

**Preparation and
Maintenance of ZOHO
Books for
UrbanAura Interiors**




Make Accounting Easy !

Milestone 1: Set up your account

Did you know?

The GST council has made e-invoicing mandatory for businesses with a turnover of ₹5 crore and above from 1 August, 2023. Zoho Books is here to help.

Reach out to support.india@zohobooks.com for more info.



Already have a Zoho account? [Sign in](#)

Experience PREMIUM plan for 14 days.

India

Telangana

Your data will be in INEXA data center.

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#).

CREATE ACCOUNT

or sign in using

Books

Search in Customers (/)

Trial expire... [Subscribe](#)

Fresh Bites Catering

Hello, y333171

Fresh Bites Catering

Dashboard Getting Started Recent Updates Announcements

Looking for a product overview? [Available in English & ગુજરાતી](#) [Register Now](#)

Join our daily webinar and get all your questions answered live!

Total Receivables

Total Unpaid Invoices ₹0.00

CURRENT

OVERDUE

₹0.00

₹0.00

Total Payables

Total Unpaid Bills ₹0.00

CURRENT

OVERDUE

₹0.00

₹0.00

Contact Support

Books

Search in Customers (/)

Trial expires in 14 days. [Subscribe](#)

UrbanAura Interiors P...

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Configure Features list

Hello, UrbanAura Interiors

UrbanAura Interiors Pvt Ltd

DashboardGetting StartedRecent Updates

E-INV

E-INVOICE

E-invoicing mandated from 1 August, 2023!

CBIC has announced that businesses with a turnover of ₹5 crore and above have to be e-invoicing compliant. If you have not transitioned yet, Zoho Books is here to help!

[FAQ](#) [Contact Support](#)

[Explore e-invoicing](#) [Visit Help Doc](#)

Total Receivables ⓘ

New

Total Unpaid Invoices ₹0.00

CURRENT

OVERDUE

₹0.00

₹0.00

Total Payables ⓘ

New

Total Unpaid Bills ₹0.00

CURRENT

OVERDUE

₹0.00

₹0.00

Cash Flow ⓘ

This Fiscal Year

5 K

4 K

3 K

Cash as on 01/04/2023

₹0.00

Incoming

₹0.00

Contact Support

Activity : Rewiew of Items after Addition

Books

Home

Items

Banking

Sales

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Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Search in Items (/)

Trial expire... Subscribe

UrbanAura Interiors

Active Items

+ New

NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
<input type="checkbox"/> Construction and Renovation Materials		0	12345678	ft
<input type="checkbox"/> Decorative Accessoires		0	12345678	ft
<input type="checkbox"/> Furniture & Fixture Items		0	12345678	ft
<input type="checkbox"/> Commercial Interior Desing		₹20,000.00		ft
<input type="checkbox"/> Residential Interior Desing		₹10,000.00	998391	ft

Type here to search

10:59

05-10-2023

Review of vendors list

Books Trial expire... Subscribe + User Icon Bell Icon Gear Icon UrbanAura Interiors ▾ Profile Icon Grid Icon

- Home
- Items
- Banking
- Sales ▶
- Purchases ▼
- Vendors +**
- Expenses
- Recurring Expenses
- Purchase Orders
- Bills
- Payments Made
- Recurring Bills
- Vendor Credits

Active Vend... ▾ + ...

<input type="checkbox"/>	Review Vendor List and details	₹0.00
<input type="checkbox"/>	Vendoor Creation	₹0.00
<input type="checkbox"/>	Juniper Furniture	₹0.00

Review Vendor List and details

Edit
0
New Transaction +
More ▾
×

Overview Comments Transactions Mails Statement

There is no primary contact information.
[Add New](#)

ADDRESS ▾

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

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

OTHER DETAILS ▾

Default Currency INR

Payment Terms Due on Receipt

Registered Business

What's Next for Your Vendor?

Your vendor has been added. Create a purchase order or record a bill for the items you buy from your vendor.

[New Purchase Order](#)
[New Bill](#)
⋮

You can request your contact to directly update the GSTIN by sending an email. [Send email](#)

Payment due period
Due on Receipt

Payables

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

Activity: purchase order to purchase bills conversion

Books

🏠 Home

📁 Items

🏦 Banking

🛒 Sales

📁 Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

All Bills

+ New

...

<input type="checkbox"/>	Review Vendor List and details	₹1,180.00
	03 05/10/2023	PAID
<input type="checkbox"/>	Vendoor Creation	₹1,18,000.00
	a3 05/10/2023	PAID
<input type="checkbox"/>	Juniper Furniture	₹2,36,000.00
	12345678 05/10/2023	PAID

12345678

📎 Attachments

💬 Comments & History

✕

✎ Edit

📄 PDF

⋮

Payments Made 1

Purchase Orders 1

Show PDF View

🔴

UrbanAura Interiors

Tamil Nadu

India

GSTIN 33AAAAA00001AZ5

9384464667

comradeakash40@gmail.com

BILL

Bill# 12345678

Balance Due

₹0.00

Order Number :

PO-00002

Activity: Reconciliation of open & outstanding bills

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Search in Bills (/)

Trial expire... Subscribe

UrbanAura Interiors

All Bills

+ New

...

=

?

DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
05/10/2023	03	03	Review Vendor List and details	PAID	05/10/2023	₹1,180.00	₹0.00
05/10/2023	03	2	Vendoor Creation	PAID	05/10/2023	₹1,18,000.00	₹0.00
05/10/2023	12345678	PO-00002	Juniper Furniture	PAID	05/10/2023	₹2,36,000.00	₹0.00

https://books.zoho.in/app/60024323179#/bills?filter_by=Status.All&per_page=25...

Type here to search

12:23 05-10-2023

Milestone 5: Customer

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Active Cust... ▾

TechWise Constructions Pvt Ltd

₹0.00

TechWise Constructions Pvt Ltd

Overview

Comments

Transactions

Mails

Statement

TechWise Constructions Pvt Ltd

There is no primary contact information.
[Add New](#)

ADDRESS

Billing Address

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

Shipping Address

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

OTHER DETAILS

Customer Type

Business

Default

Currency

INR

Due on

What's Next for Your Customer?

Your customer has been added. Create and send an quote or an invoice to your customer for the items you want to sell to them.

New Quote

New Invoice

You can request your contact to directly update the GSTIN by sending an email. [Send email](#)

Payment due period

Due on Receipt

Receivables

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

Trial expire... [Subscribe](#)

UrbanAura Interiors ▾

Type here to search

12:26

05-10-2023

Activity: Sales order to invoice conversion

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Search in Sales Orders (/)

Trial expire... Subscribe

UrbanAura Interiors

Zoho Commerce

Increase your sales by taking your business online with Zoho Commerce.

Set up an online store in minutes

Reach a global customer base

Manage your online orders efficiently

Learn More

All Sales Orders

+ New

	DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS	INVOICED	PAYMENT
<input type="checkbox"/>	05/10/2023	SO-00002		Dream House	DRAFT		
<input type="checkbox"/>	05/10/2023	SO-00001	12345678	TechWise Constructions Pvt Ltd	DRAFT		

https://books.zoho.in/app/60024323179#/salesorders?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

Type here to search

12:35

05-10-2023

Milestone: Bank Account

Books

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Search in Banking (/)

Trial expire...[Subscribe](#)

UrbanAura Interiors

Banking Overview

Auto-upload bank statements from email

Import Statement

Add Bank or Credit Card

Auto-upload bank statements from email

● Enable Auto-upload in Zoho Books ● Set up Auto-forwarding ● Add Statements to Bank [Set up Now](#)

All Accounts

Last 30 days

Cash In Hand

₹-3,55,180.00

Hide Chart

Type here to search

12:35

05-10-2023

ENG

Milestone: Journal Entries

Books

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction Locking

Reports

Journals

+ New Journal

...

Status: All Journals

All

05/10/2023

1

₹25,00,000.00

PUBLISHED

1

Attachments

Comments & History

Edit

PDF/Print

Make Recurring

#1

Date: 05/10/2023

Amount: ₹25,00,000.00

Reference Number:

Notes

Bening Salary Payable for the Month of may-2023

Account	Contact	Debits	Credits
Salaries and Employee Wages		25,00,000.00	
Bening Salary Payable for the month of may-2023			
Salary Payable			25,00,000.00
Bening Salary Payable for the month of may-2023			
Sub Total		25,00,000.00	25,00,000.00
Total		₹25,00,000.00	₹25,00,000.00

Milestone: Expense & bills

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Search in Expenses (/)

Trial expire... Subscribe

UrbanAura Interiors

All Expenses

+ New

☐

Rent Expense

05/10/2023

Rend 01

₹2,36,000.00

Expense Details

Expense History

Edit

Make Recurring

Print

Expense Amount

₹2,36,000.00 on 05/10/2023

NON-BILLABLE

Rent Expense

Paid Through

ICICI Bank-001

Tax

GST18 [18%]

Tax Amount

₹36,000.00 (Exclusive)

Ref #

Rend 01

Drag or Drop your Receipts

Maximum file size allowed is 7MB

Upload your Files

Type here to search

e

12:51

05-10-2023

Journal Entry

Books

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Q

Search (/)

Trial expire...

Subscribe

+

UrbanAura Interiors

Manual Journals

+ New Journal

...

Find Accountants

?

VIEW BY:

Status: All Journals

Period: All

<input type="checkbox"/>	DATE	JOURNAL#	REFERENCE NUMBER	STATUS	NOTES	AMOUNT	CREATED BY
<input type="checkbox"/>	05/10/2023	1		PUBLISHED		₹25,00,000.00	comradeakash40
<input type="checkbox"/>	05/10/2023	2		PUBLISHED		₹25,00,000.00	comradeakash40

Type here to search

e

13:15

05-10-2023

ENG

Milestone :

Financial Reports

Books Q Search In Customers (/) Trial expire... [Subscribe](#) UrbanAura Interiors

Reports Q Search reports

General Reports **Custom Reports**

Business Overview

- Profit and Loss
- Profit and Loss (Schedule III)
- Horizontal Profit and Loss
- Cash Flow Statement
- Balance Sheet
- Horizontal Balance Sheet
- Balance Sheet (Schedule III)
- Business Performance Ratios
- Movement of Equity

Sales

- Sales by Customer
- Sales by Item
- Sales by Sales Person

Receivables

- Customer Balances
- AR Aging Summary
- AR Aging Details
- Invoice Details
- Sales Order Details
- Delivery Challan Details
- Quote Details
- Customer Balance Summary
- Receivable Summary

<https://books.zoho.in/app/60024323179#/reports>

Type here to search

13:15 05-10-2023

Activity: profit And loss Account

The screenshot displays a financial software interface with a dark theme. At the top, a navigation bar includes a search bar, a 'Trial expire...' button, a 'Subscribe' button, and a user profile 'UrbanAura Interiors'. A sidebar on the left lists various reports, with 'Profit and Loss' highlighted. The main area shows a 'Profit and Loss' report for the period 'From 01/10/2023 To 31/10/2023' on an 'Accrual' basis. The report table has two columns: 'ACCOUNT' and 'TOTAL'. It shows 'Operating Income' with a total of 0.00, 'Cost of Goods Sold' with a total of 3,31,000.00 (broken down into 'Cost of Goods Sold' at 3,01,000.00 and 'Labor' at 30,000.00), and 'Gross Profit' at -3,31,000.00. The 'Operating Expense' section is partially visible at the bottom. The Windows taskbar at the bottom shows the date as 05-10-2023 and the time as 13:19.

Search in Customers (/)

Trial expire... Subscribe

UrbanAura Interiors

Search reports

Customize Report

Schedule Report

Export As

Profit and Loss

Basis: Accrual
From 01/10/2023 To 31/10/2023

+ Add Temporary Note

ACCOUNT	TOTAL
Operating Income	
Total for Operating Income	0.00
Cost of Goods Sold	
Cost of Goods Sold	3,01,000.00
Labor	30,000.00
Total for Cost of Goods Sold	3,31,000.00
Gross Profit	-3,31,000.00
Operating Expense	

SALES

Sales by Customer

Sales by Item

Sales by Sales Person

Type here to search

13:19
05-10-2023

Balance sheet

Activity: Gst reports

Search in Customers (/)

Trial expire... Subscribe

UrbanAura Interiors

This Month

Export As

GSTR-3B Summary

From 01/10/2023 To 31/10/2023

3.1 Details of Outward Supplies and inward supplies liable to reverse charge

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)	₹0.00	₹0.00	₹0.00	₹0.00	₹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	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00

3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act

Type here to search

13:21

05-10-2023

Activity: purchase by vendor

Search in Customers (/)

Trial expire...

Subscribe

UrbanAura Interiors

This Month

Customize Report

Schedule Report

Export As

UrbanAura Interiors

Purchases by Vendor

From 01/10/2023 To 31/10/2023

+ Add Temporary Note

VENDOR NAME	EXPENSE COUNT	BILL COUNT	VENDOR CREDIT COUNT	JOURNAL COUNT	AMOUNT	AMOUNT WITH TAX
Others	3	0	0	0	₹2,70,000.00	₹3,06,000.00
Juniper Furniture	0	1	0	0	₹2,00,000.00	₹2,36,000.00
Review Vendor List and details	0	1	0	0	₹1,000.00	₹1,180.00
Vendoor Creation	0	1	0	0	₹1,00,000.00	₹1,18,000.00
Total	3	3	0	0	₹5,71,000.00	₹6,61,180.00

Type here to search

e

13:22

05-10-2023

ENG

Purchase by iteam

🏠

🔄

🔍

📅

🔔

⚙️

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🏠

📊

Trial expire...

Subscribe

+

👤

🔔

⚙️

UrbanAura Interiors

🌐

📊

📅

This Month

Customize Report

Schedule Report

🔗

🖨️

Export As

✕

UrbanAura Interiors

Purchases by Item

From 01/10/2023 To 31/10/2023

+ Add Temporary Note

ITEM NAME	AVERAGE PRICE	QUANTITY PURCHASED	AMOUNT
Construction and Renovation Materials	₹1,000.00	1.00	₹1,000.00
Decorative Accessoires	₹500.00	200.00	₹1,00,000.00
Furniture & Fixture Items	₹1,000.00	200.00	₹2,00,000.00

Activity: Review the customer list

Books

Trial expire... [Subscribe](#)

UrbanAura Interiors

Search in Customers (/)

Home
Items
Banking
Sales
Customers
Quotes
Sales Orders
Delivery Challans
Invoices
Payments Received
Recurring Invoices
Credit Notes
Purchases

Active Customers

+ New

<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/>	Dream House	Dream House			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	TechWise Constructions Pvt Ltd	TechWise Constructions Pvt Ltd			Tamil Nadu	₹0.00	₹0.00