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Dashboard Getting Started Recent Updates Announcements

Zoho Books India Helpline: 18003093036  
Mon - Fri • 9:00 AM - 7:00 PM • Toll Free

10 OCT What's New in Zoho Books - October 2023  
In keeping with our mission to deliver a streamlined accounting experience to our users, we're back with the latest set of features and enhancements. Read our forum post and get up to speed with what's new in Zoho Books this October!  
[Read What's New](#)

19 SEP iOS17, iPadOS 17, and macOS Sonoma updates for Zoho Books  
We've updated Zoho Books to support iOS 17, iPadOS 17, and macOS Sonoma. Learn how we've leveraged the latest updates to enable you to perform tasks directly from your Home Screen and Lock Screen.  
[Read Blog](#)





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Home

Items +

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

### Active Items ▾

	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
<input type="checkbox"/>	Construction and renovation materials		₹0.00	998391	ft
<input type="checkbox"/>	Decorative accessories		₹0.00	998391	ft
<input type="checkbox"/>	Furniture & fixture items		₹0.00	998391	ft
<input type="checkbox"/>	Commercial interior design		₹20,000.00	998391	ft
<input type="checkbox"/>	Residential interior design		₹10,000.00	998391	ft





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Home Items Banking Sales Purchases Vendors Expenses Recurring Expenses Purchase Orders Bills Payments Made Recurring Bills Vendor Credits Time Tracking e-Way Bills GST Filing Accountant Reports Documents Payroll

### Active Vendors

	NAME	COMPANY N...	EMAIL	WORK PHONE	SOURCE OF ...	PAYABLES (B...	UNUSED CRE...
<input type="checkbox"/>	Constructed ge solutions	Constructed ge solutions			Tamil Nadu	₹2,00,000.0 0	₹0.00
<input type="checkbox"/>	Raj kamal decoratives	Raj kamal decoratives			Tamil Nadu	₹1,18,000.00	₹0.00
<input type="checkbox"/>	Juniper furnitures	Juniper furnitures			Tamil Nadu	₹0.00	₹0.00





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Home Items Banking Sales Purchases Vendors Expenses Recurring Expenses Purchase Orders Bills Payments Made Recurring Bills Vendor Credits Time Tracking e-Way Bills GST Filing Accountant Reports Documents Payroll

### All Bills

	DATE	BILL#	REFERENCE...	VENDOR N...	STATUS	DUE DATE	AMOUNT	BALANCE ...
<input type="checkbox"/>	10/10/2023	01	PO-00001	Juniper furnitures	PAID	10/12/2023	₹2,36,000.00	₹0.00
<input type="checkbox"/>	10/10/2023	02	PO-00002	Raj kamal decorative s	OVERDUE BY 5 DAYS	10/10/2023	₹1,18,000.00	₹1,18,000.00
<input type="checkbox"/>	10/10/2023	03	PO-00003	Constructo dge solutions	OVERDUE BY 5 DAYS	10/10/2023	₹2,00,000.00	₹2,00,000.00





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**01**

[Payments Made 1](#) [Purchase Orders 1](#)

**Paid**

**Urbanaura interiors**  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z  
9003370610  
apshanaa6@gmail.com

**BILL**  
Bill# 01  
Balance Due ₹0.00

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Furniture & fixture items	998391	200.00 ft	1,000.00	₹2,00,000.00

Order Number : PO-00001  
Bill Date : 10/10/2023  
Bill From Juniper furnitures  
GSTIN 33AAAAA0000A15Z  
Due Date : 10/12/2023  
Terms : Custom

Sub Total	₹2,00,000.00
CGST9 (9%)	₹18,000.00
SGST9 (9%)	₹18,000.00
Total	₹2,36,000.00
Payments Made	(-) ₹2,36,000.00
Balance Due	₹0.00

Authorized Signature \_\_\_\_\_

**Journal**

Amount is displayed in your base currency **INR**

**Bill**

ACCOUNT	DEBIT	CREDIT
Input CGST	18,000.00	0.00
Input SGST	18,000.00	0.00
Cost of Goods Sold	2,00,000.00	0.00
Accounts Payable	0.00	2,36,000.00
	<b>₹2,36,000.00</b>	<b>₹2,36,000.00</b>





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Home Items Banking Sales + Customers Quotes Sales Orders Delivery Challans Invoices Payments Received Recurring Invoices Credit Notes Purchases Time Tracking e-Way Bills GST Filing Accountant Reports Documents Payroll

### Active Customers

	NAME	COMPANY N...	EMAIL	PHONE	PLACE OF SU...	GST TREATM...	UNUSED CRE...	
<input type="checkbox"/>	Dream Homes	Dream Homes			Tamil Nadu	Unregistered Business	₹0.00	
<input type="checkbox"/>	Tech Wise construction s Pvt Ltd	Tech Wise construction s Pvt Ltd			Tamil Nadu	Registered Business - Regular	₹0.00	





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SO-00002 Attachments Comments & History X

Edit Email PDF/Print Convert to Invoice Create ...

**Fulfill the Sales Order**  
You can create packages, shipments or invoices (in any sequence) to complete this sales order. Convert

Invoice Status : NOT INVOICED Show PDF View

**Confirmed**

**Urbanaura interiors**  
Tamil Nadu  
India  
GSTIN 33AAAAAA0000A1Z  
9003370610  
apshanaa6@gmail.com

**SALES ORDER**  
Sales Order# SO-00002

Bill To: Dream Homes Order Date : 10/10/2023

Place Of Supply: Tamil Nadu (33)

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Residential interior design	998391	100.00 ft	10,000.0 0	10,00,000.00
				Sub Total	10,00,000.00
				CGST9 (9%)	90,000.00
				SGST9 (9%)	90,000.00
				Total	₹11,80,000.00

Authorized Signature \_\_\_\_\_

Template : 'Standard Template' [Change](#)





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Books C Search in Sales Order Trial expire... Subscribe + Urbanaura interiors

All Sales Orders

	DATE	SALES OR...	CUSTOMER...	INVOICED	PAYMENT	AMOUNT	ORDER STA...	STATUS
<input type="checkbox"/>	10/10/2023	SO-00002	Dream Homes			₹11,80,000.00	CONFIRME D	CONFIRME D
<input type="checkbox"/>	10/10/2023	SO-00001	Tech Wise construction Pvt Ltd			₹59,00,000.00	CONFIRME D	CONFIRME D

Home Items Banking Sales Customers Quotes Sales Orders Delivery Challans Invoices Payments Received Recurring Invoices Credit Notes Purchases Time Tracking e-Way Bills GST Filing Accountant Reports Documents Payroll

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All Invoices [+ New](#) [...](#) [?](#)

	DATE	INVOICE#	ORDER NU...	CUSTOME...	INVOICE S...	INVOICE A...	BALANCE	DU DATE
<input type="checkbox"/>	11/10/2023	INV-000012		Dream Homes	DUE IN 57 DAYS	₹11,80,000.00	₹11,80,000.00	11/12/2023
<input type="checkbox"/>	11/10/2023	INV-000011		Tech Wise constructions Pvt Ltd	PAID	₹59,00,00 0.00	₹0.00	11/12/2023

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**INV-000012** [Attachments](#) [Comments & History](#) X

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**Record payment for the invoice** If you've received a partial or full payment from your customer towards this invoice, you can record it. [Record Payment](#)

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**Urbanaura interiors**  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z  
9003370610  
apshanaa6@gmail.com

**TAX INVOICE**

#	Item & Description	HSN/SAC	Qty	Rate	CGST	SGST	Amount
1	Residential interior design	998391	100.00 ft	10,000.00	9% 90,00.00	9% 90,00.00	10,00,000.00
				Sub Total	10,00,000.00		
				CGST9 (9%)	90,000.00		
				SGST9 (9%)	90,000.00		
				Total	₹11,80,000.00		
				Balance Due	₹11,80,000.00		

Total In Words  
*Indian Rupee Eleven Lakh Eighty Thousand Only*

Thanks for your business.

Authorized Signature

Template : 'Spreadsheet Template' Change

**Journal**

Journal entries will not be available for Invoices in the Sent state.





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Home Items **Banking** Sales Purchases Time Tracking e-Way Bills GST Filing Accountant Reports Documents Payroll

## 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 ₹-5,000.00 Bank Balance ₹24,28,000.00

Hide Chart ▲

2 M  
1.5 M  
1 M  
500 K  
0

17 Sep 19 Sep 21 Sep 23 Sep 25 Sep 27 Sep 29 Sep 01 Oct 03 Oct 05 Oct 07 Oct 09 Oct 11 Oct 13 Oct 15 Oct

■ Cash In Hand ■ Bank Balance

## Active Accounts ▾

ACCOUNT DETAILS	UNCATEGORIZED	PENDING CHECKS	AMOUNT IN BANK	AMOUNT IN ZOHO BOOKS
ICICI Bank -001 xxxx0001			₹0.00	₹24,28,000.00
Petty Cash			₹0.00	₹-5,000.00
Undeposited Funds			₹0.00	₹0.00



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Home Items Banking Sales Purchases Time Tracking e-Way Bills GST Filing Accountant Manual Journals + New Journal Find Accountants

**Manual Journals**

VIEW BY: Status: All Journals Period: All

		DATE	JOURNAL#	REFERENCE ...	STATUS	NOTES	AMOUNT	CREATED BY
<input type="checkbox"/>		30/04/2023	2		PUBLISHED		₹25,00,000.00	apshanaa6
<input type="checkbox"/>		10/04/2023	1		PUBLISHED		₹25,00,000.00	apshanaa6

Bulk Update  
 Currency Adjustments  
 Chart of Accounts  
 Budgets  
 Transaction Locking  
 Reports  
 Documents  
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Home Items Banking Sales Purchases Time Tracking e-Way Bills GST Filing Accountant Manual Journals + Bulk Update Currency Adjustments Chart of Accounts Budgets Transaction Locking Reports Documents Payroll

Published

**JOURNAL**  
#2

Date: 30/04/2023  
Amount: ₹25,00,000.00

Notes: Begin salary payable for April -2023  
Reference Number:

Account	Contact	Debits	Credits
Salary payable		25,00,000.00	
Begin salary payable for April -2023			
ICICI Bank -001		25,00,000.00	
Begin salary payable for April -2023			
	Sub Total	25,00,000.00	25,00,000.00
	Total	₹25,00,000.00	₹25,00,000.00





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All Expenses ▾

	DATE	EXPENSE ...	REFERENC...	VENDOR N...	PAID THRO...	CUSTOMER...	STATUS	AMOUNT
<input type="checkbox"/>	30/04/2023	Other Expenses	03	Petty Cash			NON-BILLABLE	₹5,000.00
<input type="checkbox"/>	20/04/2023	Labor	02	ICICI Bank -001			NON-BILLABLE	₹5,00,000.00
<input type="checkbox"/>	30/04/2023	Rent Expense	Rant 01	ICICI Bank -001			NON-BILLABLE	₹2,36,000.00

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Home	Expense Details	Expense History
<a href="#">Items</a>	<a href="#">Edit</a> <a href="#">Make Recurring</a> <a href="#">Print</a>	
<a href="#">Banking</a>		X
<a href="#">Sales</a>		
<a href="#">Purchases</a>		
Vendors		
<a href="#">Expenses</a> +	<b>Expense Amount</b> ₹5,000.00 on 30/04/2023 NON-BILLABLE	
Recurring Expenses		
Purchase Orders		
Bills		
Payments Made		
Recurring Bills		
Vendor Credits		
<a href="#">Time Tracking</a>		
e-Way Bills		
GST Filing		
Accountant		
Reports		
Documents		
Payroll		

**Expense Details**

[Edit](#) [Make Recurring](#) [Print](#)

**Expense Amount**  
₹5,000.00 on 30/04/2023  
NON-BILLABLE

**Other Expenses**

Paid Through  
Petty Cash

Tax  
GST0 [ 0% ]

Tax Amount  
₹0.00 ( Exclusive )

Ref #  
03

GST Treatment  
Registered Business - Regular

GSTIN / UIN  
33AAAAA0000A15Z

Source Of Supply  
Tamil Nadu

Destination Of Supply  
Tamil Nadu

**Journal**

Amount is displayed in your base currency **INR**

**Expense**

ACCOUNT	DEBIT	CREDIT
Input SGST	0.00	0.00
Other Expenses	5,000.00	0.00
Petty Cash	0.00	5,000.00
Input CGST	0.00	0.00
	<b>5,000.00</b>	<b>5,000.00</b>





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This Month Customize Report Schedule Report Export As X

### Urbanaura interiors Profit and Loss

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

+ Add Temporary Note

ACCOUNT	TOTAL
<b>Operating Income</b>	
Sales	60,00,000.00
Total for Operating Income	60,00,000.00
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	5,00,000.00
Total for Cost of Goods Sold	5,00,000.00
Gross Profit	55,00,000.00
<b>Operating Expense</b>	
Total for Operating Expense	0.00
Operating Profit	55,00,000.00
<b>Non Operating Income</b>	
Total for Non Operating Income	0.00
<b>Non Operating Expense</b>	
Total for Non Operating Expense	0.00
Net Profit/Loss	55,00,000.00

\*\*Amount is displayed in your base currency INR





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		Search in Customers	Trial expire...	Subscribe	+				Urbanaura interiors				
		Today	Customize Report	Schedule Report				Export As	X				
<b>Urbanaura interiors</b> <b>Balance Sheet</b>													
Basis: Accrual As of 15/10/2023													
<a href="#">+ Add Temporary Note</a>													
<a href="#">Collapse all</a> <a href="#">Expand All</a>													
<b>ACCOUNT</b>													
<b>Assets</b>													
<b>Current Assets</b>													
<b>Cash</b>													
<b>Petty Cash</b> <span style="float: right;">-5,000.00</span>													
<b>Total for Cash</b> <span style="float: right;">-5,000.00</span>													
<b>Bank</b>													
<b>ICICI Bank -001</b> <span style="float: right;">24,28,000.00</span>													
<b>Total for Bank</b> <span style="float: right;">24,28,000.00</span>													
<b>Accounts Receivable</b> <span style="float: right;">11,80,000.00</span>													
<b>Other current assets</b>													
<b>Input Tax Credits</b> <span style="float: right;">0.00</span>													
<b>Input CGST</b> <span style="float: right;">45,000.00</span>													
<b>Input SGST</b> <span style="float: right;">45,000.00</span>													
<b>Total for Input Tax Credits</b> <span style="float: right;">90,000.00</span>													
<b>Total for Other current assets</b> <span style="float: right;">90,000.00</span>													
<b>Total for Current Assets</b> <span style="float: right;">36,93,000.00</span>													
<b>Total for Assets</b> <span style="float: right;">36,93,000.00</span>													
<b>Liabilities &amp; Equities</b>													
<b>Liabilities</b>													
<b>Current Liabilities</b>													
<b>Accounts Payable</b> <span style="float: right;">3,18,000.00</span>													
<b>GST Payable</b> <span style="float: right;">0.00</span>													
<b>Output CGST</b> <span style="float: right;">5,40,000.00</span>													
<b>Output SGST</b> <span style="float: right;">5,40,000.00</span>													
<b>Total for GST Payable</b> <span style="float: right;">10,80,000.00</span>													
<b>Total for Current Liabilities</b> <span style="float: right;">13,98,000.00</span>													
<b>Total for Liabilities</b> <span style="float: right;">13,98,000.00</span>													
<b>Equities</b>													
<b>Current Year Earnings</b> <span style="float: right;">22,95,000.00</span>													
<b>Total for Equities</b> <span style="float: right;">22,95,000.00</span>													
<b>Total for Liabilities &amp; Equities</b> <span style="float: right;">36,93,000.00</span>													
**Amount is displayed in your base currency <span style="background-color: green; color: white; padding: 2px 5px;">INR</span>													

\*\*Amount is displayed in your base currency INR





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**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)	₹60,00,000.00	₹0.00	₹5,40,000.00	₹5,40,000.00	₹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				
<b>Total value</b>	₹60,00,000.00	₹0.00	₹5,40,000.00	₹5,40,000.00	₹0.00

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

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6
(i) Taxable supplies on which electronic commerce operator pays tax under Sub-section (5) of Section 9 [To be furnished by the electronic commerce operator]	0	0	0	0	0
(ii) Taxable supplies made by the registered person through electronic commerce operator, on which electronic commerce operator is required to pay tax under Sub-section (5) of Section 9 [To be furnished by the registered person making supplies through electronic commerce operator]	₹0.00				

**3.2 Of the supplies shown in 3.1 (a) above, details of inter-State supplies made to unregistered persons, composition taxable persons and UIN holders**

Place Of Supply	Taxable Value	Integrated Tax	
1	2	3	4
Supplies made to Unregistered Persons			
Supplies made to Composition Taxable Persons			
Supplies made to UIN holders			
We are not tracking supplies made to UIN holders			

**4. Eligible ITC**

Details	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5
(A) ITC Available (whether in full or part)				
(1) Import of Goods	₹0.00			₹0.00
(2) Import of Services	₹0.00			₹0.00
(3) Inward supplies liable to reverse charge ( other than 1 & 2 above)	₹0.00	₹0.00	₹0.00	₹0.00
(4) Inward supplies from ISD	-- We do not support in Zoho Books --			
(5) All other ITC	₹0.00	₹27,000.00	₹27,000.00	₹0.00

**5. Values of exempt, nil-rated and non-GST inward supplies**

Nature of Supply	Inter-State Supplies	Intra-State Supplies
1	2	3
Composition Scheme, Exempted, Nil Rated	₹0.00	₹2,00,000.00
Non-GST supply	₹0.00	₹0.00



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### Urbanaura interiors Journal Report

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

+ Add Temporary Note

10/10/2023 - BILL 03 (CONSTRUCTEDGE SOLUTIONS)		DEBIT	CREDIT
Cost of Goods Sold		2,00,000.00	0.00
Accounts Payable		0.00	2,00,000.00
		<b>2,00,000.00</b>	<b>2,00,000.00</b>

10/10/2023 - BILL 2 (RAJ KAMAL DECORATIVES)		DEBIT	CREDIT
Cost of Goods Sold		1,00,000.00	0.00
Input CGST		9,000.00	0.00
Input SGST		9,000.00	0.00
Accounts Payable		0.00	1,18,000.00
		<b>1,18,000.00</b>	<b>1,18,000.00</b>

10/10/2023 - BILL 01 (JUNIPER FURNITURES)		DEBIT	CREDIT
Cost of Goods Sold		2,00,000.00	0.00
Input CGST		18,000.00	0.00
Input SGST		18,000.00	0.00
Accounts Payable		0.00	2,36,000.00
		<b>2,36,000.00</b>	<b>2,36,000.00</b>

10/10/2023 - PAYMENTS MADE 01 (JUNIPER FURNITURES)		DEBIT	CREDIT
Accounts Payable		2,36,000.00	0.00
Prepaid Expenses		0.00	2,36,000.00
		<b>2,36,000.00</b>	<b>2,36,000.00</b>

11/10/2023 - INVOICE INV-000011 (TECH WISE CONSTRUCTIONS PVT LTD)		DEBIT	CREDIT
Accounts Receivable		59,00,000.00	0.00
Output CGST		0.00	4,50,000.00
Output SGST		0.00	4,50,000.00
Sales		0.00	50,00,000.00
		<b>59,00,000.00</b>	<b>59,00,000.00</b>

11/10/2023 - INVOICE INV-000012 (DREAM HOMES)		DEBIT	CREDIT
Accounts Receivable		11,80,000.00	0.00
Output CGST		0.00	90,000.00
Output SGST		0.00	90,000.00
Sales		0.00	10,00,000.00
		<b>11,80,000.00</b>	<b>11,80,000.00</b>

11/10/2023 - INVOICE PAYMENT INV-000011 (TECH WISE CONSTRUCTIONS PVT LTD)		DEBIT	CREDIT
Unearned Revenue		59,00,000.00	0.00
Accounts Receivable		0.00	59,00,000.00
		<b>59,00,000.00</b>	<b>59,00,000.00</b>

\*\*Amount is displayed in your base currency **INR**

