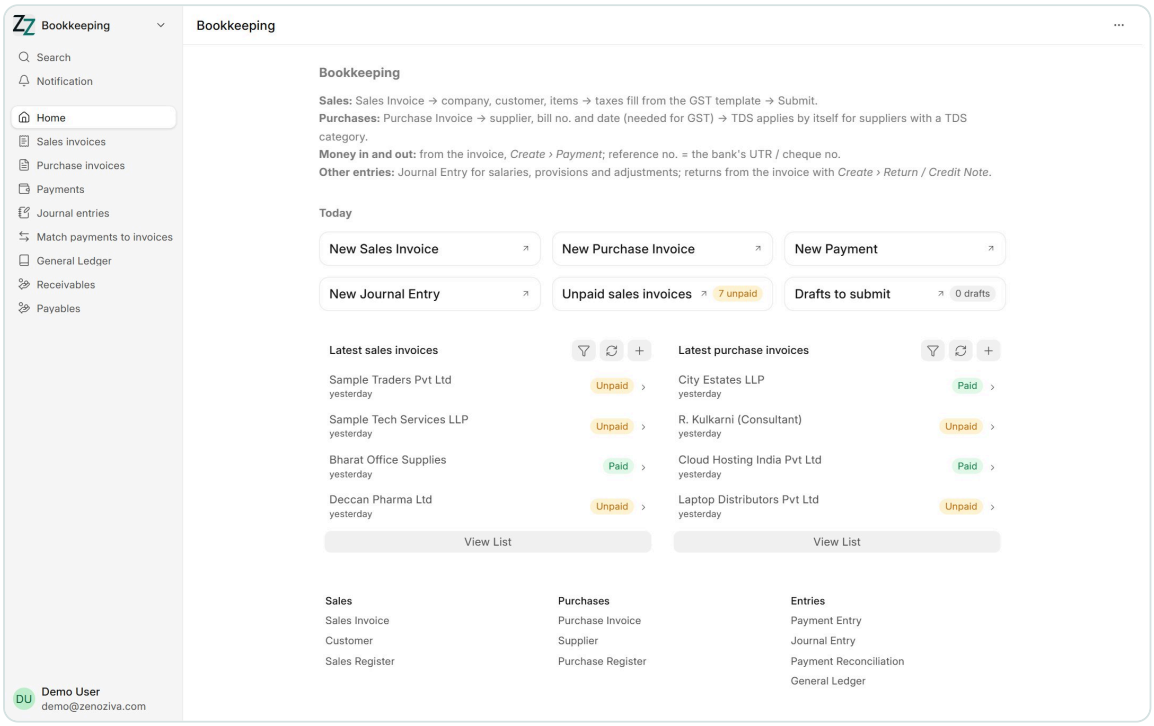
Bookkeeping

For: Accountants, article assistants

Sales, purchases, receipts, payments and journals for each client. GST and TDS are worked out on the documents themselves, so the returns come straight from the books.

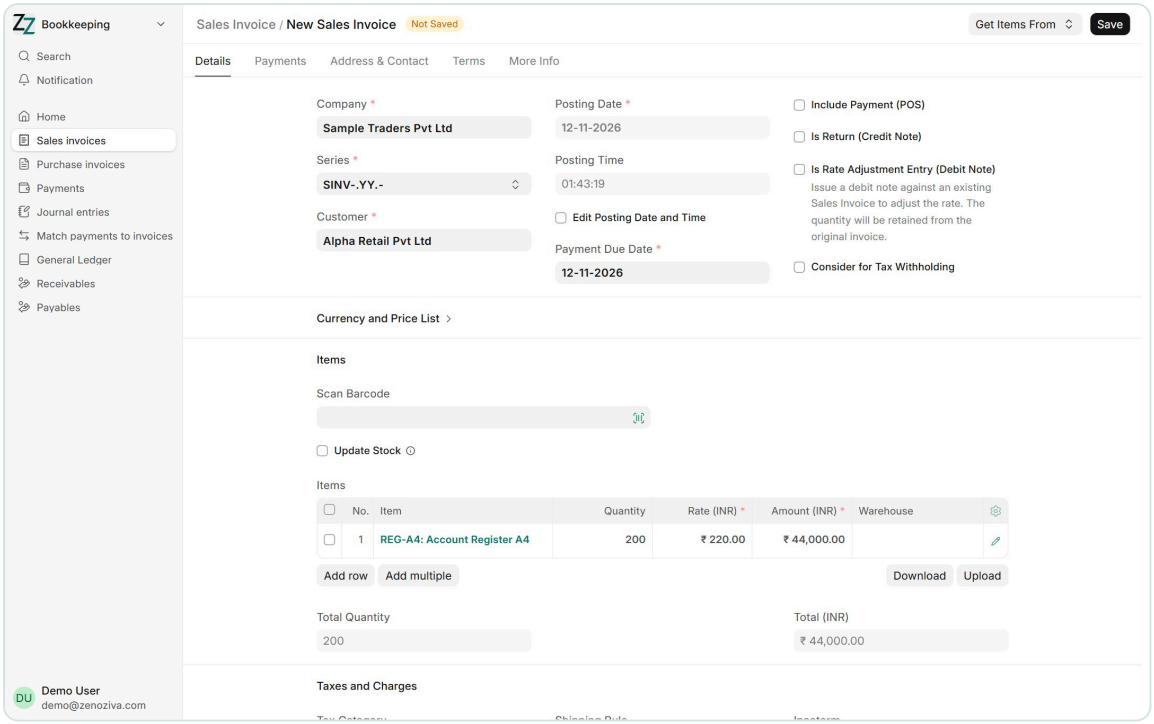
3.1 The Bookkeeping menu

New documents, unpaid invoices, drafts waiting to be submitted and the latest sales and purchases across clients.



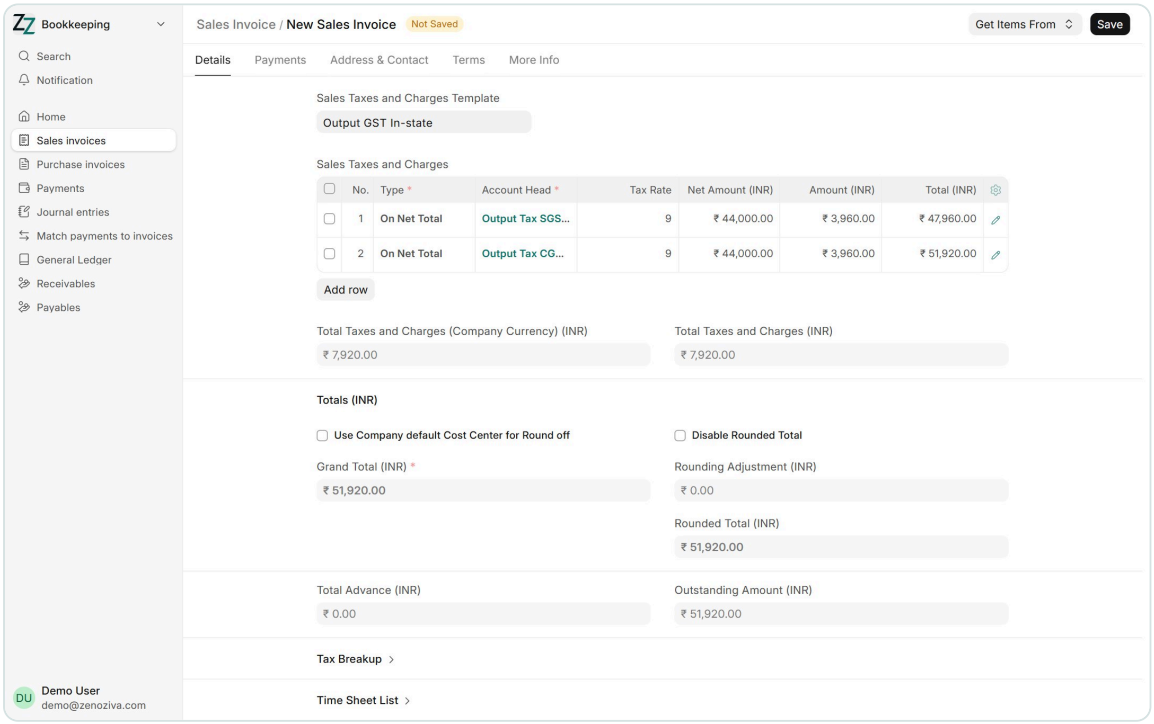
3.2 Sales invoice

New Sales Invoice: choose the client company, the customer and the items. Rates come from the price list.



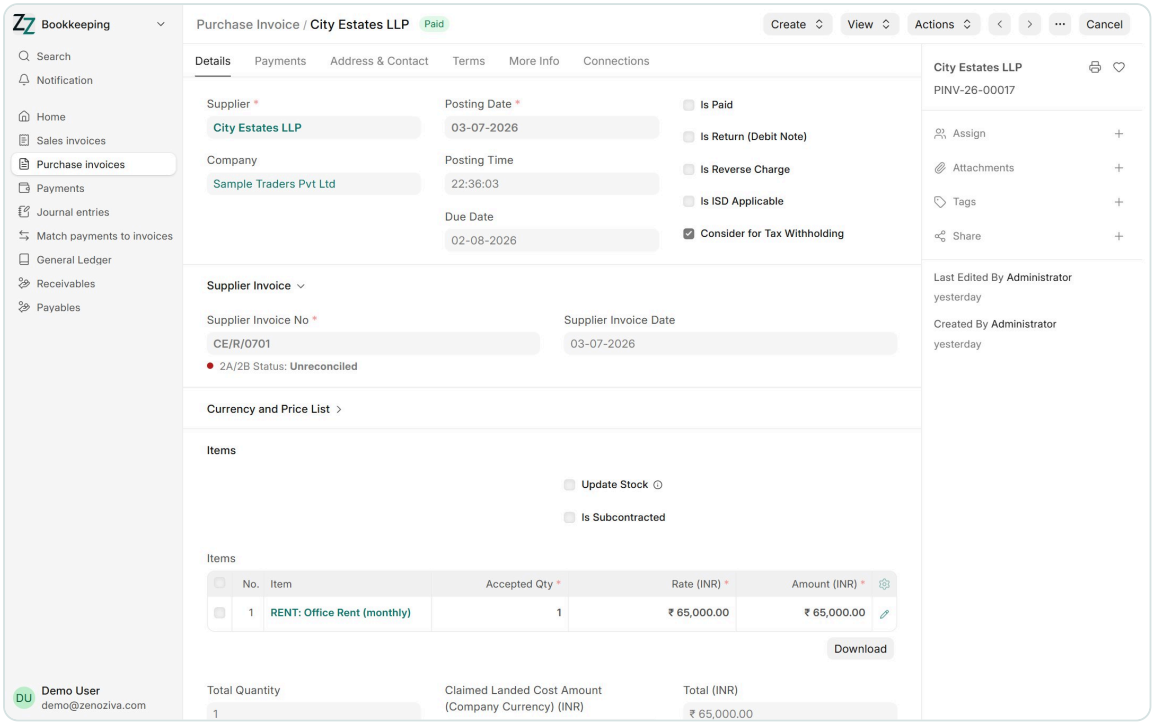
3.3 GST on the invoice

The GST template is picked from the place of supply: CGST and SGST within the state, IGST between states. **Submit** to post it.



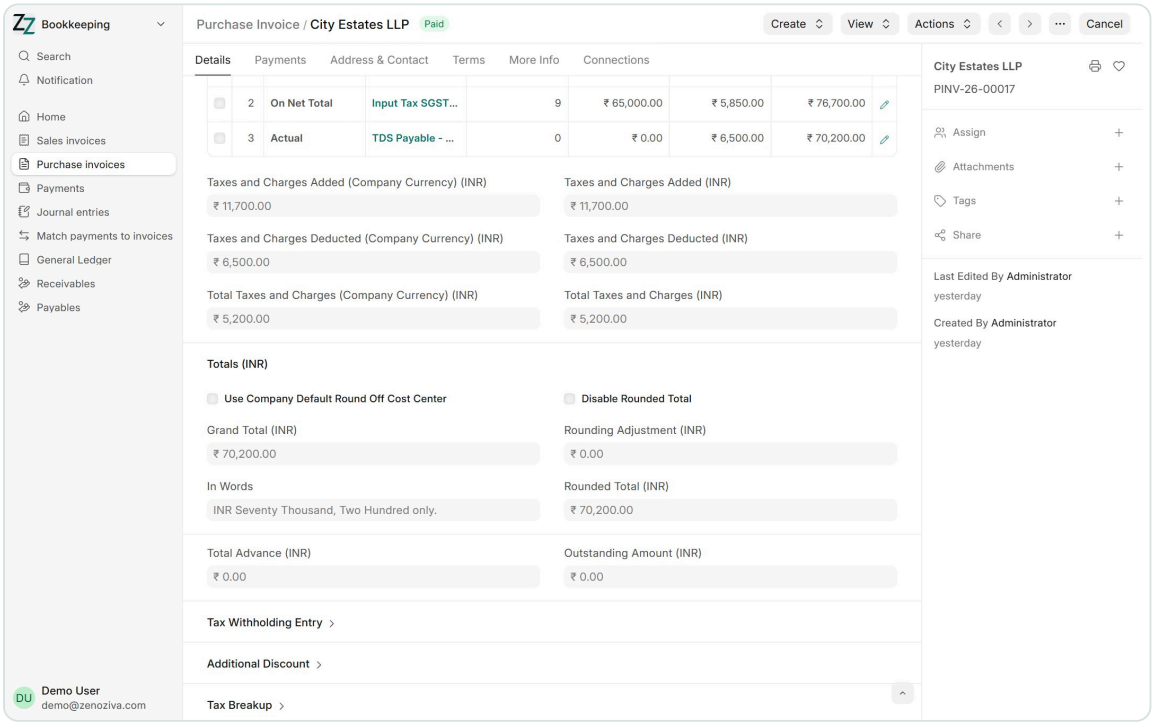
3.4 Purchase invoice

Enter the supplier's bill number and date exactly as on the bill; GST reconciliation matches on them.



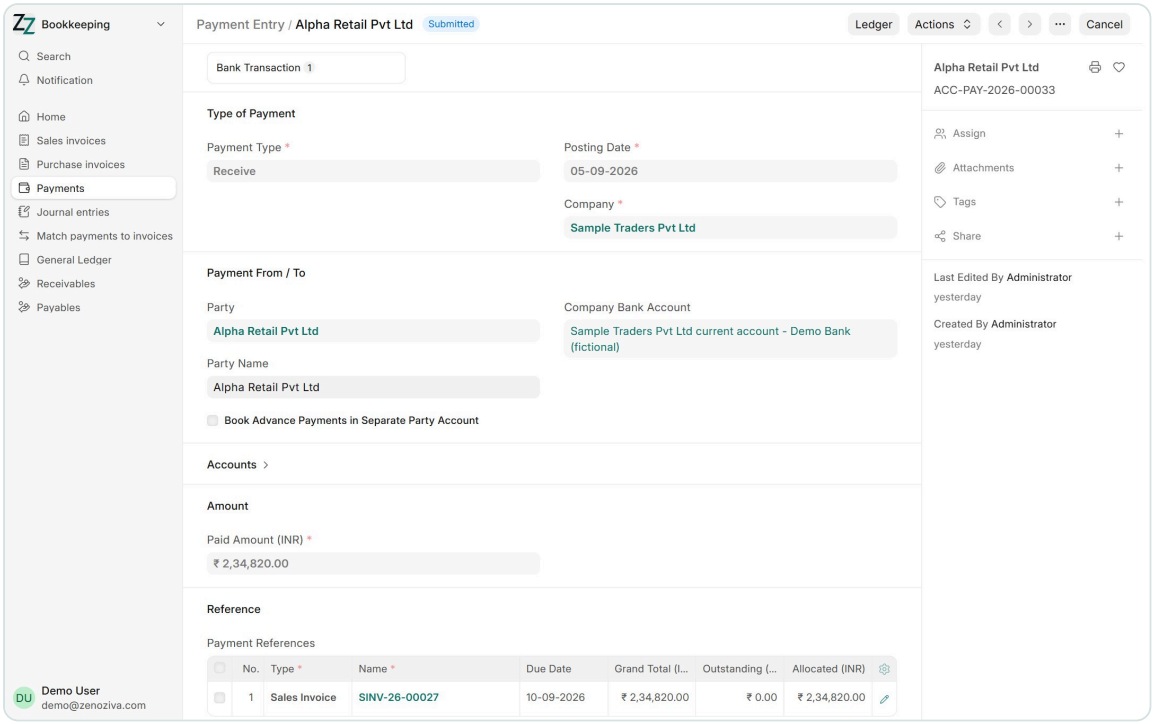
3.5 TDS on purchases

For a supplier with a TDS category (here rent), the invoice deducts TDS by itself above the threshold and shows it under taxes deducted.



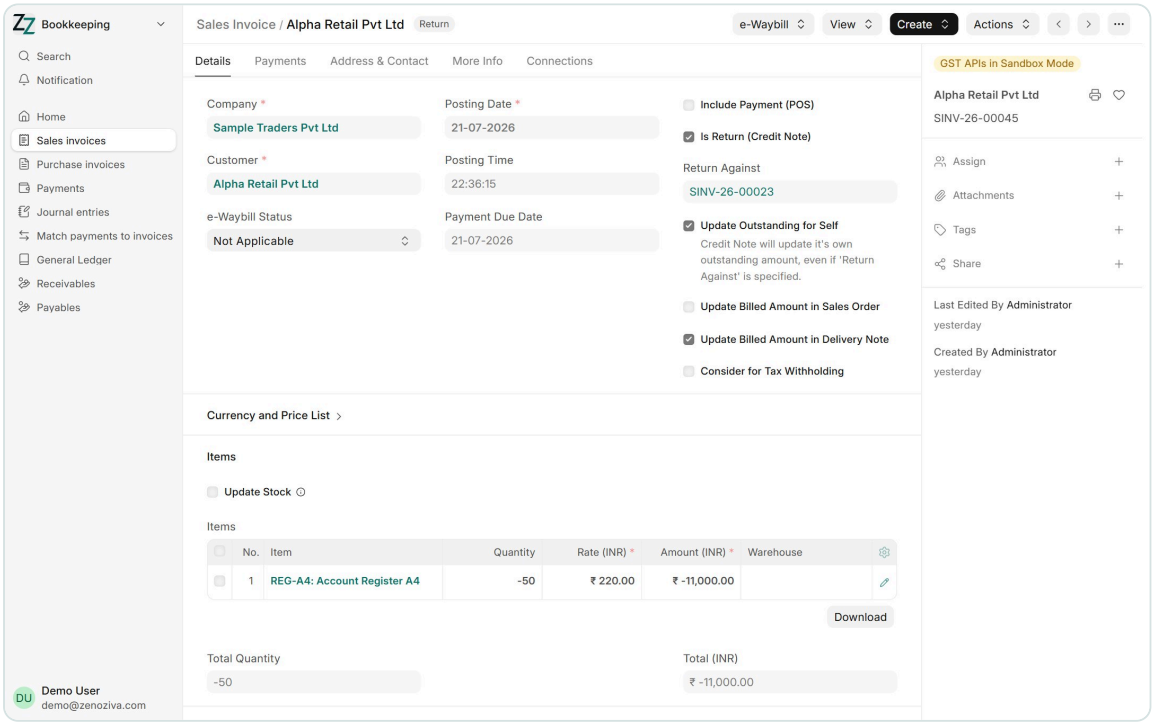
3.6 Receipts and payments

From an invoice, **Create › Payment**. The reference number is the bank's UTR or cheque number; the bank reconciliation matches on it.



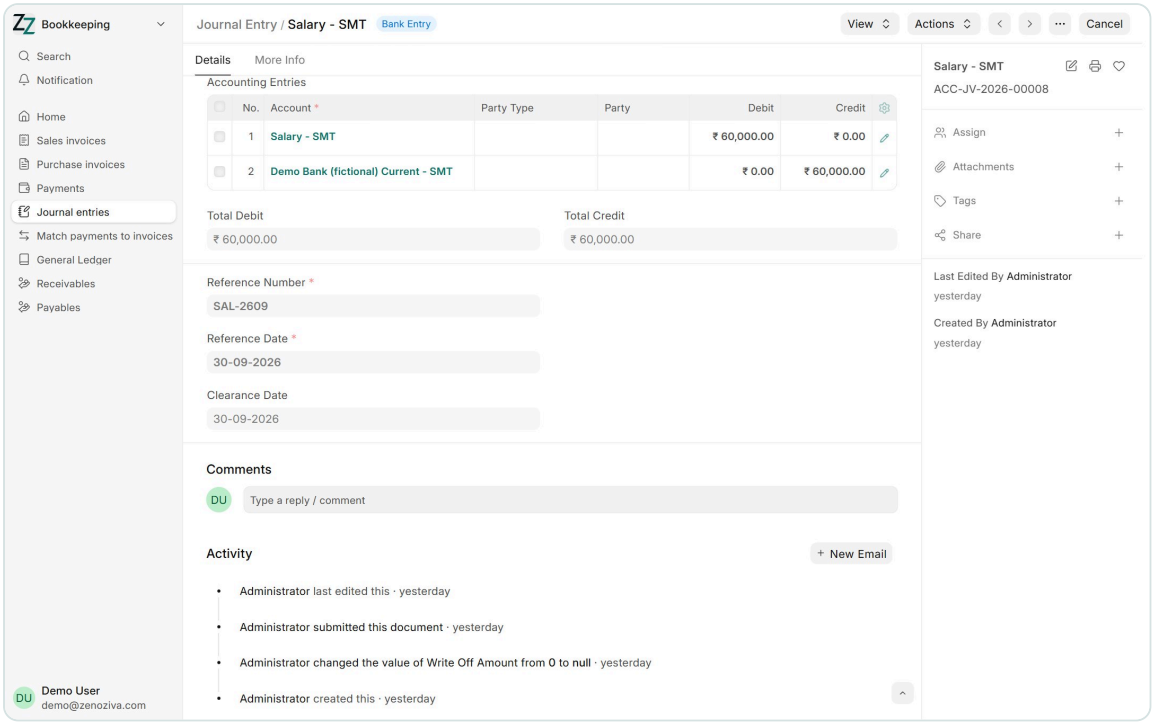
3.7 Credit and debit notes

From the original invoice, **Create › Return / Credit Note**. Purchase returns work the same way as debit notes.



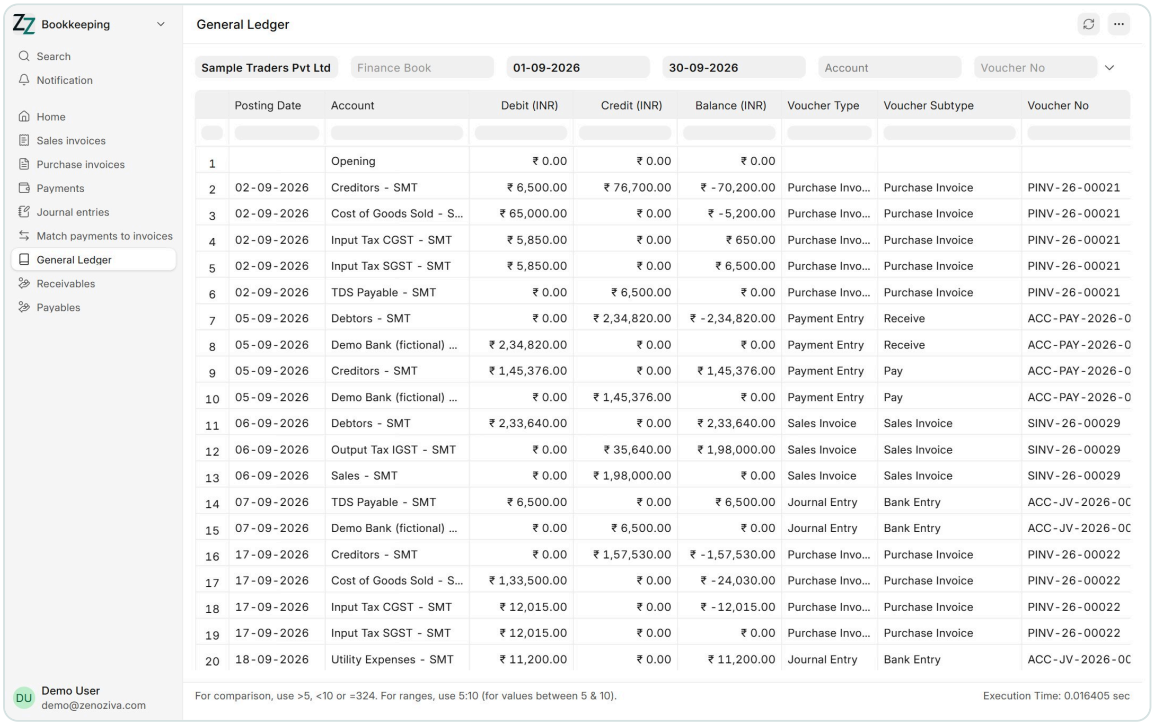
3.8 Journal entries

Salaries, provisions, adjustments: a **Journal Entry** with its debit and credit lines. Bank entries carry the bank reference.



3.9 General Ledger

Every posting for a company and period, with the voucher behind each line. Click a voucher to open it.



CHAPTER 4

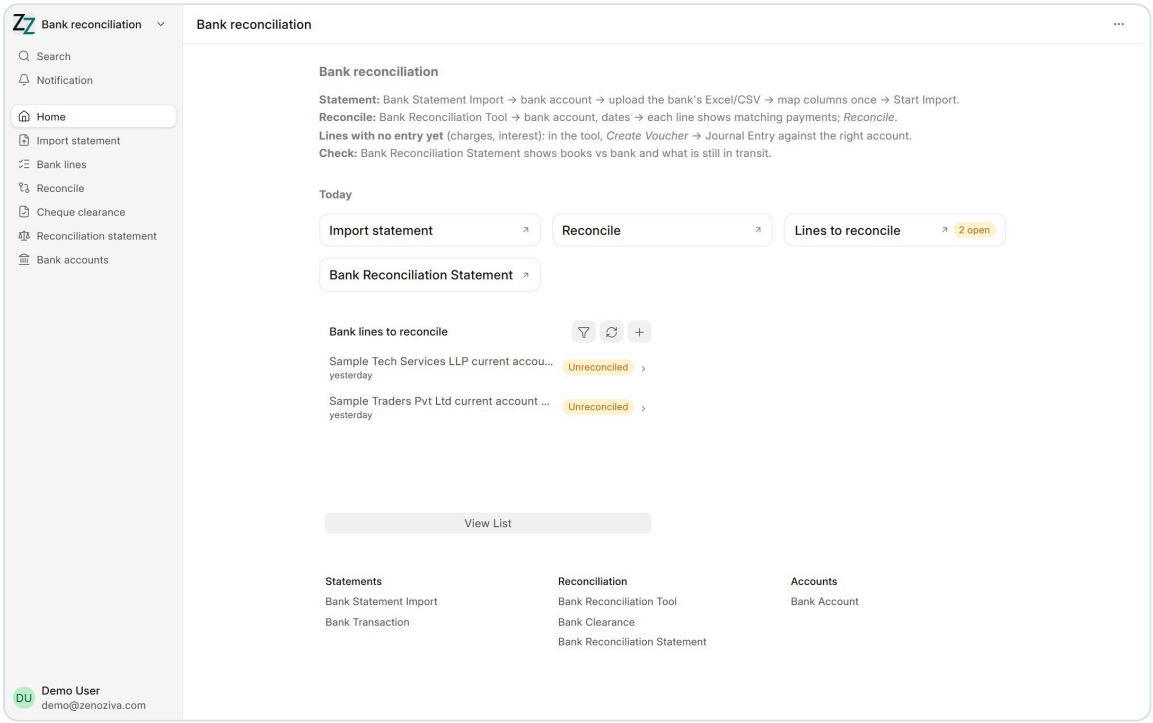
Bank reconciliation

For: Accountants

Bank statements are imported, matched to the receipts and payments in the books, and what the bank shows but the books do not (charges, interest, unknown receipts) is booked from the statement itself.

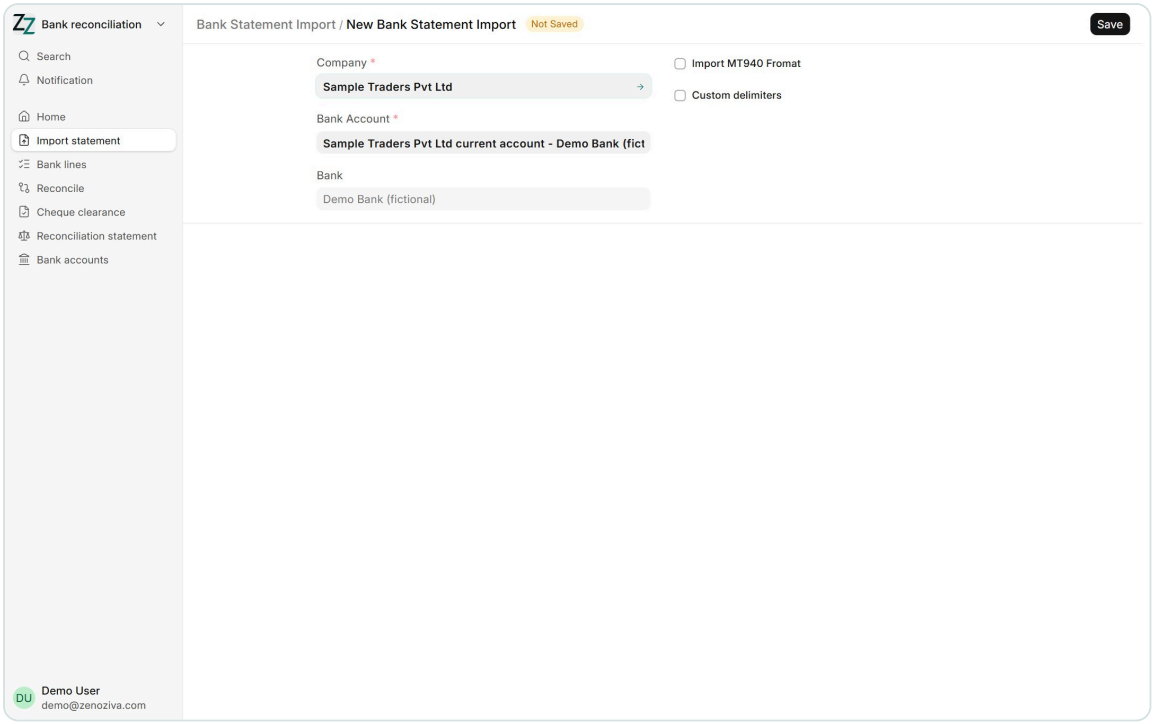
4.1 The Bank reconciliation menu

Statement import, the lines still to reconcile, the reconciliation tool and the reconciliation statement.



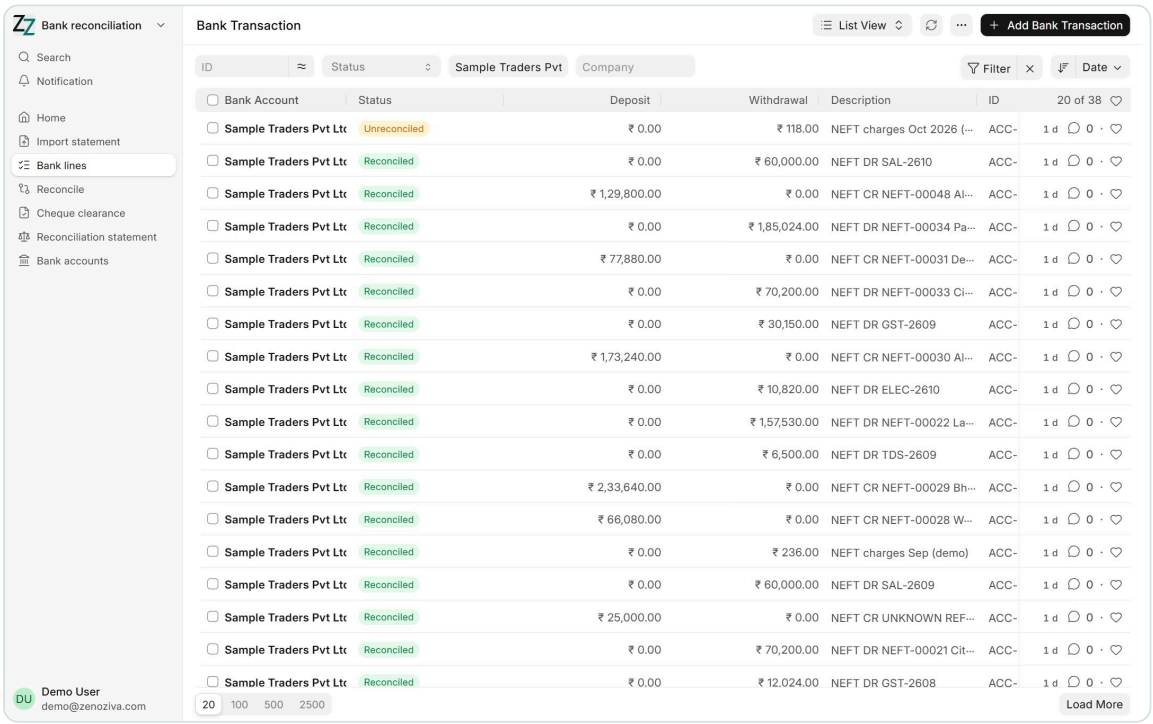
4.2 Import a statement

Bank Statement Import: choose the company and bank account, upload the bank's Excel or CSV, map its columns once, then start the import.



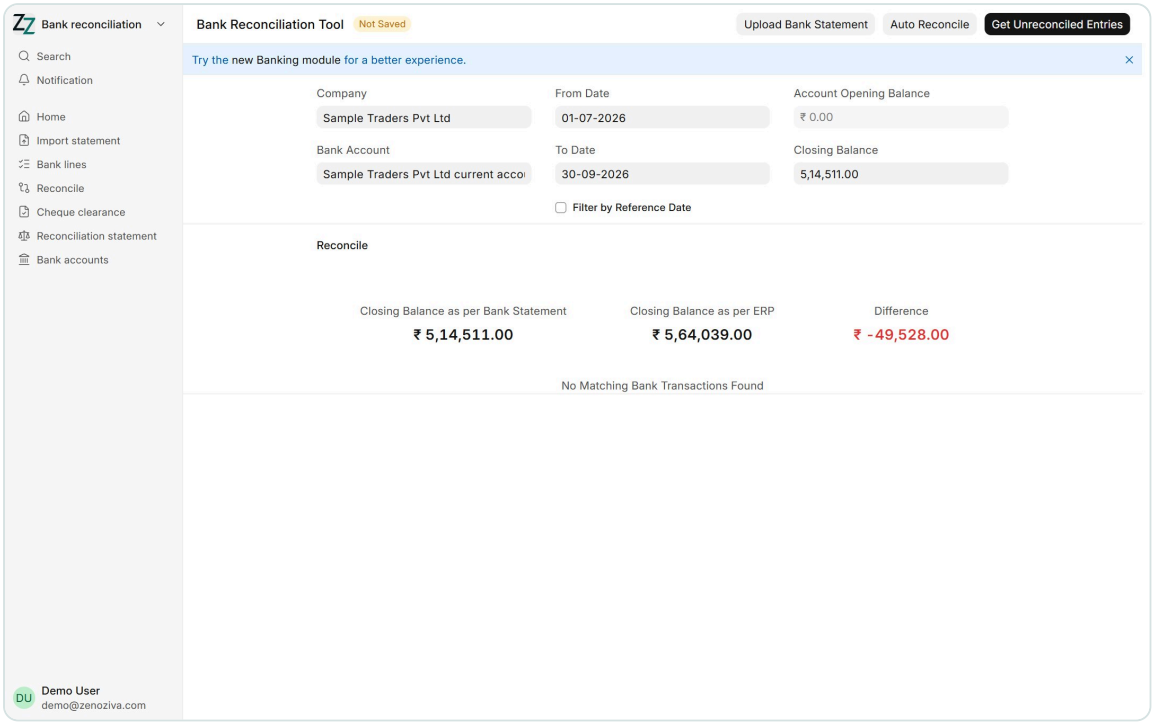
4.3 Bank lines

Each statement line becomes a bank transaction, Reconciled or Unreconciled.



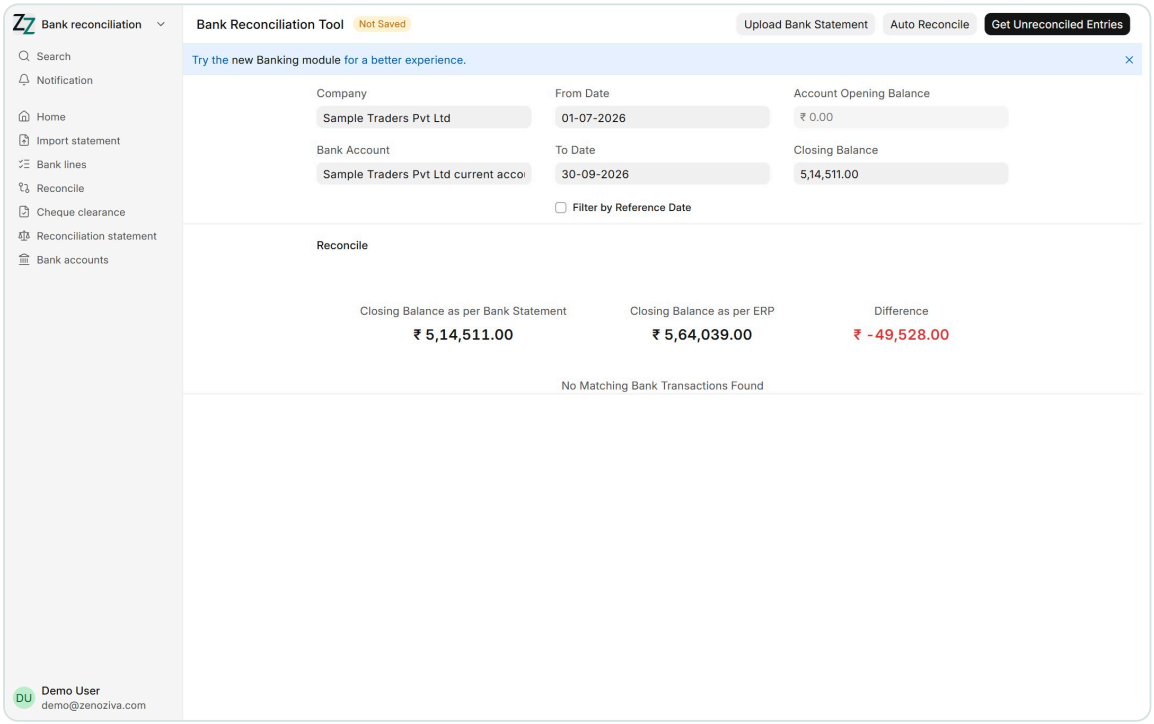
4.4 Reconcile

Bank Reconciliation Tool: company, bank account, dates and the closing balance as per the statement, then **Get Unreconciled Entries**. The difference shows what is still open.



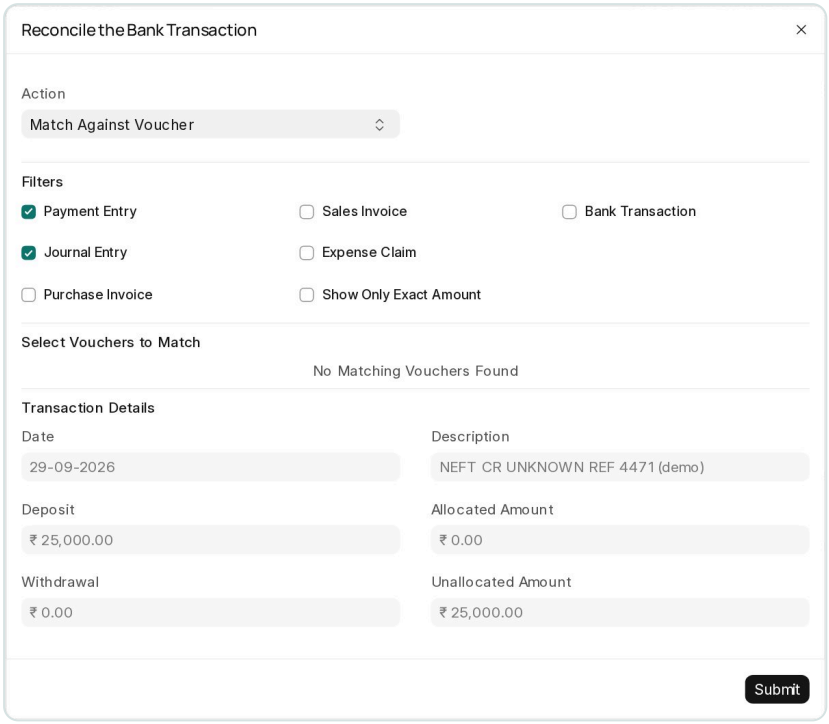
4.5 Open lines

Here an unknown receipt and the month's bank charges are still to be dealt with. **Auto Reconcile** matches the straightforward ones in one go.



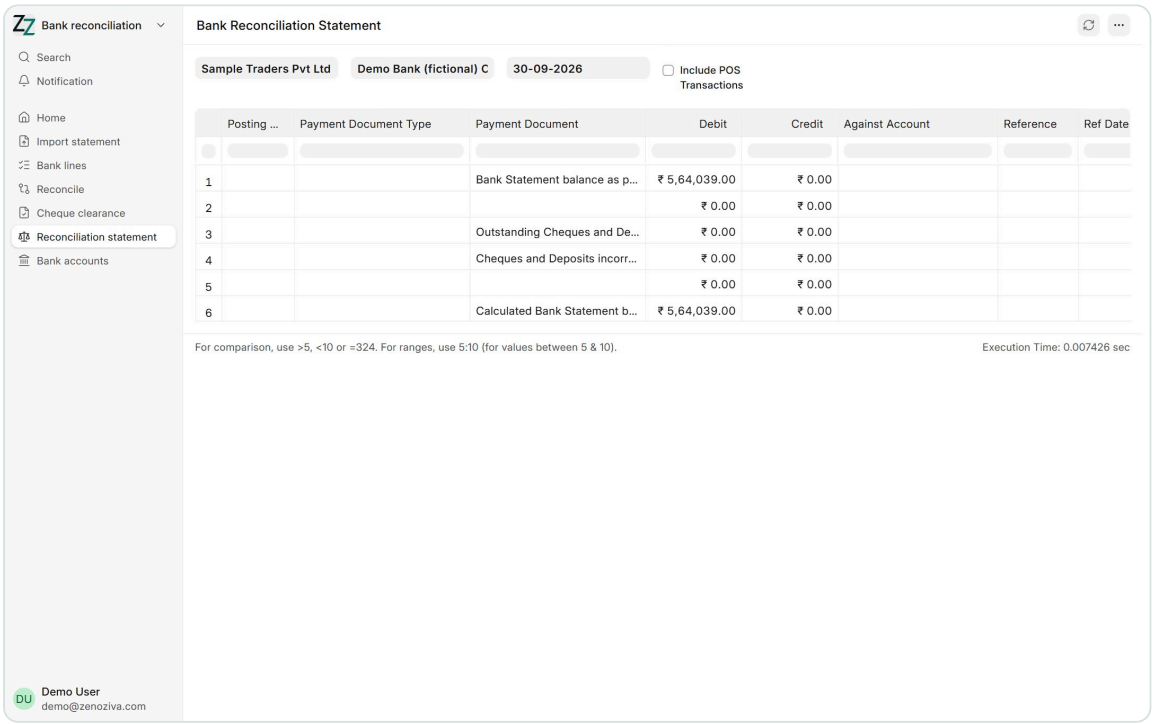
4.6 Match or create

Actions on a line: **Match Against Voucher** picks the receipt or payment it belongs to; for charges and interest, create a voucher against the right account.



4.7 Bank Reconciliation Statement

Books balance against bank balance as on a date, with cheques and deposits not yet cleared.



CHAPTER 5

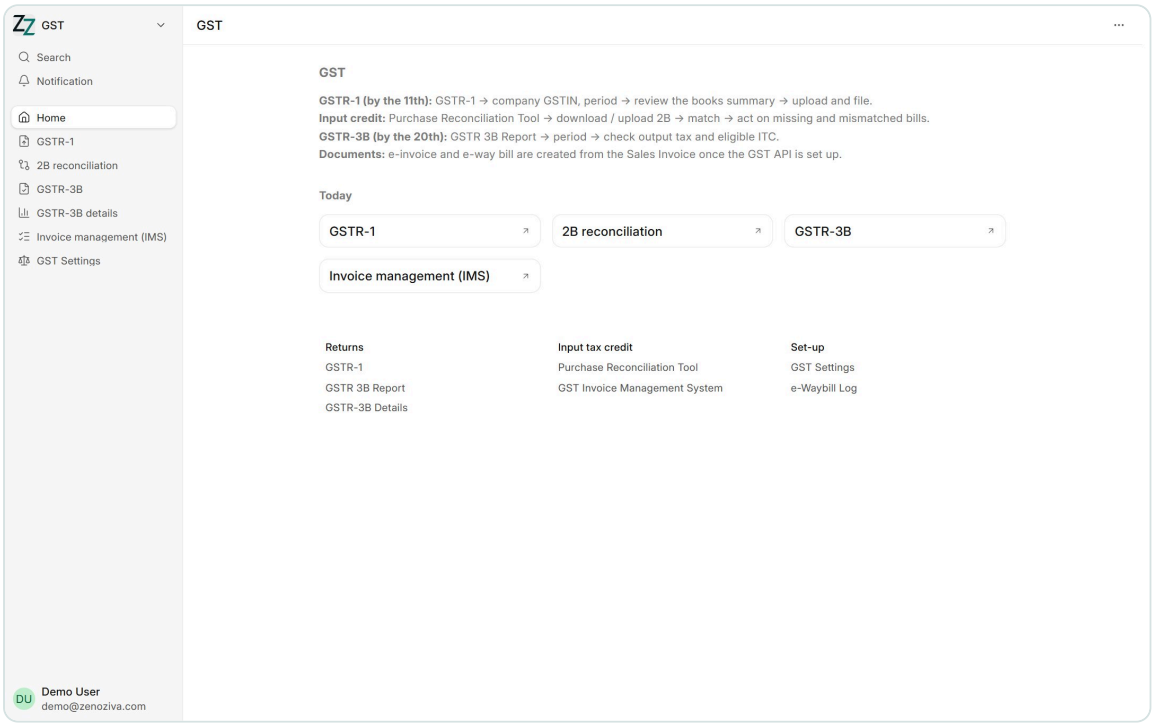
GST returns

For: Accountants

GSTR-1 is prepared from the sales books, purchase invoices are reconciled with GSTR-2B before claiming input credit, and GSTR-3B is checked against both.

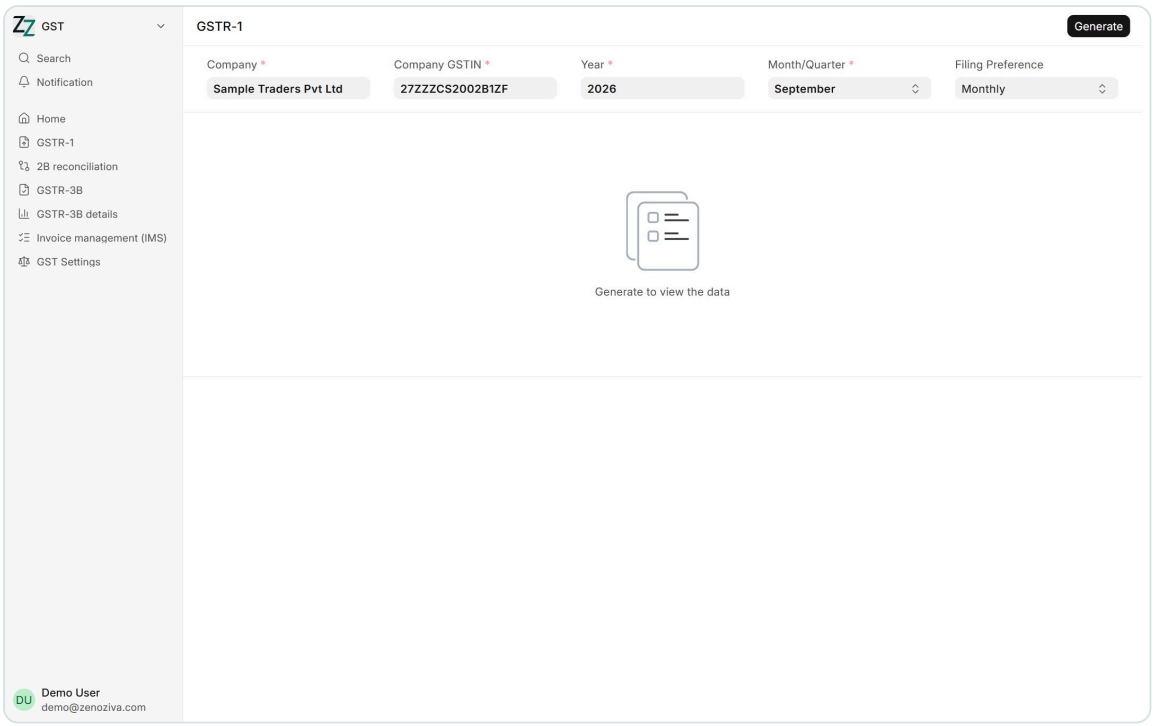
5.1 The GST menu

GSTR-1, 2B reconciliation, GSTR-3B and the invoice management system (IMS), with the due dates as a reminder.



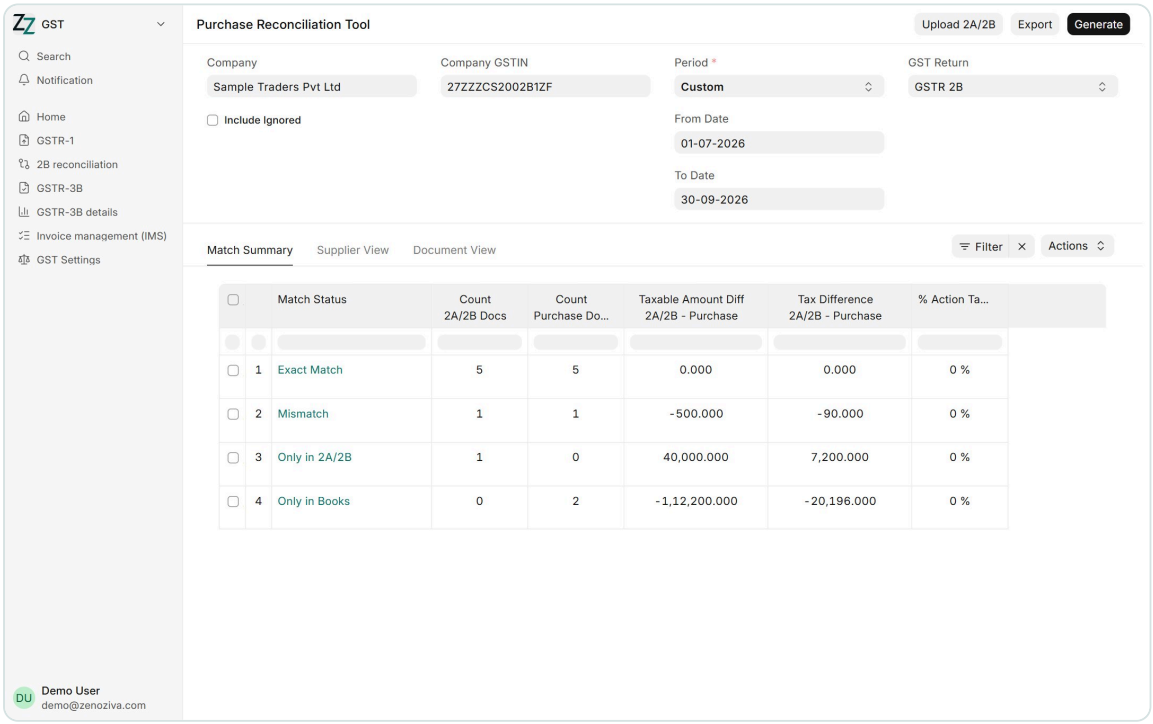
5.2 GSTR-1

GSTR-1: company, GSTIN, year and month, then Generate. The summary of books then shows each section (B2B, B2C, credit notes, documents issued, HSN summary) as it applies, ready to upload and file.



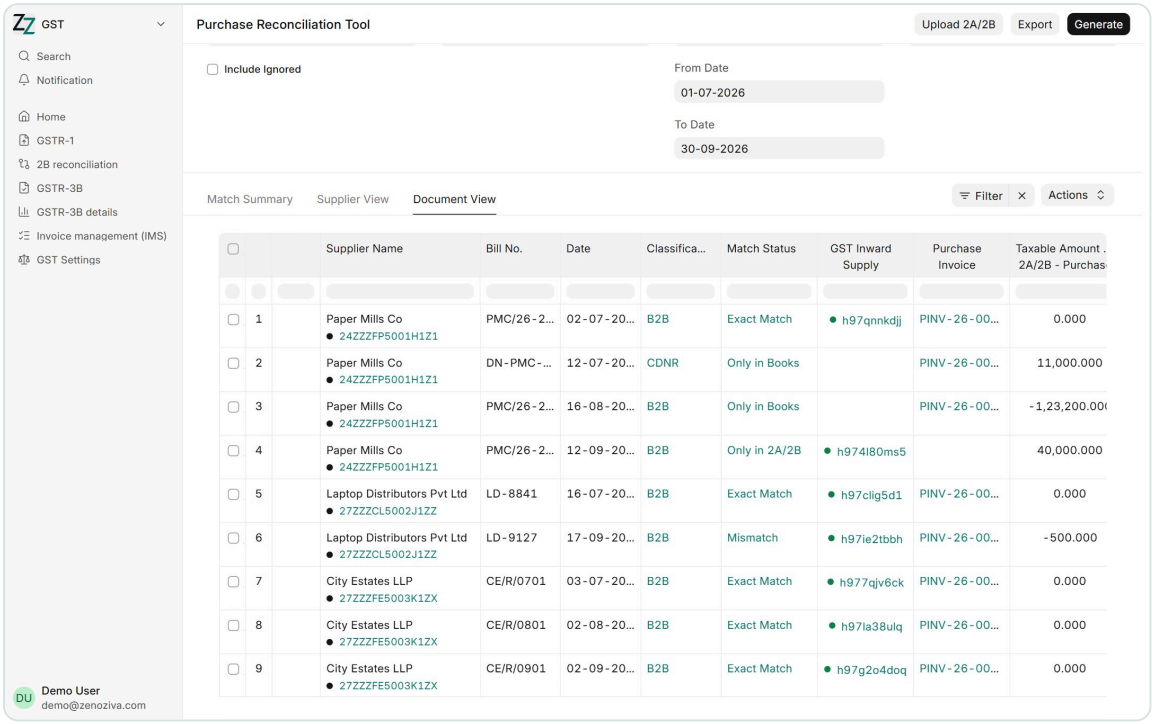
5.3 2B reconciliation

Purchase Reconciliation Tool: company, GSTIN, period and GSTR 2B, then Generate. Bills are sorted into Exact Match, Mismatch, Only in 2A/2B and Only in Books.



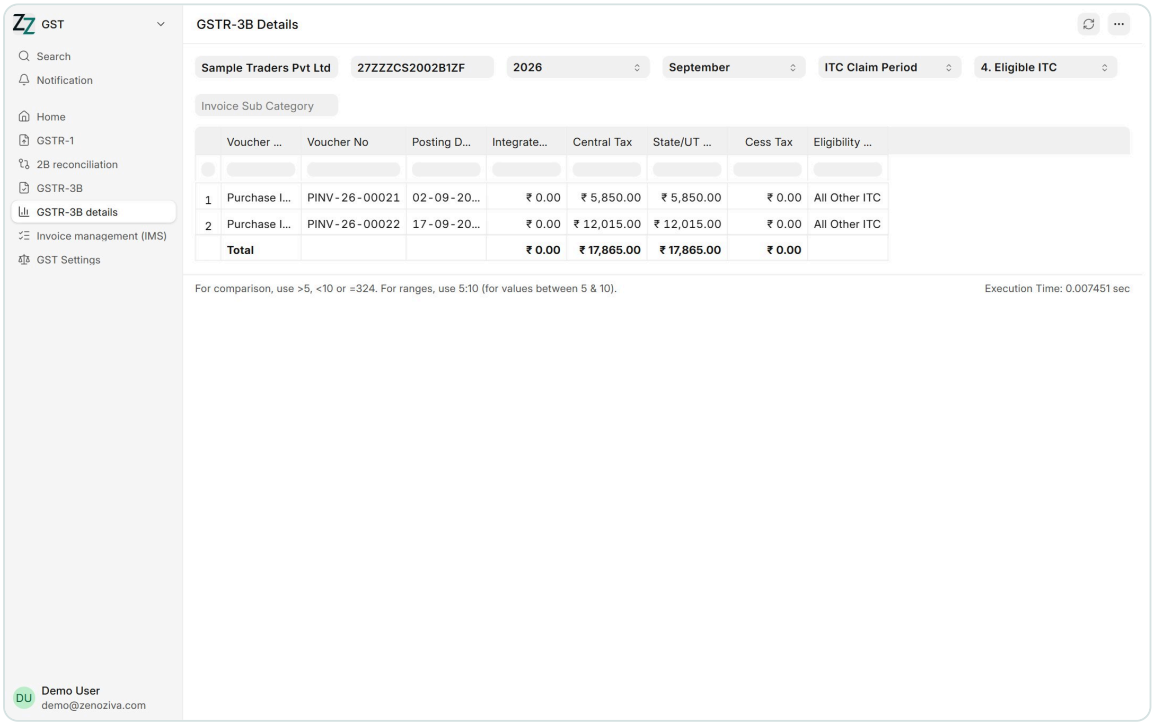
5.4 Bill by bill

Document View lists each bill with what the supplier reported and what you booked. Link, accept or ignore each one, or write to the supplier.



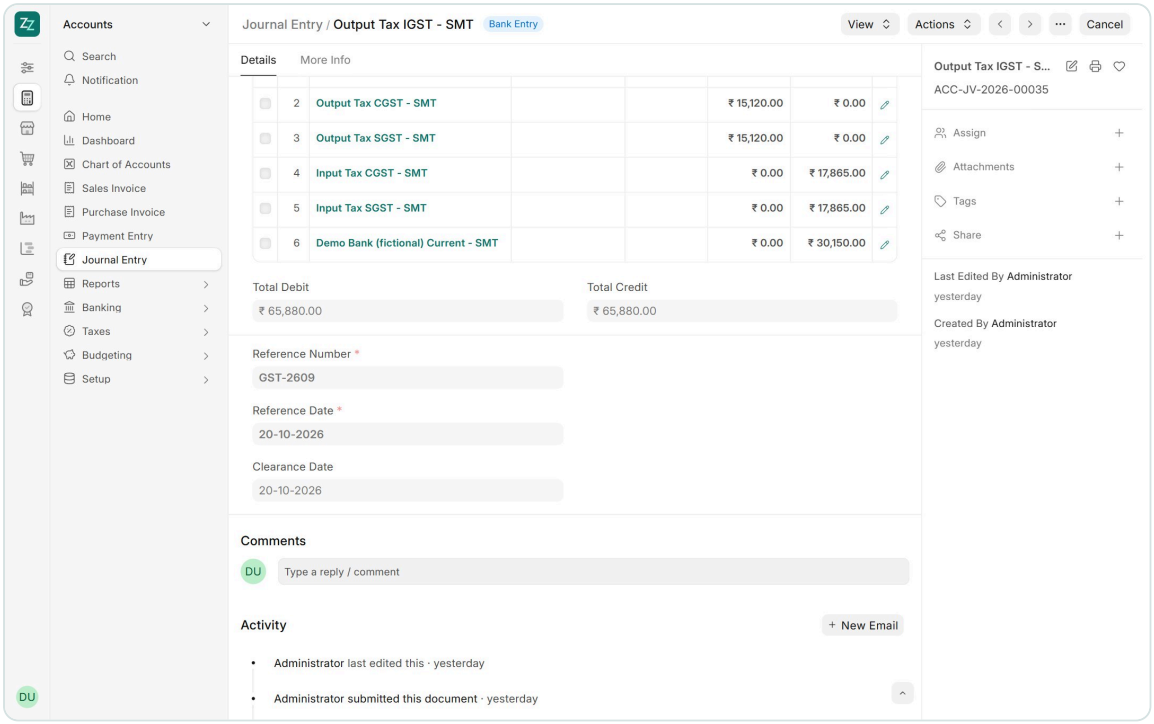
5.5 GSTR-3B input credit

The **GSTR-3B Details** report shows, section by section, the figures that go into 3B, such as eligible ITC by invoice.



5.6 Paying GST

With 3B, output tax is set off against input credit and the balance paid by challan, recorded as a journal entry with the challan reference.



CHAPTER 6

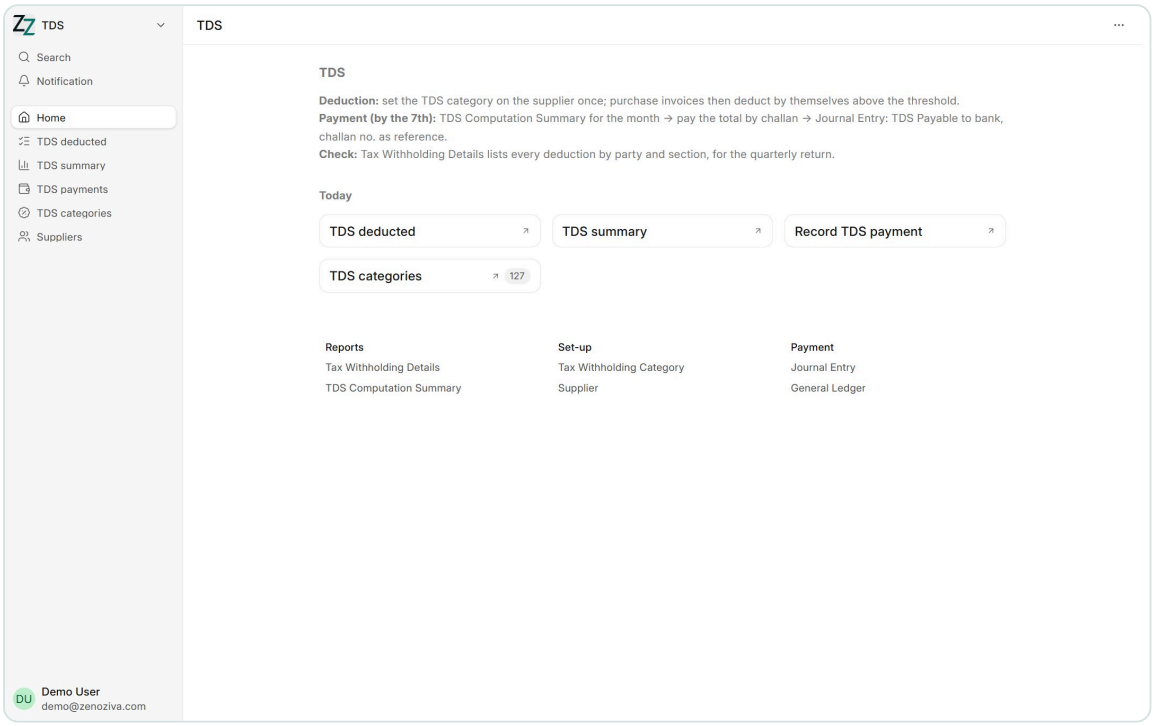
TDS

For: Accountants

TDS is set once on each supplier, deducted by the purchase invoices, paid by challan every month and reported each quarter.

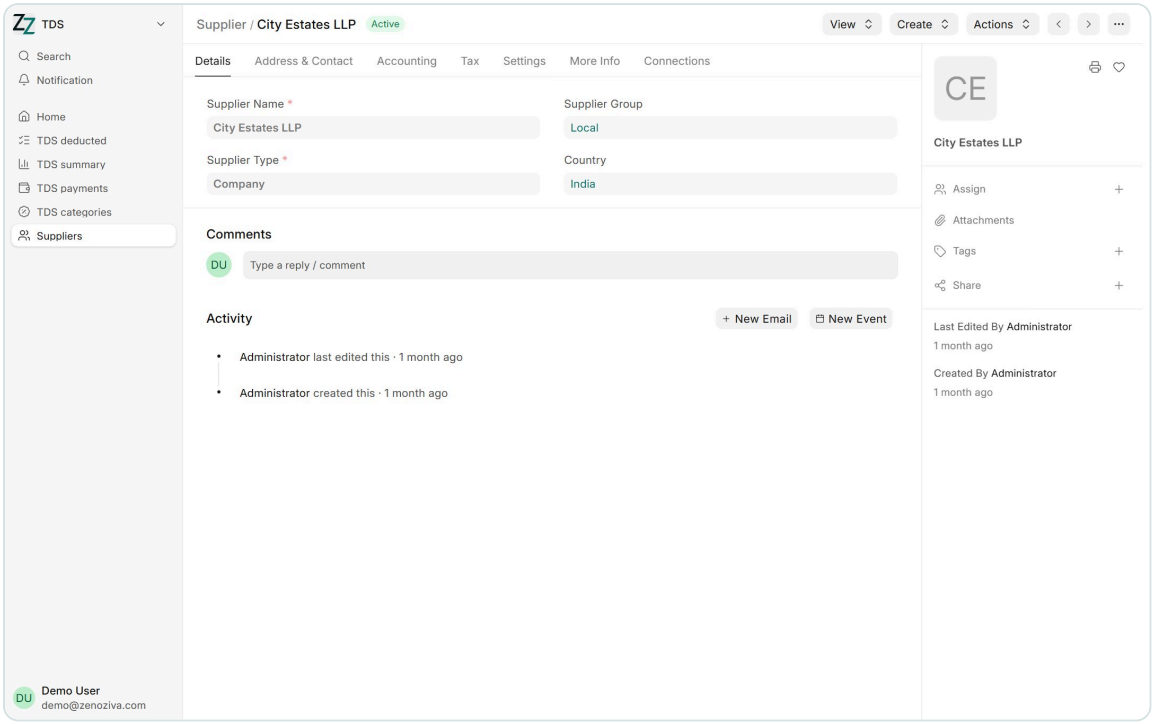
6.1 The TDS menu

Deductions, the monthly summary, recording a payment and the TDS categories.



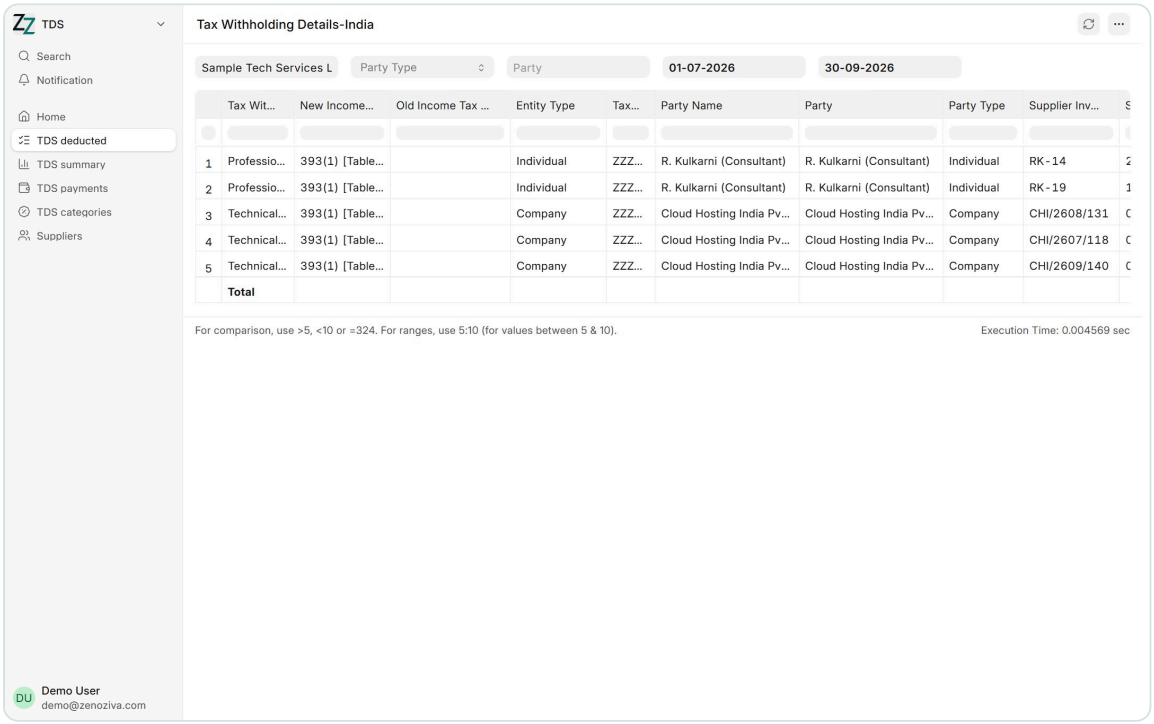
6.2 TDS on the supplier

Set the supplier's **Tax Withholding Category** (for example rent, professional or technical fees) once; their bills then deduct TDS by themselves.



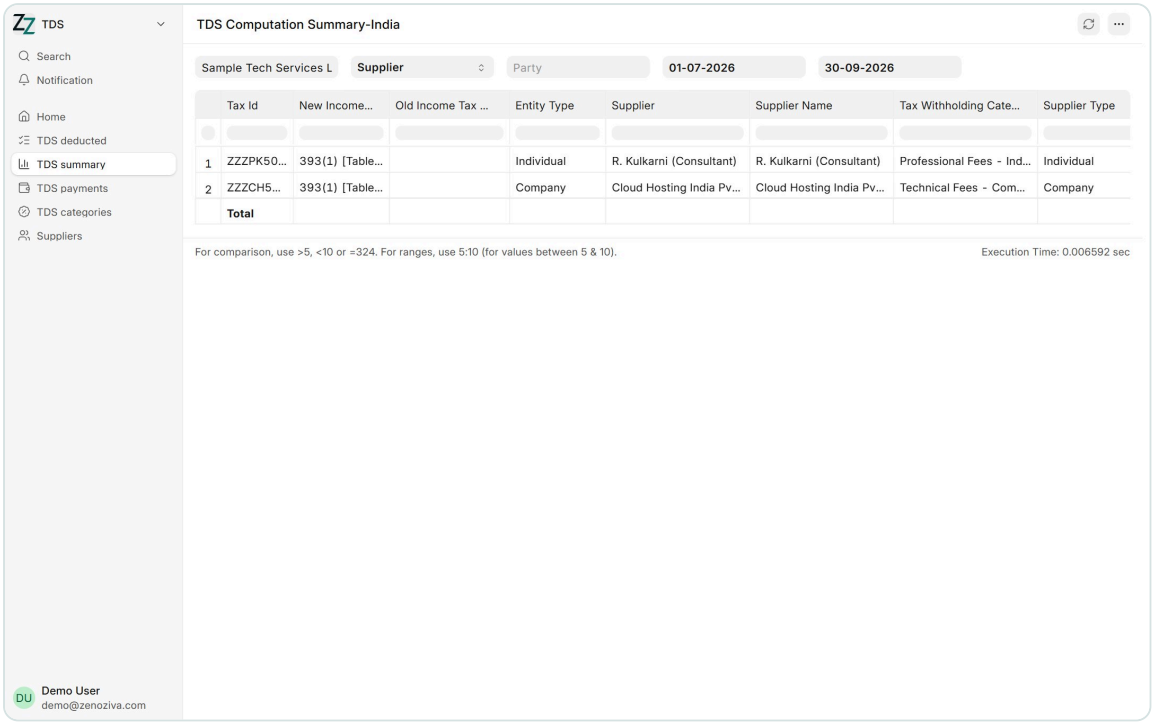
6.3 TDS deducted

Tax Withholding Details: every deduction with section, party, PAN, invoice and amounts, the base for the quarterly return.



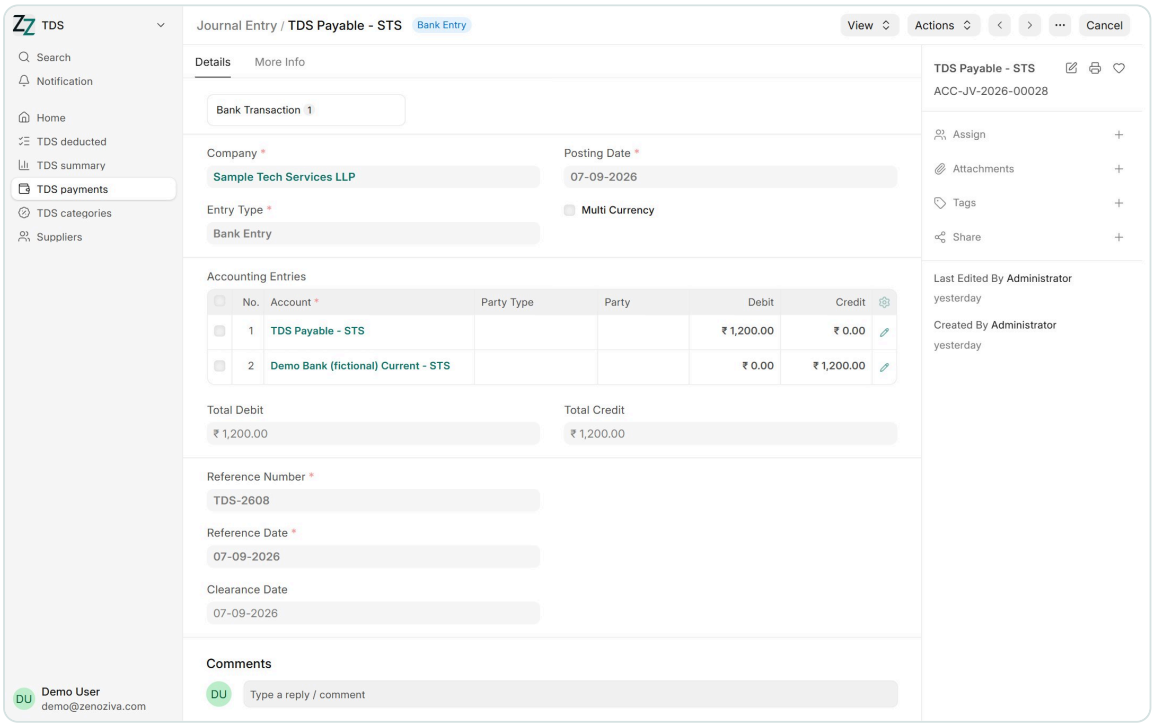
6.4 TDS summary

Totals by supplier and section for a period, the amount to pay by challan.



6.5 TDS paid

Pay by the 7th of the next month (challan ITNS 281) and record it: TDS Payable to bank, with the challan number as reference.



6.6 Quarterly returns

Form 26Q/24Q files are not prepared by the ERP yet; Tax Withholding Details gives the data your return software needs.

CHAPTER 7

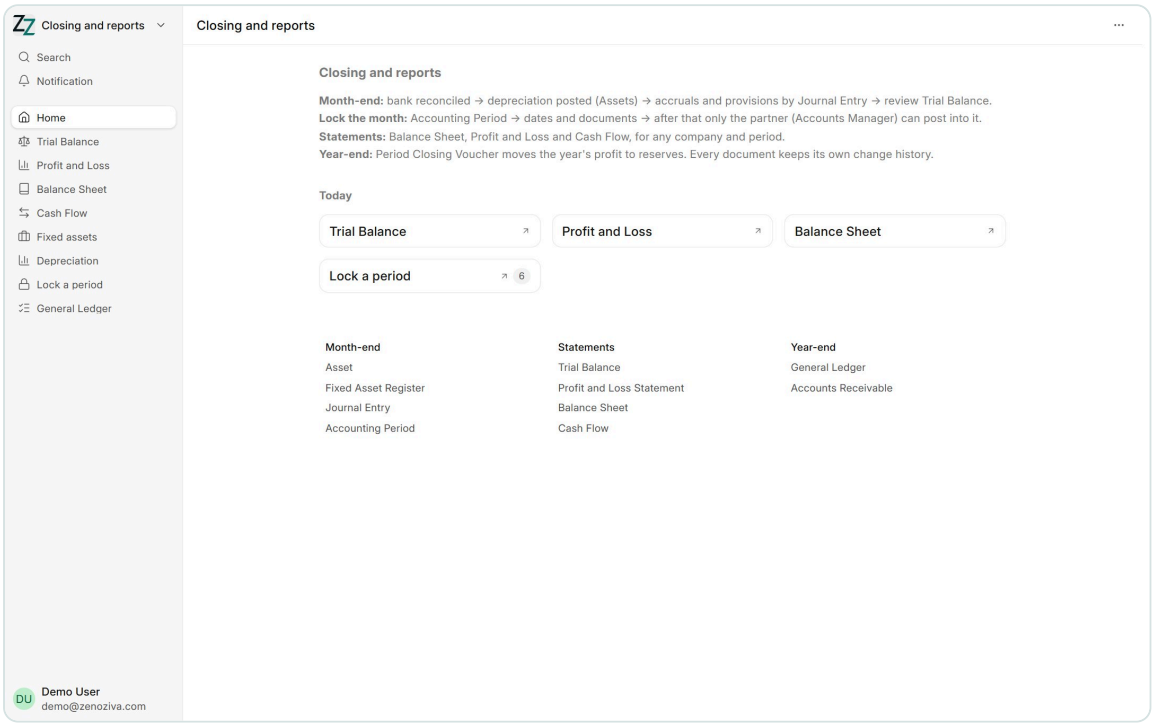
Month-end and statements

For: Partners, senior accountants

Each month: bank reconciled, depreciation posted, accruals booked, statements reviewed, and the month locked so nothing changes behind the partner's back.

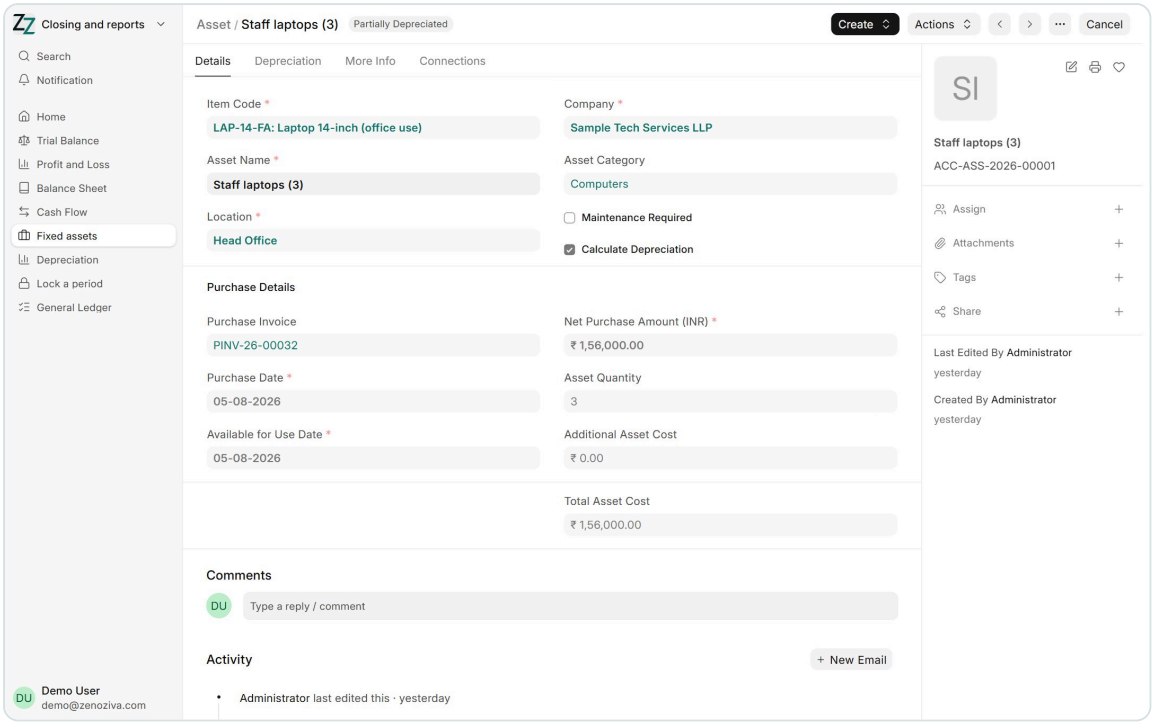
7.1 The Closing and reports menu

Trial balance, profit and loss, balance sheet, fixed assets, period locks and the ledger.



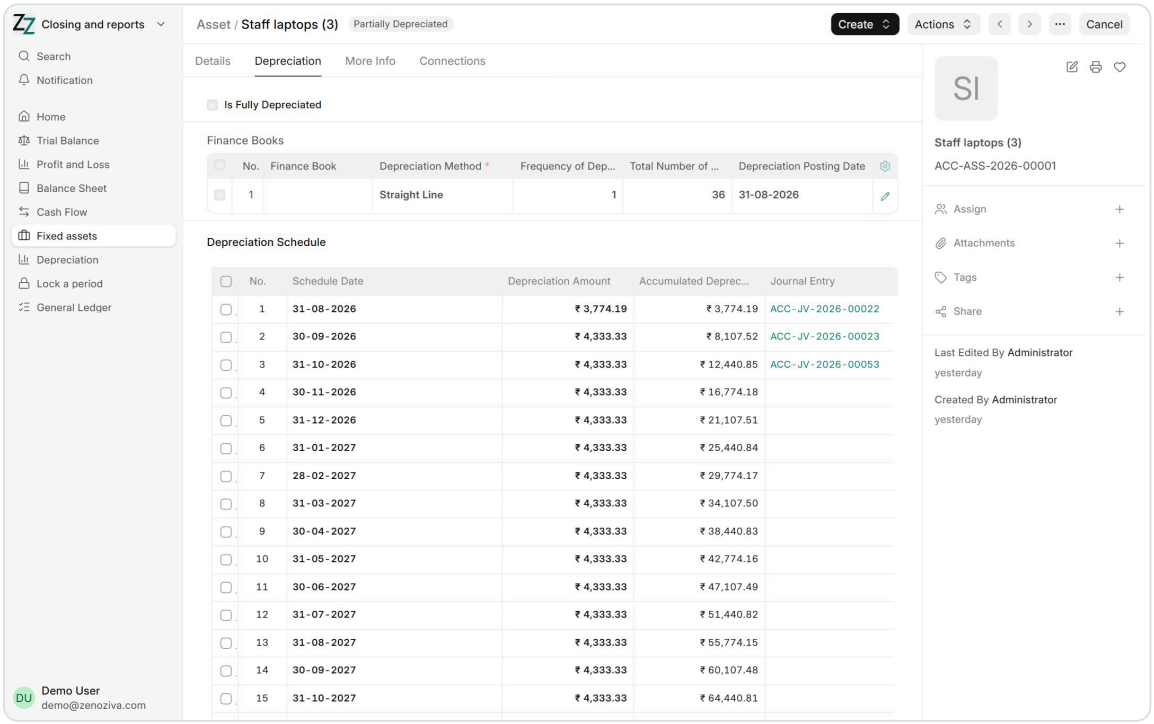
7.2 Fixed assets

An **Asset** records the purchase, the date it was put to use and the depreciation method; it comes from the purchase invoice.



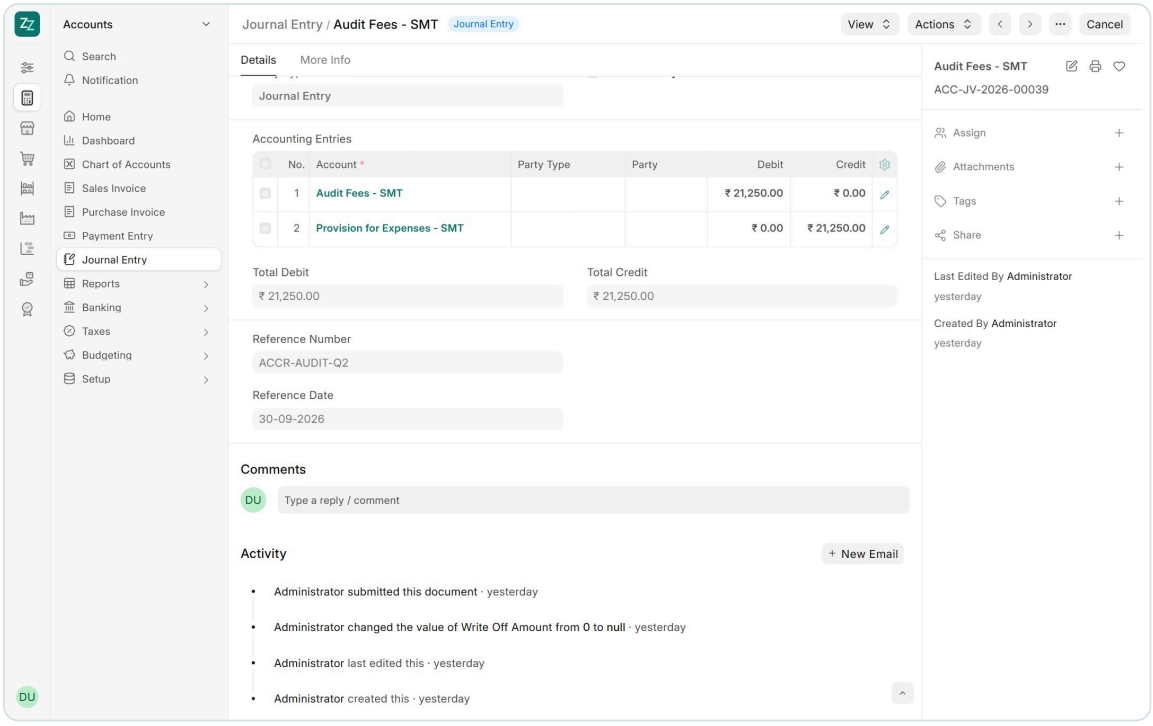
7.3 Depreciation schedule

The schedule shows each month's depreciation; entries are posted automatically as each date passes.



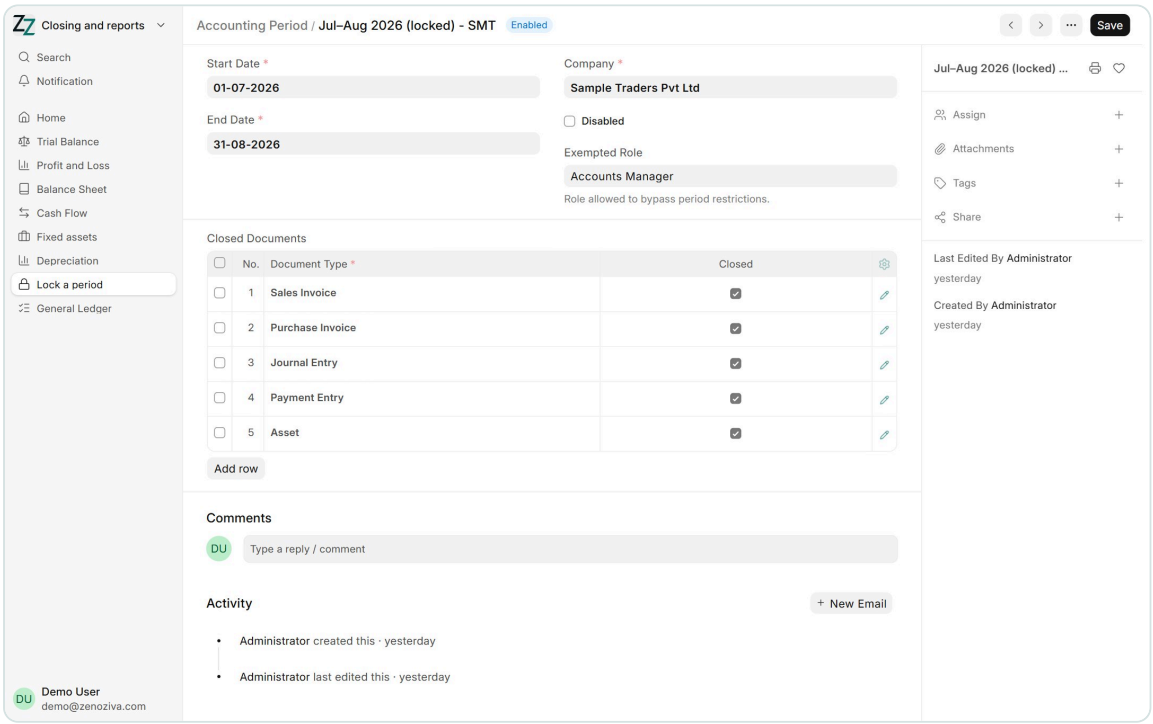
7.4 Accruals and provisions

A journal entry at the month end, here the audit fee for the quarter.



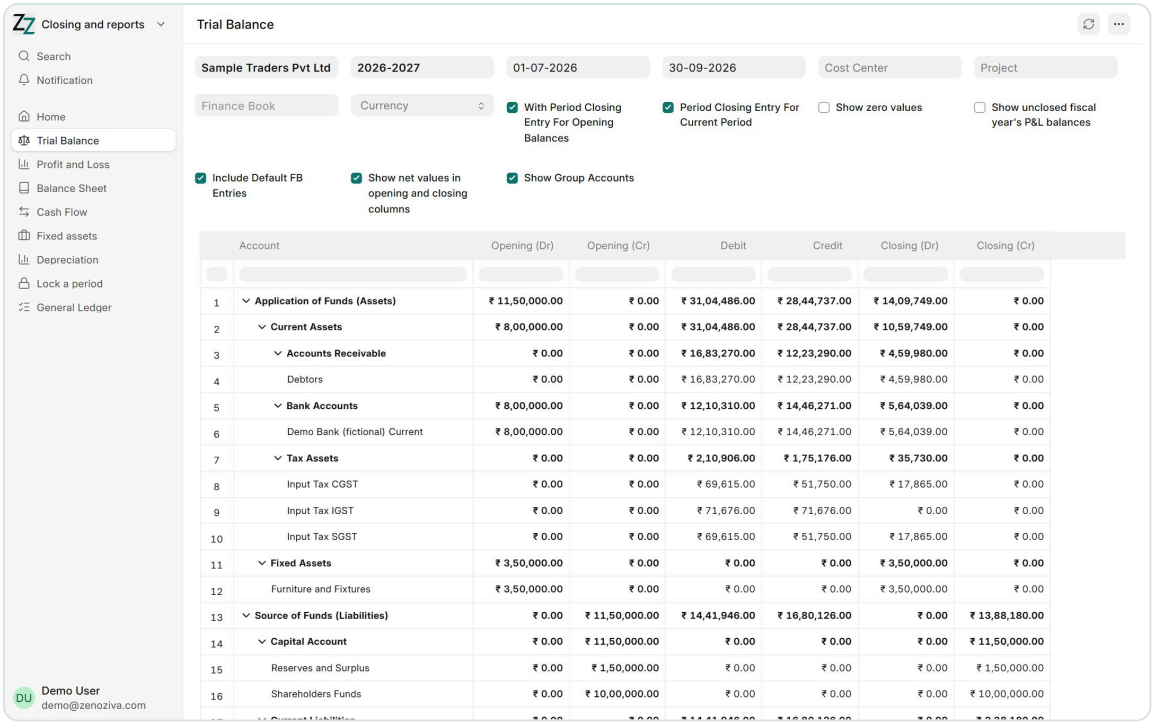
7.5 Lock the month

Accounting Period: dates and the documents to close. After that only the role named under **Exempted Role** (the partner) can post into it.



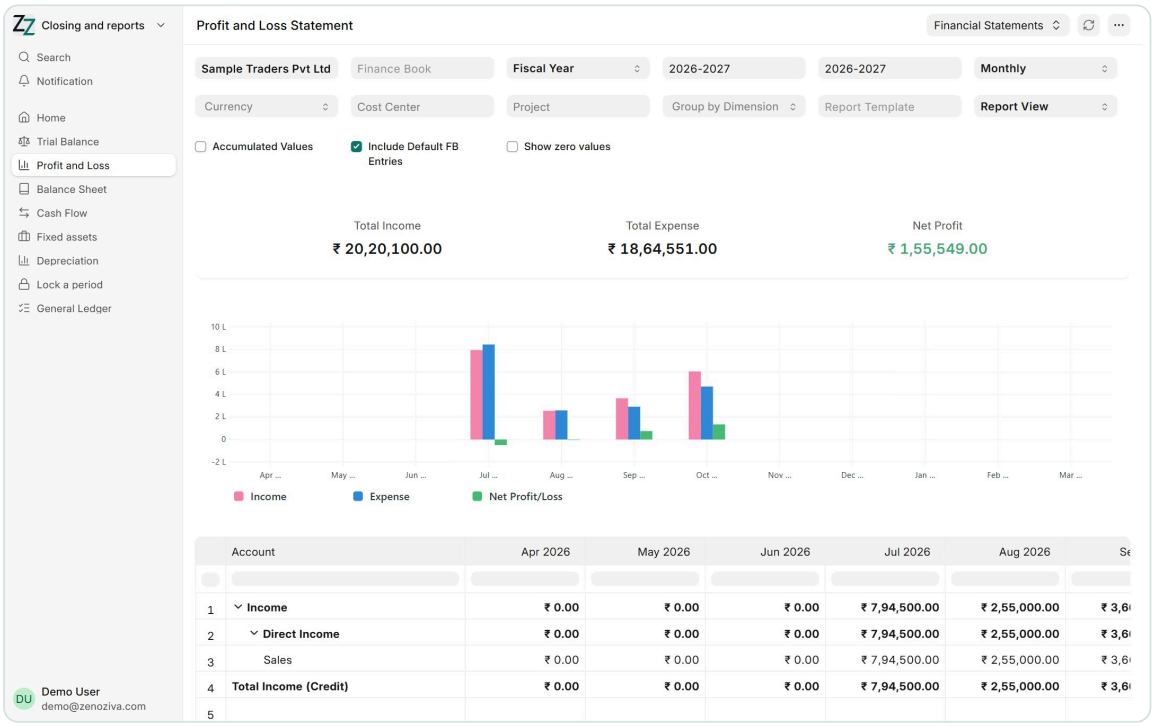
7.6 Trial Balance

Opening, period and closing balances for every account, for any company and dates.



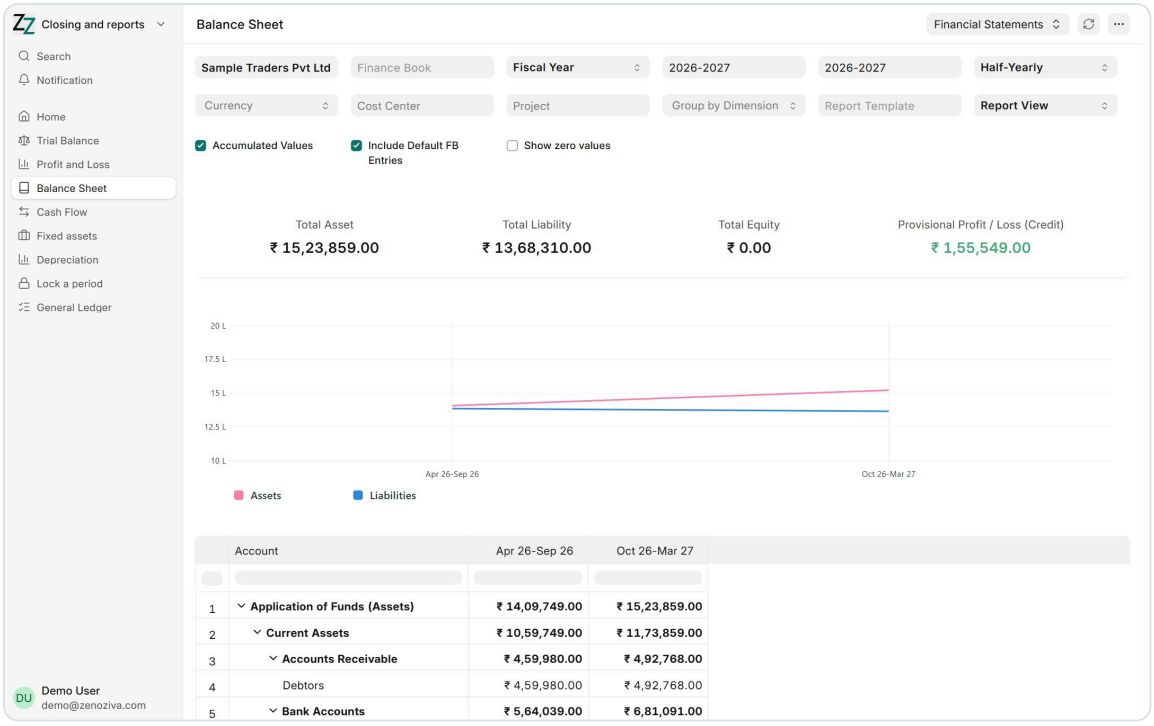
7.7 Profit and Loss

Income and expenses month by month, with the net profit.



7.8 Balance Sheet

Assets and liabilities as at any date, with the provisional profit.



7.9 Year-end

A **Period Closing Voucher** moves the year's profit to reserves. Every document keeps its own history of changes, with who made each and when.

CHAPTER 8

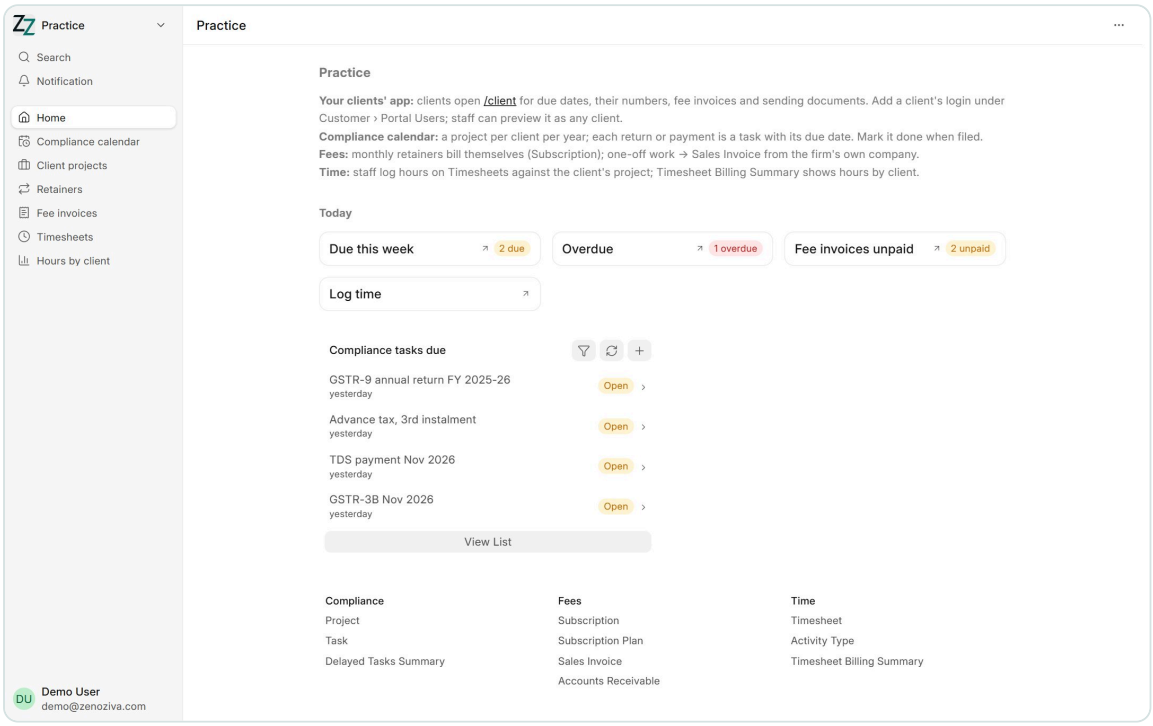
Your practice: calendar, fees and time

For: Partners, practice manager

The firm's own work runs in the same system: a filing calendar for every client, retainers that bill themselves, and staff time logged against each client.

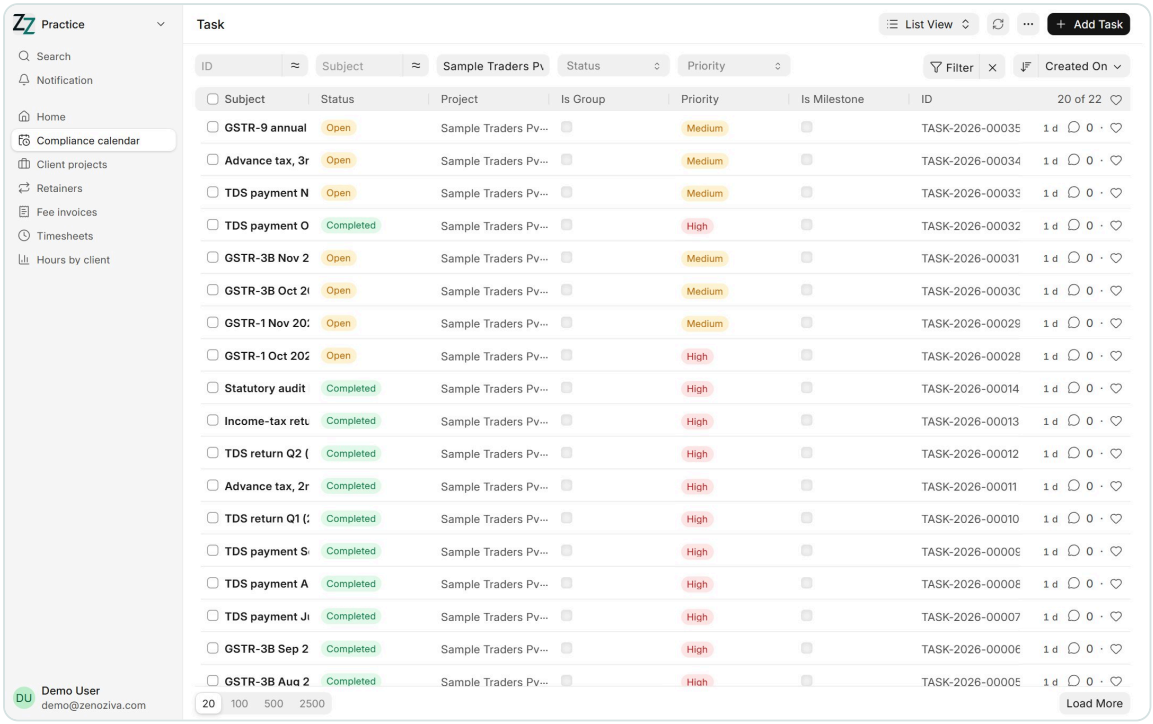
8.1 The Practice menu

What is due this week, what is overdue, unpaid fee invoices and logging time.



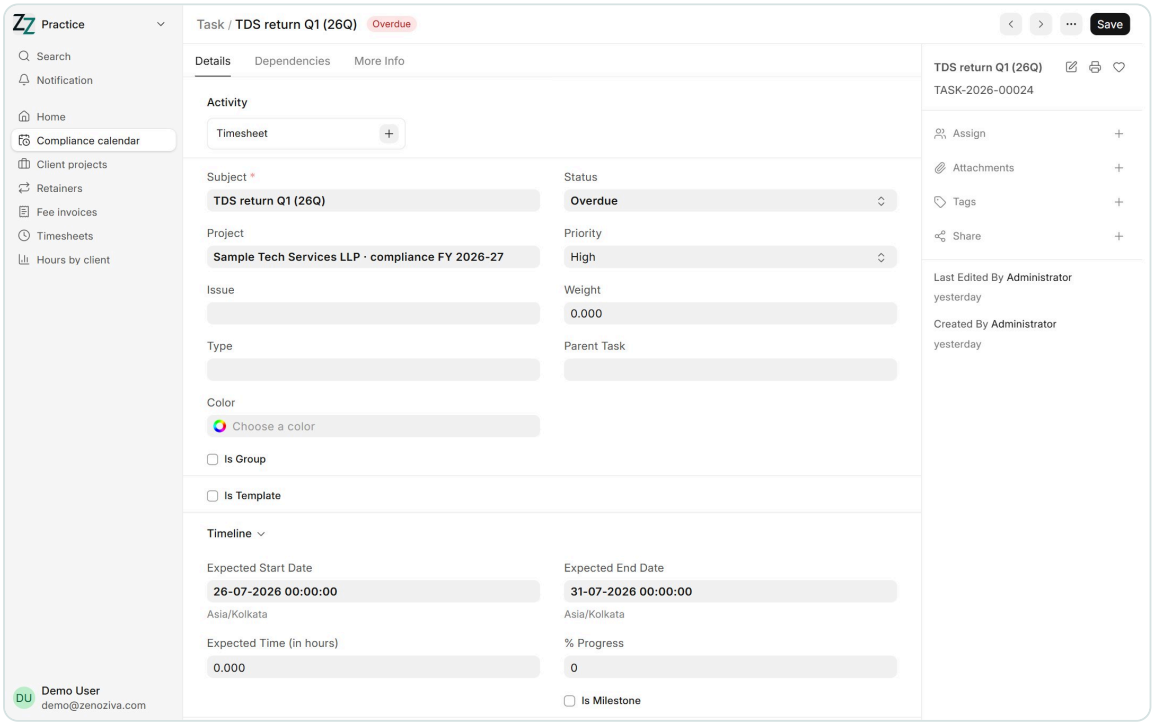
8.2 Compliance calendar

A project per client per year; each return or payment is a task with its due date: GSTR-1, GSTR-3B, TDS payment, TDS return, advance tax, audit, ITR.



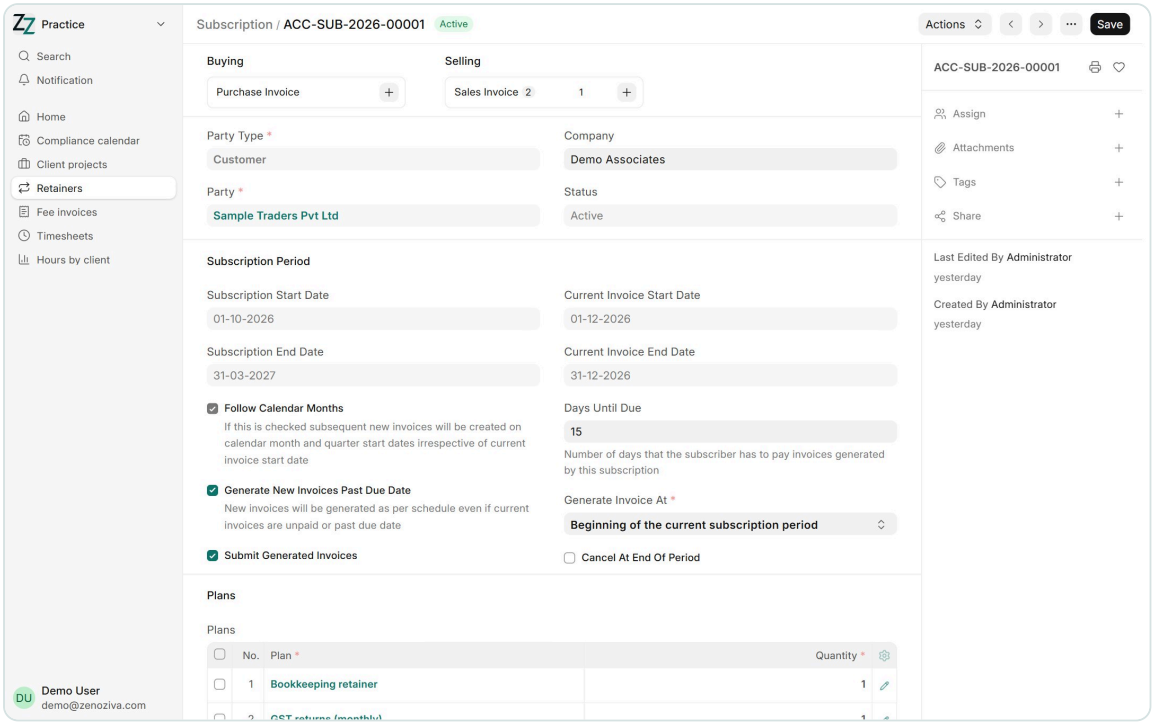
8.3 An overdue filing

Past its due date and not done, a task turns Overdue and shows in red on Clients at a glance. Mark it Completed when filed.



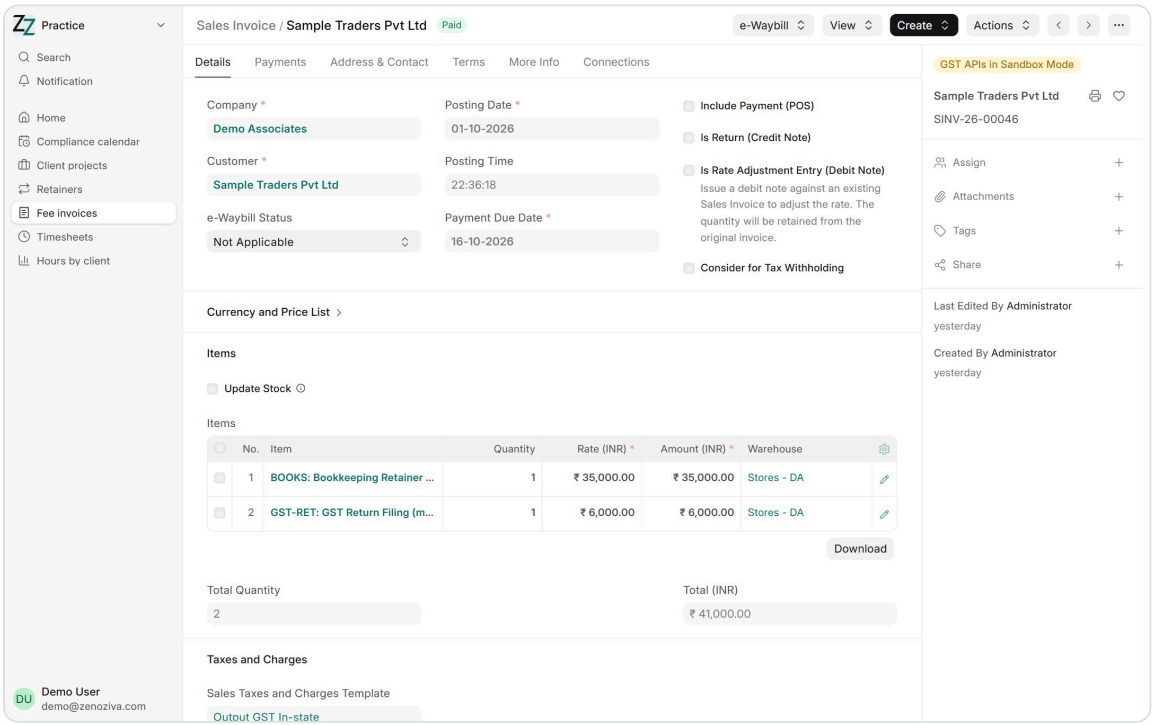
8.4 Retainers

A **Subscription** per client with the monthly plans (bookkeeping, GST returns). It raises and submits the fee invoice at the start of each month.



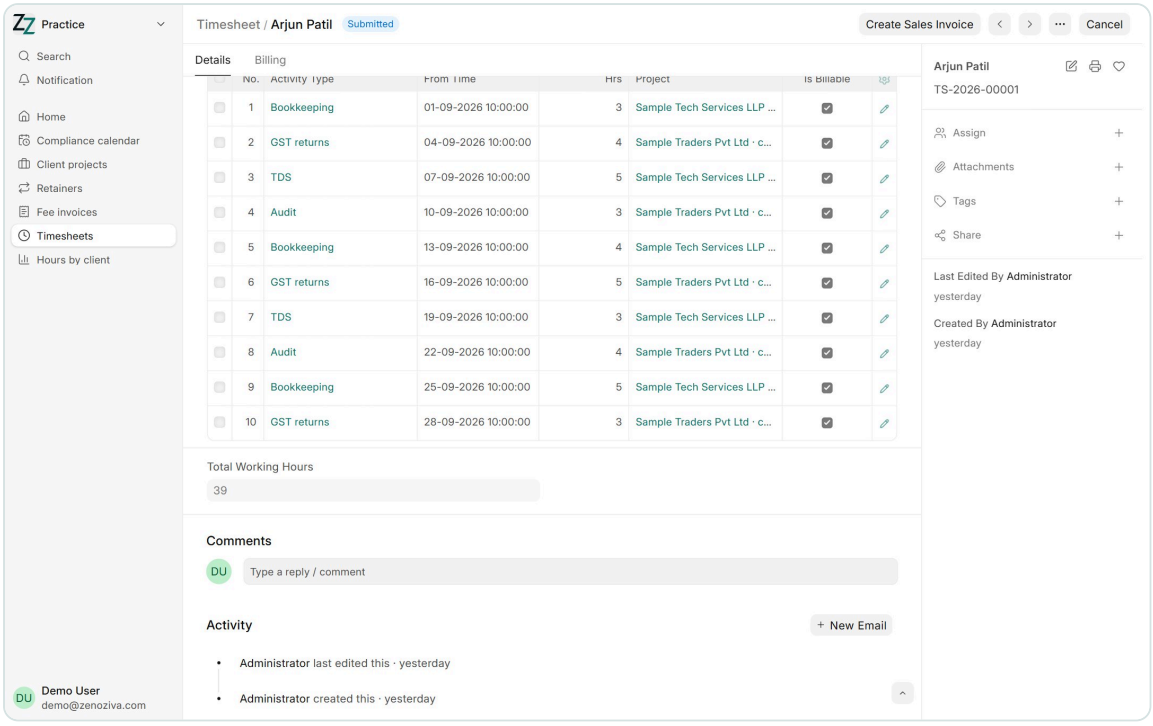
8.5 Fee invoice

The invoice the subscription raised, from the firm's own company.



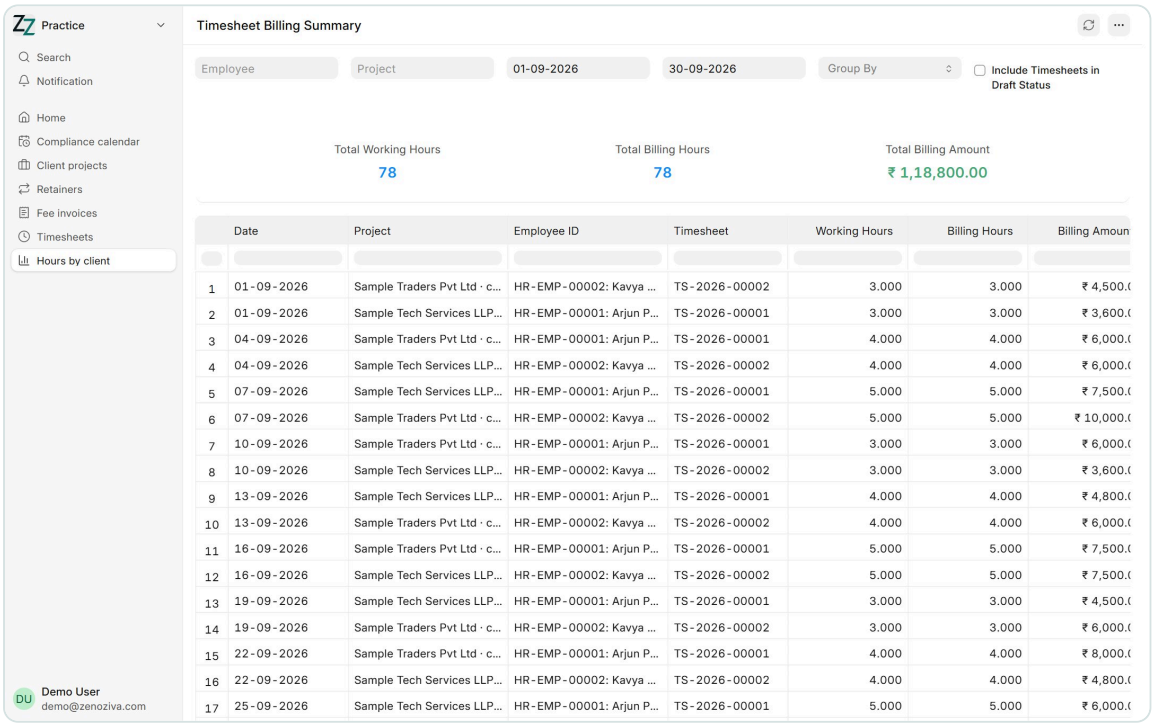
8.6 Timesheets

Staff log hours by activity against the client's project.



8.7 Hours by client

Timesheet Billing Summary: hours and billable amount by staff and client for any period.



CHAPTER 9

The client app

For: Your clients; partners who set it up

Your clients get their own phone app at your ERP address followed by /client. Each client sees only their own business: filings, numbers from the books you keep, your fee invoices, and a place to send you documents. It installs from the browser; no app store is needed.

9.1 Give a client a login

Create a user with the client's email and give it no ERP roles, so it is saved as a **Website User**. Then open the client under Customers and add that user under **Portal Users**. One business can have several logins (owner, accounts person). A Website User cannot open the ERP itself, only the client app.

9.2 Install it

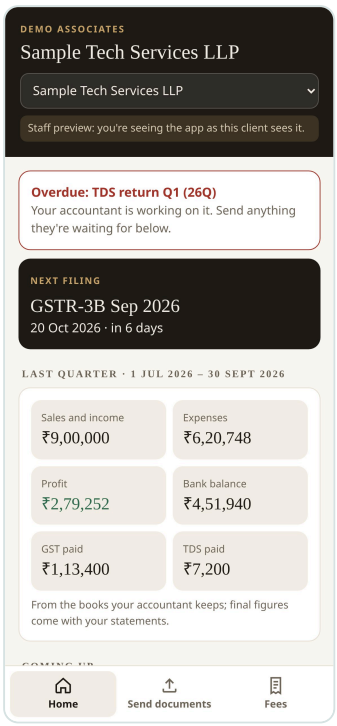
The client opens the address on their phone and signs in. On Android: menu › **Install app**; on iPhone: Share › **Add to Home Screen**. It opens like any other app.

9.3 Staff preview

You and your accountants can open /client too, with your own login, and pick any client to see the app exactly as that client sees it. Use it to support a client or show it to a new one.

9.4 Home

What is overdue, the next filing with its due date, and last quarter's income, expenses, profit, bank balance, GST and TDS paid, from the books you keep. Below: the year's filings, marked overdue, this week or upcoming, and those already filed.



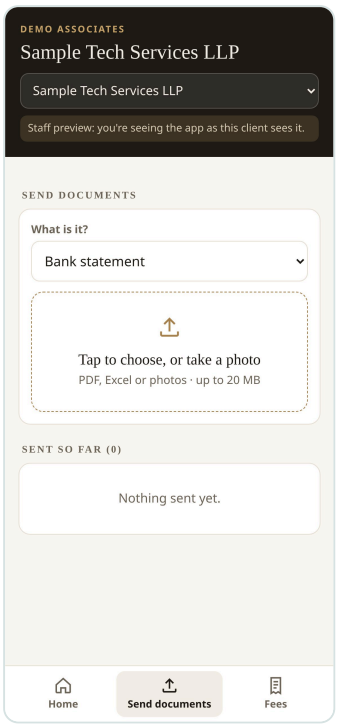
9.5 Fees

Your fee invoices to this client, paid or unpaid, each with its PDF. The total outstanding is at the top.



9.6 Send documents

The client picks what it is (bank statement, sales invoices, purchase bills, expense bills, salary sheet, other) and chooses a file or takes a photo, up to 20 MB. It is saved privately on the client's compliance project, and a note appears there for your team.



Appendix: roles and glossary

Roles and the menus they open

Role	Menus	Work
Accounts User	Clients, Bookkeeping, Bank reconciliation, GST, TDS, Closing and reports	Day-to-day books and returns
Accounts Manager	All of the above and Practice; standard ERP modules	Partner or senior: reviews, locks periods
Projects User	Practice	Compliance calendar and timesheets
Auditor	Closing and reports (read)	Review of statements
System Manager	Everything, including users and set-up	Administrator

Glossary

GSTIN	The 15-character GST registration number of a business in a state.
GSTR-1	Monthly or quarterly return of outward supplies (sales).
GSTR-2B	Statement of input credit, built from what suppliers reported in their GSTR-1.
GSTR-3B	Monthly summary return: tax payable, input credit claimed and tax paid.
ITC	Input tax credit: GST paid on purchases, set off against GST on sales.
TDS	Tax deducted at source on payments such as rent, professional and technical fees.
Challan (ITNS 281)	The form by which deducted TDS is paid to the government.
26Q / 24Q	Quarterly TDS returns: non-salary and salary payments.
Bank reconciliation	Matching each line of the bank statement to an entry in the books.
Accounting Period	A date range locked against new or changed entries.
Subscription	A recurring plan that raises an invoice every period by itself.
Clients at a glance	The table at the top of the Clients menu showing each client's open work.

Need help, training for your team, or a change to your menus, prints or reports? Contact your Zenoziva team through zenoziva.com or office@zenoziva.com.