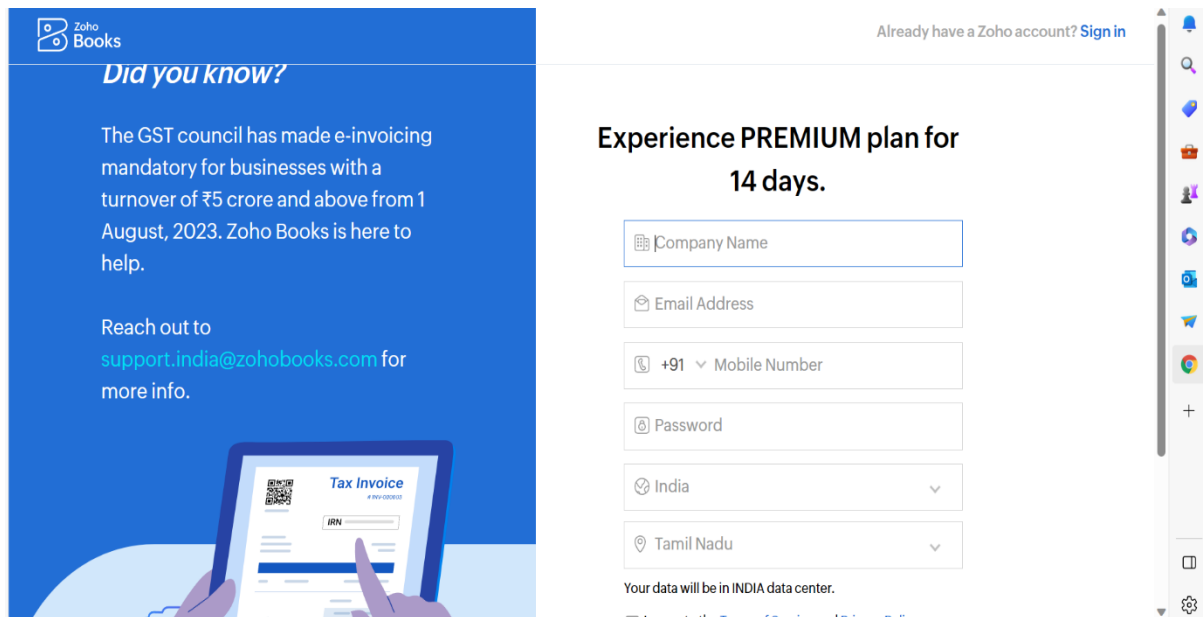


SCREENSHOTS

OF PREPARATION AND MAINTENANCE OF ZOHO BOOKS FOR FRESH BITES CATERING

ZOHO BOOK ACCOUNT CREATION



The screenshot shows the Zoho Books account creation interface. On the left, a blue sidebar contains the Zoho Books logo and a 'Did you know?' section about GST e-invoicing. The main area is white and features a promotional banner for the 'PREMIUM plan for 14 days'. Below the banner is a registration form with fields for Company Name, Email Address, Mobile Number (prefixed with +91), Password, Country (set to India), and State (set to Tamil Nadu). A note states 'Your data will be in INDIA data center.' and a link to 'Terms of Service and Privacy Policy' is provided. A right-hand sidebar contains various application icons and a search bar.

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.

Experience PREMIUM plan for 14 days.

Company Name

Email Address

+91 Mobile Number

Password

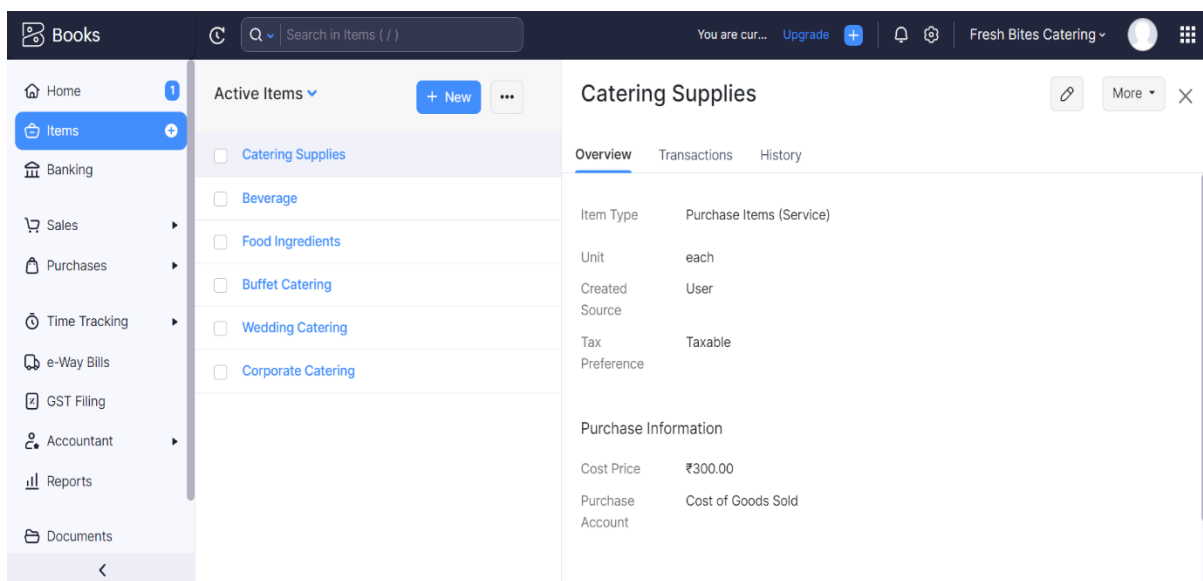
India

Tamil Nadu

Your data will be in INDIA data center.

[Learn to the Terms of Service and Privacy Policy](#)

ITEM CREATION



The screenshot displays the Zoho Books 'Active Items' management page. The left sidebar shows navigation options like Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, and Documents. The 'Active Items' section lists several item types: Catering Supplies, Beverage, Food Ingredients, Buffet Catering, Wedding Catering, and Corporate Catering. The 'Catering Supplies' item is selected, showing its details in the main panel. The details include Item Type (Purchase Items (Service)), Unit (each), Created Source (User), Tax (Taxable), and Preference. Below this, the 'Purchase Information' section shows a Cost Price of ₹300.00 and a Purchase Account for Cost of Goods Sold. The top navigation bar includes a search bar, an upgrade button, and the user's name 'Fresh Bites Catering'.

Books Search in Items (/) You are cur... Upgrade + Fresh Bites Catering

Active Items + New ...

- ☐ Catering Supplies
- ☐ Beverage
- ☐ Food Ingredients
- ☐ Buffet Catering
- ☐ Wedding Catering
- ☐ Corporate Catering

Catering Supplies More X

Overview Transactions History

Item Type	Purchase Items (Service)
Unit	each
Created Source	User
Tax	Taxable
Preference	

Purchase Information

Cost Price	₹300.00
Purchase Account	Cost of Goods Sold

REVIEW OF ITEMS AFTER ADDITION

Books

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Q

Search in Items (/)

You are cur... Upgrade

Fresh Bites Catering

Active Items

+ New

?

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	Q
<input type="checkbox"/>	Catering Supplies		0		each	
<input type="checkbox"/>	Beverage		0		kg	
<input type="checkbox"/>	Food Ingredients		0		kg	
<input type="checkbox"/>	Buffet Catering		₹500.00	996334	Plate	
<input type="checkbox"/>	Wedding Catering		₹400.00	996334	Plate	
<input type="checkbox"/>	Corporate Catering		₹300.00	996334	Plate	

VENDOR CREATION

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Q

Search in Vendors (/)

You are cur... Upgrade

Fresh Bites Catering

Active Vend...

+ New Transaction

More

X

Drink Delight Beverage

Overview

Comments

Transactions

Mails

Statement

Drink Delight Beverage

₹52,500.00

Drink Delight Beverage

₹60,000.00

Whole Foods Market

₹1,05,000.00

Drink Delight Beverage

ADDRESS

Billing Address

No Billing Address - Add new address

Shipping Address

No Shipping Address - Add new address

OTHER DETAILS

Default

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	₹52,500.00	₹0.00

View Opening Balance

Expenses

This chart is displayed in the organization's base currency.

REVIEW OF VENDORS LIST

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Search in Vendors (/)

You are cur... Upgrade

Fresh Bites Catering

Active Vendors

+ New

<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (B...	
<input type="checkbox"/>	Drink Delight Beverage	Drink Delight Beverage			Tamil Nadu	₹52,500.00	₹0.00	
<input type="checkbox"/>	Mega Store Supplies	Mega Store Supplies			Tamil Nadu	₹60,000.00	₹0.00	
<input type="checkbox"/>	Whole Foods Market	Whole Foods Market			Tamil Nadu	₹1,05,000.00	₹0.00	

PURCHASES

PURCHASE ORDER CREATION

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Search in Purchase Orders (/)

You are cur... Upgrade

Fresh Bites Catering

New Purchase Order

Vendor Name*

Select a Vendor

Deliver To*

Organization

21ucc015

Tamil Nadu

India ,

8531096337

Change destination to deliver

Purchase Order#*

PO-00007

Referenc#

Save as Draft

Save and Send

Cancel

Template: 'Standard Template' Change

PURCHASE ORDER TO BILL CONVERSION

Books

Search in Bills (/)

You are currently in th... Upgrade + | Fresh Bites Catering -

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

All Bills

+ New

...

01

Attachments

Comments & History

X

☐ Mega Store Supplies

03 | 25/09/2023

₹60,000.00

OVERDUE BY 20 DAYS

☐ Drink Delight Beverage

02 | 25/09/2023

₹52,500.00

OVERDUE BY 20 DAYS

☐ Whole Foods Market

01 | 25/09/2023

₹1,05,000.00

OVERDUE BY 20 DAYS

Edit

PDF

Record Payment

:

Record Payment

Payment for this bill is overdue. You can record the payment for this bill if paid.

Record Payment

Purchase Orders 1

▶

Show PDF View

🔍

Overdue

Fresh Bites Catering
Tamil Nadu
India
GSTIN 33AAAAA0000A15Z
8531096337
21ucc015@msstepioneercollege.edu.in

BILL
Bill# 01
Balance Due
₹1,05,000.00

Order Number : PO-00006

OUTSTANDING BILLS

Books

Search in Bills (/)

You are currently in th... Upgrade + | Fresh Bites Catering -

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

All Bills

+ New

...

=

@

DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
<input type="checkbox"/> 25/09/2023	03		Mega Store Supplies	OVERDUE BY 20 DAYS	27/09/2023	₹60,000.00	₹60,000.00
<input type="checkbox"/> 25/09/2023	02		Drink Delight Beverage	OVERDUE BY 20 DAYS	27/09/2023	₹52,500.00	₹52,500.00
<input type="checkbox"/> 25/09/2023	01	PO-00006	Whole Foods Market	OVERDUE BY 20 DAYS	27/09/2023	₹1,05,000.00	₹1,05,000.00

CUSTOMER CREATION

Books

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

Search in Customers (/)

You are currently in th... Upgrade

Fresh Bites Catering

Active Customers

NAME

COMPANY NAME

EMAIL

WORK PHONE

PLACE OF SUPPLY

RECEIVABLES (BCY)

UNUSED CREDITS (BCY)

lyyer Event Planners

lyyer Event Planners

Tamil Nadu

₹0.00

₹0.00

Raj Kamal Wedding Planners

Raj Kamal Wedding Planners

Tamil Nadu

₹0.00

₹0.00

TechWise Solution Pvt Ltd

TechWise Solution Pvt Ltd

Tamil Nadu

₹0.00

₹0.00

SALES

SALES ORDER CREATION

Books

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

Search in Sales Orders (/)

You are currently in th... Upgrade

Fresh Bites Catering

All Sales Orders

lyyer Event Planners

SO-00003 | 20/04/2023

₹2,62,500.00

CLOSED

Raj Kamal Wedding Planners

SO-00002 | 15/04/2023

₹4,20,000.00

CLOSED

TechWise Solution Pvt Ltd

SO-00001 | 05/04/2023

₹1,57,500.00

CLOSED

SO-00003

Edit

Email

PDF/Print

Invoices

Invoice Status : INVOICED

Show PDF View

Customize

Closed

Fresh Bites Catering
Tamil Nadu
India
GSTIN 33AAAAA0000A15Z
853106337
21ucc015@unipioneercollege.edu.in

SALES ORDER

Sales Order# SO-00003

Bill To

lyyer Event Planners

Order Date : 20/04/2023

Place Of Supply: Tamil Nadu (33)

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Buffet Catering	996334	500.00	500.00	2,50,000.00
	Plate				

INVOICE

Books

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

Q

Search in Invoices (/)

You are currently in th...

Upgrade

Fresh Bites Catering

All Invoices

+ New

<input type="checkbox"/>	DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE	<div>Q</div>
<input type="checkbox"/>	20/04/2023	INV-000008	SO-00003	Iyyer Event Planners	DRAFT	03/08/2023	₹2,62,500.00	₹2,62,500.00	
<input type="checkbox"/>	15/04/2023	INV-000002	SO-00002	Raj Kamal Wedding Planners	DRAFT	03/08/2023	₹4,20,000.00	₹4,20,000.00	
<input type="checkbox"/>	03/08/2023	INV-000001	SO-00001	TechWise Solution Pvt Ltd	DRAFT	03/08/2023	₹1,57,500.00	₹1,57,500.00	

Have questions? Ask away!

CREATION OF BANK ACCOUNT

Books

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

More Features

Q

Search in Banking (/)

You are currently in th...

Upgrade

Fresh Bites Catering

Edit Bank

Account Name*

Account Code

Currency*

Account Number

Bank Name

IFSC

Description

ICICI Bank-001

INR

000001

ICICI Bank

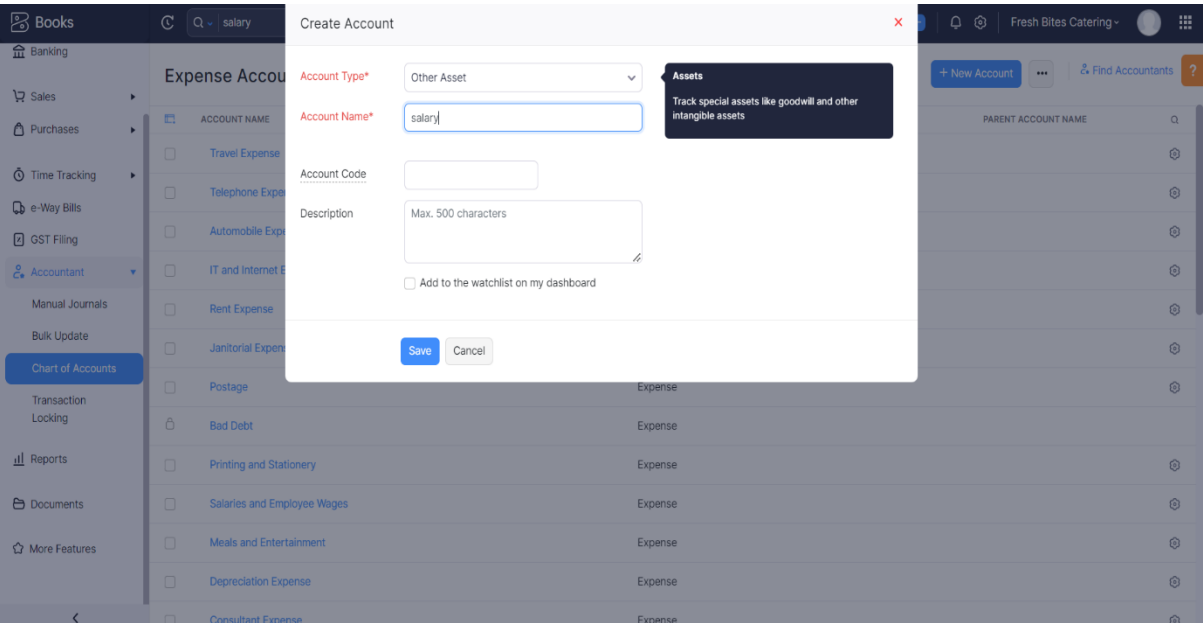
Max. 500 characters

☐ Make this primary

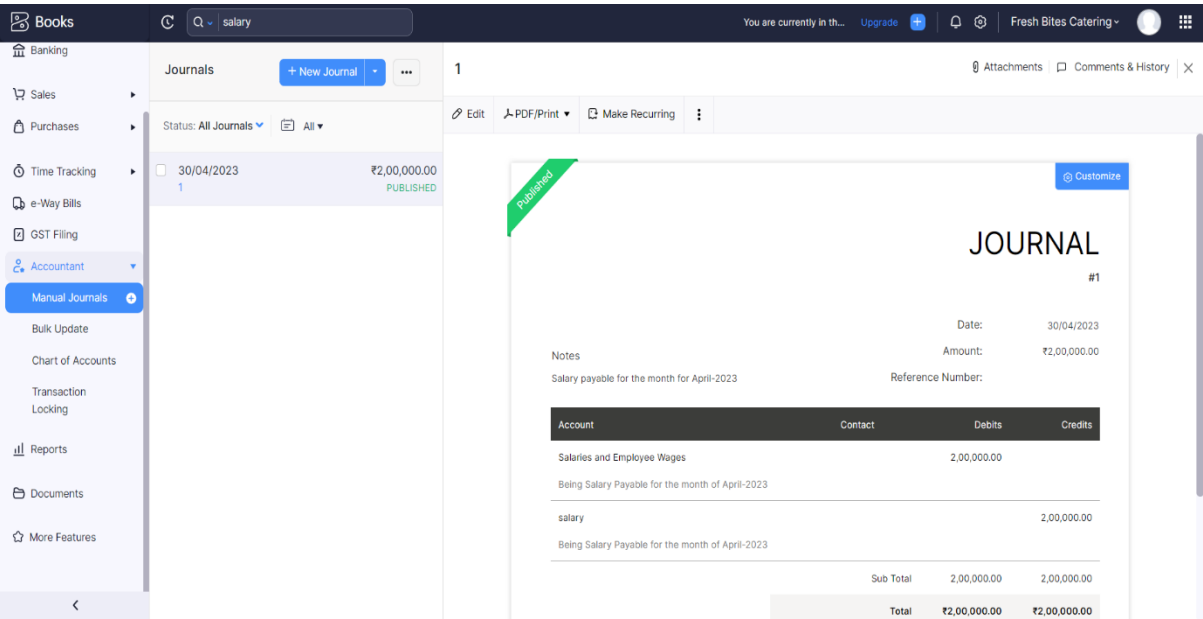
Save

Cancel

LEDGER CREATION



JOURNAL ENTRIES



FINANCIAL REPORTS

PROFIT AND LOSS ACCOUNT

salary

This Year

Customize Report

Schedule Report

Fresh Bites Catering
Profit and Loss
Basis: Accrual
From 01/04/2023 To 31/03/2024

[+ Add Temporary Note](#)

ACCOUNT	TOTAL
Operating Income	
Total for Operating Income	0.00
Cost of Goods Sold	
Cost of Goods Sold	1,10,000.00
Materials	1,00,000.00
Total for Cost of Goods Sold	2,10,000.00
Gross Profit	-2,10,000.00
Operating Expense	
Other Expenses	5,000.00
Rent Expense	50,000.00
Salaries and Employee Wages	2,00,000.00
Total for Operating Expense	2,55,000.00
Operating Profit	-4,65,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	-4,65,000.00

**Amount is displayed in your base currency

BALANCE SHEET

Q - Salary

📅 This Year

🔗 Customize Report

Schedule Report

📄

📄

Export As -

✕

Fresh Bites Catering

Balance Sheet

Basis: Accrual


As of 31/03/2024

+ Add Temporary Note

Collapse all

Expand All

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Undeposited Funds	-15,000.00
Total for Cash	-10,000.00
Bank	
ICICI Bank-001	-50,000.00
Total for Bank	-50,000.00
Other current assets	
Prepaid Expenses	1,00,000.00
Input Tax Credits	0.00
Input GST	3,750.00
Input SGST	3,750.00
Total for Input Tax Credits	7,500.00
Total for Other current assets	1,12,500.00
Total for Current Assets	52,500.00
Total for Assets	52,500.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
Accounts Payable	2,17,500.00
Salary	2,00,000.00
Total for Current Liabilities	4,17,500.00
Total for Liabilities	4,17,500.00
Equities	
Capital Stock	1,00,000.00
Current Year Earnings	-4,65,000.00
Total for Equities	-3,65,000.00
Total for Liabilities & Equities	52,500.00

**Amount is displayed in your base currency 

CASH FLOW STATEMENT

🕒

🔍 salary

☰

📅 This Year

🔗 Customize Report

Schedule Report

🔗

🖨️

⌵

Export As

Fresh Bites Catering

Cash Flow Statement

From 01/04/2023 To 31/03/2024

+ Add Temporary Note

Collapse all

Expand All

ACCOUNT ⌵	TOTAL
Beginning Cash Balance	0.00
Cash Flow from Operating Activities	
Accounts Payable	2,17,500.00
Input Tax Credits	0.00
Input CGST	-3,750.00
Input SGST	-3,750.00
Total for Input Tax Credits	-7,500.00
Net Income	-4,65,000.00
Prepaid Expenses	-1,05,000.00
salary	2,00,000.00
Net cash provided by Operating Activities	-1,60,000.00
Cash Flow from Investing Activities	
Net cash provided by Investing Activities	0.00
Cash Flow from Financing Activities	
Capital Stock	1,00,000.00
Net cash provided by Financing Activities	1,00,000.00
Net Change in cash	-60,000.00
Ending Cash Balance	-60,000.00

**Amount is displayed in your base currency ₹

