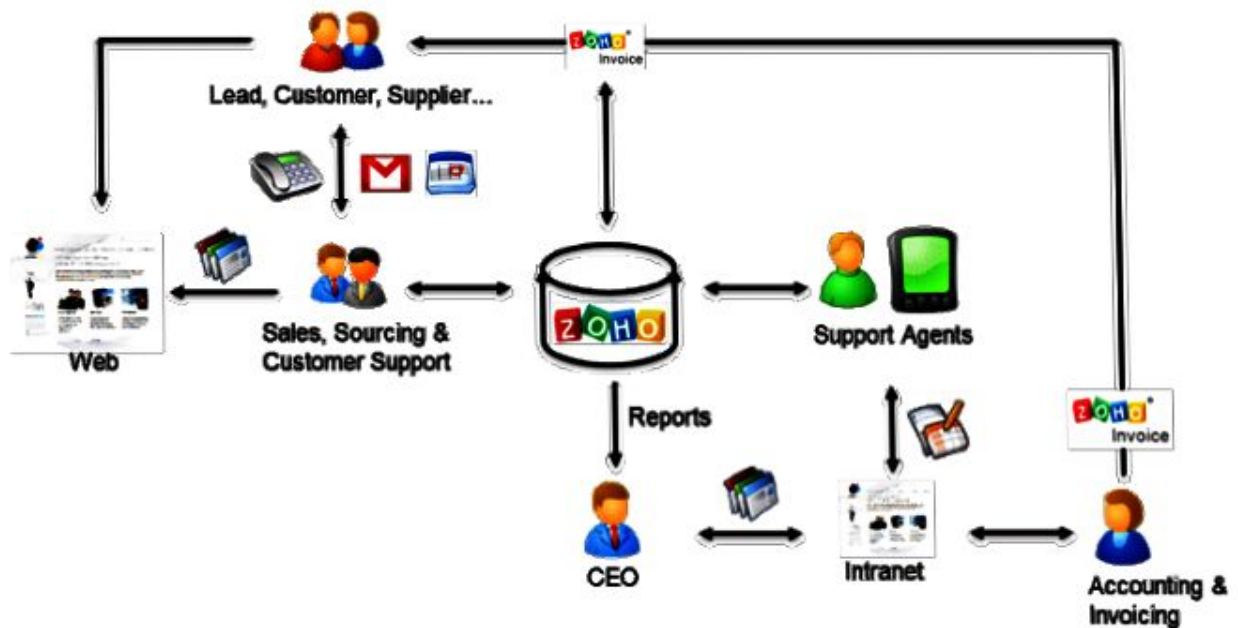




### Preparation and Maintenance of ZOHO Books for Fresh Bites Catering

Fresh Bites Catering, a catering service, utilizes Zoho Books to manage their sales, track inventory, and handle invoicing. They can generate professional invoices for clients and track expenses related to ingredients and supplies. Zoho Books helps them maintain accurate financial records and streamline their catering operations.



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](#)

● SEPTEMBER 2023

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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## Active Items

+ New

...

?

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	Q
<input type="checkbox"/>	Wedding inderedients		₹300.00		plate	
<input type="checkbox"/>	Food inderedients		₹300.00		plate	
<input type="checkbox"/>	Buffet catering		₹300.00		plate	
<input type="checkbox"/>	Reading desihgn		₹300.00		plate	
<input type="checkbox"/>	Corporate catering		₹300.00		plate	

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## Wedding indereredients



More



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Item Type Sales and Purchase Items (Service)

Unit plate

Created Source User

Tax Preference Taxable

Intra State Tax Rate GST5 (5 %)

Inter State Tax Rate IGST5 (5 %)

### Purchase Information

Cost Price ₹300.00

Purchase Account Cost of Goods Sold

### Sales Information

Selling Price ₹300.00

Sales Account Sales



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## Active Vendors

+ New

...

<input type="checkbox"/>	NAME	COMPANY N...	EMAIL	WORK PHONE	SOURCE OF ...	PAYABLES (B...	UNUSED CRE...	
<input type="checkbox"/>	Business food market	Business food market			Tamil Nadu	₹63,000.00	₹0.00	
<input type="checkbox"/>	Whole Drink Delight Bevarages	Whole Drink Delight Bevarages			Tamil Nadu	₹1,50,000.00	₹0.00	
<input type="checkbox"/>	Whole foowhole food serviced service	Whole food service			Tamil Nadu	₹0.00	₹0.00	
<input type="checkbox"/>	Whole foods market	Whole foods market			Tamil Nadu	₹63,000.00	₹1,05,000.00	

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## All Expenses

+ New

	DATE	EXPENSE ...	REFERENC...	VENDOR N...	PAID THRO...	CUSTOME...	STATUS	AMOUNT	
<input type="checkbox"/>	30/04/2023	Other Expenses	02	Whole foods market	Petty Cash		NON-BILLABLE	₹59,000.00	
<input type="checkbox"/>	30/04/2023	Rent Expense	01	Whole foowhole food serviced service	Icici Bank-001		NON-BILLABLE	₹59,000.00	

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## All Purchase Orders

+ New

...

<input type="checkbox"/>	DATE	PURCHAS...	REFERENC...	VENDOR N...	STATUS	BILLED ST...	AMOUNT	EXPECTED...	
<input type="checkbox"/>	05/04/2023	01		Whole foods market	CLOSED	BILLED	₹63,000.00	0	

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## All Bills

+ New

...

≡

📷

<input type="checkbox"/>	DATE	BILL#	REFERENC...	VENDOR N...	STATUS	DUE DATE	AMOUNT	BALANCE ...	🔍
<input type="checkbox"/>	05/04/2023	03		Business food market	OVERDUE BY 73 DAYS	03/08/2023	₹63,000.00	₹63,000.00	
<input type="checkbox"/>	05/04/2023	02		Whole Drink Delight Bevarages	OVERDUE BY 73 DAYS	03/08/2023	₹1,50,000.00	₹1,50,000.00	
<input type="checkbox"/>	03/08/2023	01	01	Whole foods market	OVERDUE BY 73 DAYS	03/08/2023	₹63,000.00	₹63,000.00	



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## Active Customers

+ New

...

<input type="checkbox"/>	NAME	COMPANY N...	EMAIL	WORK PHONE	PLACE OF SU...	RECEIVABLE...	UNUSED CRE...	
<input type="checkbox"/>	lyyer event planners	lyyer event planners			Tamil Nadu	₹0.00	₹0.00	
<input type="checkbox"/>	Rajkamal wedding planners	Rajkamal wedding planners			Tamil Nadu	₹1,50,000.00	₹0.00	
<input type="checkbox"/>	Techwise solutions pvt Ltd	Techwise solutions pvt Ltd			Tamil Nadu	₹5,32,815.00	₹5,000.00	

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## All Sales Orders

+ New

...

<input type="checkbox"/>	DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS
<input type="checkbox"/>	11/10/2023	SO-00001	Zo1	Techwise solutions pvt Ltd	CLOSED
<input type="checkbox"/>	21/06/2017	SO-00002		Rajkamal wedding planners	CLOSED

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## Manual Journals

+ New Journal

...

Find Accountants

?

VIEW BY: Status: All Journals Period: All

<input type="checkbox"/>	DATE	JOURNAL#	REFERENCE ...	STATUS	NOTES	AMOUNT	CREATED BY	
<input type="checkbox"/>	05/04/2023	1	1	PUBLISHED		₹2,00,000.00	Nithya.k K.nithya	
<input type="checkbox"/>	05/04/2023	2		PUBLISHED		₹2,00,000.00	Nithya.k K.nithya	

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## Banking Overview

Bank Statements

Add Bank or Credit Card



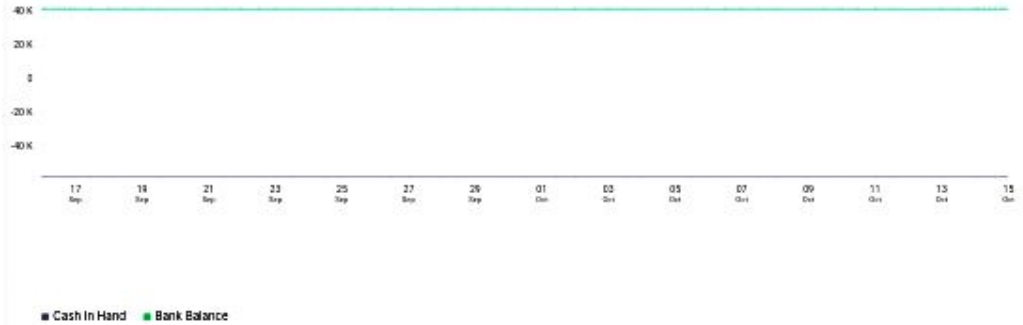
### All Accounts

Last 30 days

Cash In Hand ₹-59,000.00

Bank Balance ₹41,000.00

Hide Chart



### Active Accounts

ACCOUNT DETAILS	UNCATEGORIZED	PENDING CHECKS	AMOUNT IN BANK	AMOUNT IN ZOHO BOOKS	
Bank			₹0.00	₹0.00	🔄
Icici Bank-001 xxxx0001			₹0.00	₹41,000.00	🔄
Petty Cash			₹0.00	₹-59,000.00	🔄
Undeposited Funds			₹0.00	₹0.00	🔄

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Attachments Comments & History X

Edit

PDF/Print

Make Recurring



Published

# JOURNAL

#1

Date: 05/04/2023

Amount: ₹2,00,000.00

Reference  
Number: 1

## Notes

Salary payable the month of april-2023

Account	Contact	Debits	Credits
Salaries and Employee Wages		2,00,000.00	
Being salery payable for the month of aprial2023			
Salaries and Employee Wages			2,00,000.00
Being salery payable for the month of April 2023			
Sub Total		2,00,000.00	2,00,000.00
Total		₹2,00,000.00	₹2,00,000.00

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01

Attachments Comments & History

Edit

Send Mail

PDF/Print

Bills 1

Bill Status : **BILLED**

Show PDF View

Closed

**Freshbites corporate catering**  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A152  
nknithya80@gmail.com

# PURCHASE ORDER

# 01

Vendor Address

[Whole foods market](#)  
GSTIN 33AAAAA0000A152

Deliver To

Nithya.k.K.nithya  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A152  
nknithya80@gmail.com

Date : 05/04/2023

#	Item & Description	Qty	Rate	Amount
1	Food inderedients	200.00 plate	300.00	60,000.00
Sub Total				60,000.00
CGST2.5 (2.5%)				1,500.00
SGST2.5 (2.5%)				1,500.00
Total				₹63,000.00

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

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

03

AttachmentsComments & History

EditPDFRecord Payment

Record Payment

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

Show PDF View

Overdue

Freshbites corporate catering

Tamil Nadu

India

GSTIN 33AAAAA0000A152

nkithya80@gmail.com

BILL

Bill# 03

Balance Due

₹63,000.00

Bill From

Business food market

GSTIN 33AAAAA0000A152

Bill Date :

05/04/2023

Due Date :

03/08/2023

Terms :

Due on Receipt

#	Item & Description	Qty	Rate	Amount
1	Corporate catering	200.00	300.00	60,000.00
	plate			

Sub Total

60,000.00

CGST2.5 (2.5%)

1,500.00

SGST2.5 (2.5%)

1,500.00

Total

₹63,000.00

Balance Due

₹63,000.00

Authorized Signature

Journal

Amount is displayed in your base currency INR

Bill

ACCOUNT	DEBIT	CREDIT
Cost of Goods Sold	60,000.00	0.00
Input CGST	1,500.00	0.00
Input SGST	1,500.00	0.00
Accounts Payable	0.00	63,000.00
	63,000.00	63,000.00

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SO-00001

Attachments Comments & History

Edit

Email

PDF/Print



Invoices 1

Invoice Status : INVOICED

Show PDF View

Closed

**Freshbites corporate catering**  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A152  
nknithya80@gmail.com

## SALES ORDER

Sales Order# SO-00001

Bill To

**Techwise solutions pvt Ltd**  
GSTIN 33AAAAA0000A152

Ship To

GSTIN 33AAAAA0000A152

Order Date : 11/10/2023

Ref# : Zo1

Place Of Supply: Tamil Nadu (33)

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Corporate catering Careting	996335	500.00 plate	300.00	1,50,000.00
2	Food inderedients Food delivery	996334	500.00 plate	300.00	1,50,000.00
3	Wedding inderedients Inderedients	996334	500.00 plate	300.00	1,50,000.00
4	Reading desihgn	996334	1.00 plate	300.00	300.00

Sub Total 4,50,300.00

CGST2.5 (2.5%) 11,257.50

SGST2.5 (2.5%) 11,257.50

**Total ₹4,72,815.00**

Notes

Use this infuture for all sales orders of all customers

Terms & Conditions

Use this in future for all sales orders of all customer

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

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

More Information



+ Add Temporary Note

ACCOUNT	TOTAL
<b>Operating Income</b>	
Total for Operating Income	0.00
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	2,10,000.00
Total for Cost of Goods Sold	2,10,000.00
<b>Gross Profit</b>	-2,10,000.00
<b>Operating Expense</b>	
Other Expenses	50,000.00
Rent Expense	50,000.00
Total for Operating Expense	1,00,000.00
<b>Operating Profit</b>	-3,10,000.00
<b>Non Operating Income</b>	
Total for Non Operating Income	0.00
<b>Non Operating Expense</b>	
Total for Non Operating Expense	0.00
<b>Net Profit/Loss</b>	-3,10,000.00

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



Freshbites corporate catering  
Balance Sheet

Basis: Accrual  
As of 30/04/2023

[+ Add Temporary Note](#)

[Collapse all](#) [Expand All](#)

ACCOUNT	TOTAL
<strong>Assets</strong>	
<strong>Current Assets</strong>	
<strong>Cash</strong>	
<a href="#">Petty Cash</a>	-59,000.00
<strong>Total for Cash</strong>	-59,000.00
<strong>Bank</strong>	
<a href="#">Iccl Bank-001</a>	41,000.00
<strong>Total for Bank</strong>	41,000.00
<a href="#">Accounts Receivable</a>	1,50,000.00
<strong>Other current assets</strong>	
<a href="#">Prepaid Expenses</a>	1,05,000.00
<a href="#">Input Tax Credits</a>	0.00
<a href="#">Input CGST</a>	14,250.00
<a href="#">Input SGST</a>	14,250.00
<strong>Total for Input Tax Credits</strong>	28,500.00
<strong>Total for Other current assets</strong>	1,33,500.00
<strong>Total for Current Assets</strong>	2,65,500.00
<strong>Total for Assets</strong>	2,65,500.00
<strong>Liabilities &amp; Equities</strong>	
<strong>Liabilities</strong>	
<strong>Current Liabilities</strong>	
<a href="#">Accounts Payable</a>	2,13,000.00
<a href="#">Salary payable</a>	2,00,000.00
<a href="#">TDS Payable</a>	7,500.00
<a href="#">Unearned Revenue</a>	5,000.00
<strong>Total for Current Liabilities</strong>	4,25,500.00
<strong>Total for Liabilities</strong>	4,25,500.00
<strong>Equities</strong>	





## GSTR-3B Summary

From 01/04/2023 To 30/04/2023

### 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

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	₹14,250.00	₹14,250.00	₹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

TAX NAME	TAX PERCENTAGE	TAXABLE AMOUNT	TAX AMOUNT
SGST9	9	₹-1,00,000.00	₹-9,000.00
SGST2.5	2.5	₹-2,10,000.00	₹-5,250.00
CGST9	9	₹-1,00,000.00	₹-9,000.00
CGST2.5	2.5	₹-2,10,000.00	₹-5,250.00
Total		₹-6,20,000.00	₹-28,500.00





