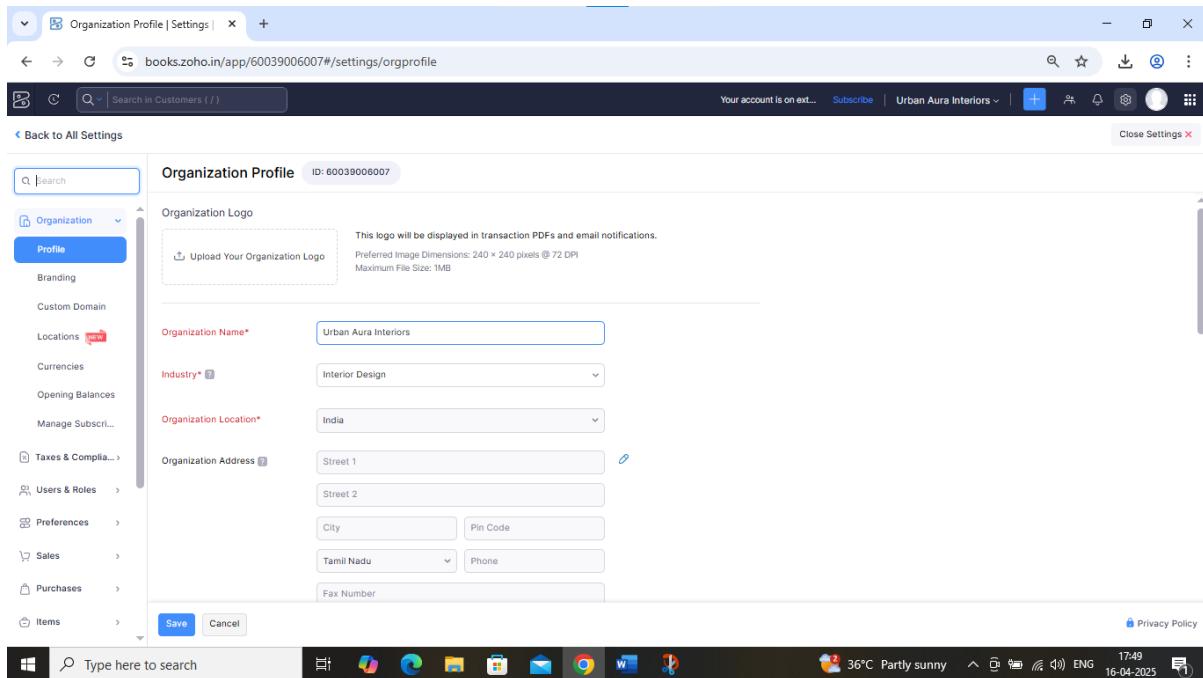


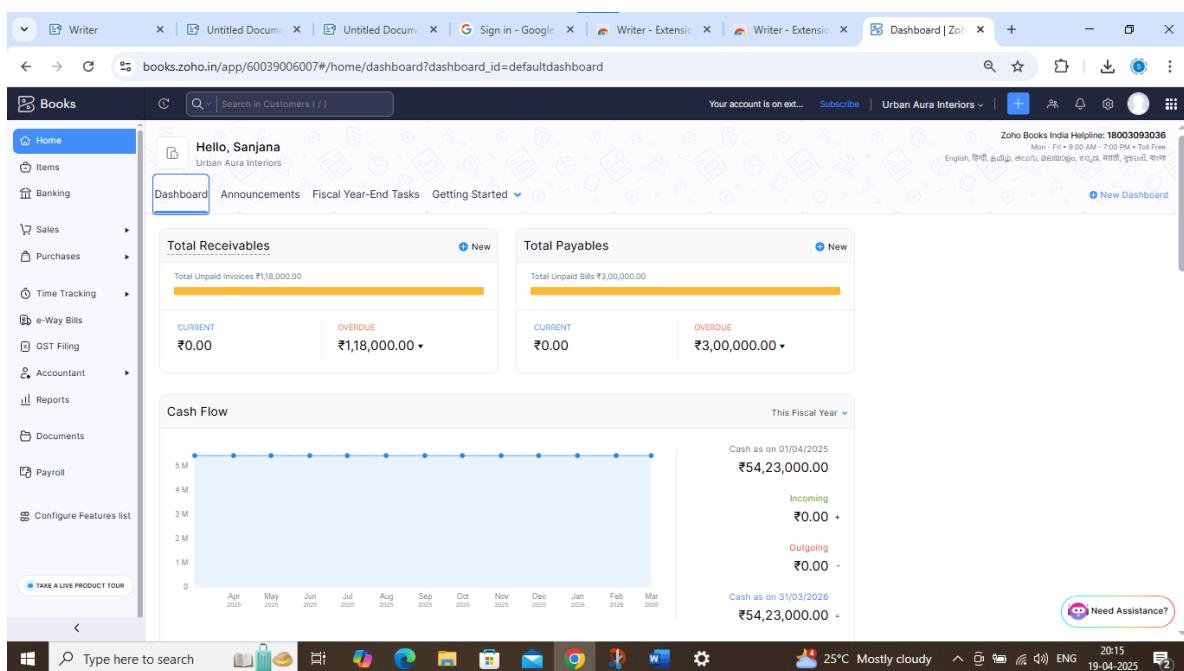
UrbanAura Interiors (Interior Designing - Industry)

Milestone 1 : Set up your account

Activity 1 Sign up for a Zoho Books account and login



Activity 2 : Introduction



Activity 3: Lets get started

Assume UrbanAura Interiors is offering below services -

1. Residential Interior Design
2. Commercial Interior Design

Purchase for supply of above services

1. Furniture & Fixture Items
2. Decorative Accessories
3. Construction and renovation Materials

Output GST @18 % is applicable for all the above services and Items .

Milestone 2. Service Creation

Activity 1.Creation

- Go to items
- +New
- Units ft
- SAC code of the item
- Selling info / Purchase info
- Tax rate for sale products

The screenshot shows the 'Edit Item' page in Zoho Books. The left sidebar lists various modules: Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main form has the following fields:

- Type: Service (radio button selected)
- Name*: Residential Interior Design
- Unit: ft
- SAC: 998391
- Tax Preference: Taxable
- Sales Information:** Selling Price* (INR 10000), Account* (Sales), Description
- Purchase Information:** Cost Price (INR 0), Account (Select an account), Description, Preferred Vendor
- Default Tax Rates:
 - Intra State Tax Rate: GST18 [18%]
 - Inter State Tax Rate: IGST18 [18%]

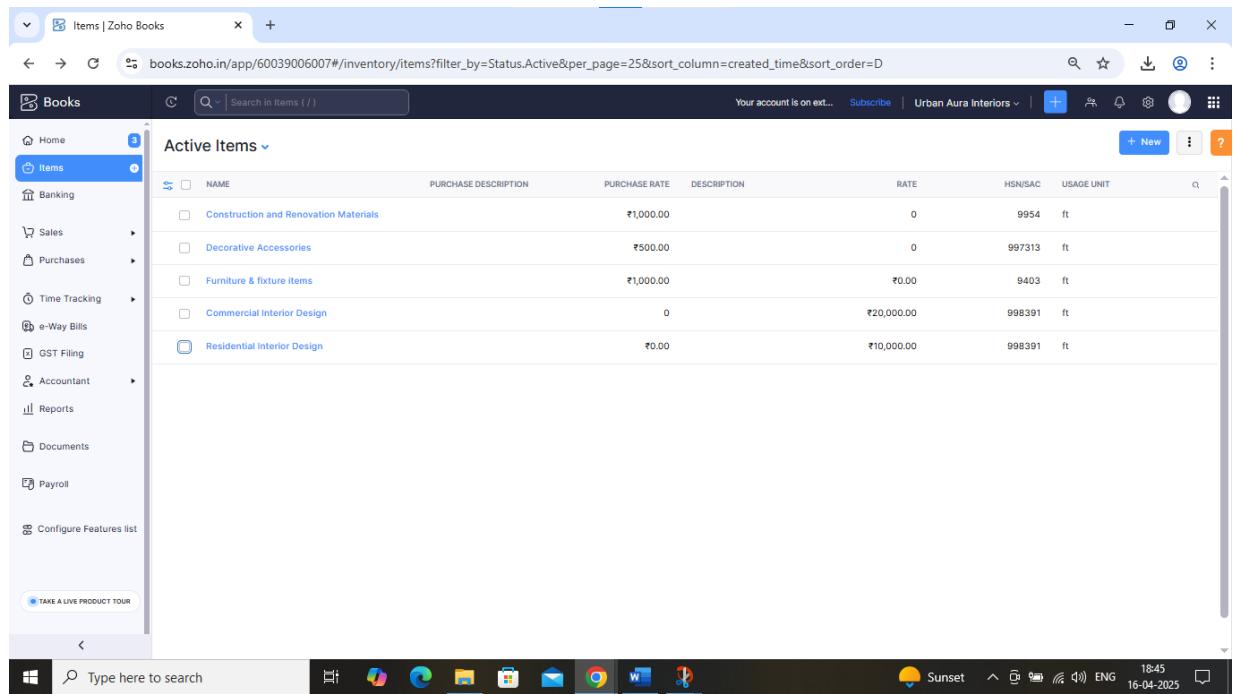
At the bottom are Save and Cancel buttons.

The screenshot shows the 'New Item' page in Zoho Books, with the left sidebar identical to the previous screenshot. The main form is identical to the 'Edit Item' page, featuring:

- Type: Service (radio button selected)
- Name*: Residential Interior Design
- Unit: ft
- SAC: 998391
- Tax Preference: Taxable
- Sales Information:** Selling Price* (INR 10000), Account* (Sales), Description
- Purchase Information:** Cost Price (INR 0), Account (Cost of Goods Sold), Description, Preferred Vendor
- Default Tax Rates:
 - Intra State Tax Rate: GST18 [18%]
 - Inter State Tax Rate: IGST18 [18%]

At the bottom is a note: "Do you want to keep track of this item? Enable Inventory to view its stock based on the sales and purchase transactions you record for it. Go to Settings > Preferences > Item".

Activity 2: Review of items after Adding all the good and services



The screenshot shows the Zoho Books software interface. The left sidebar has a 'Books' icon and lists various modules: Home, Items (which is selected and highlighted in blue), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. A 'TAKE A LIVE PRODUCT TOUR' button is also visible. The main content area is titled 'Active Items' and displays a table with the following data:

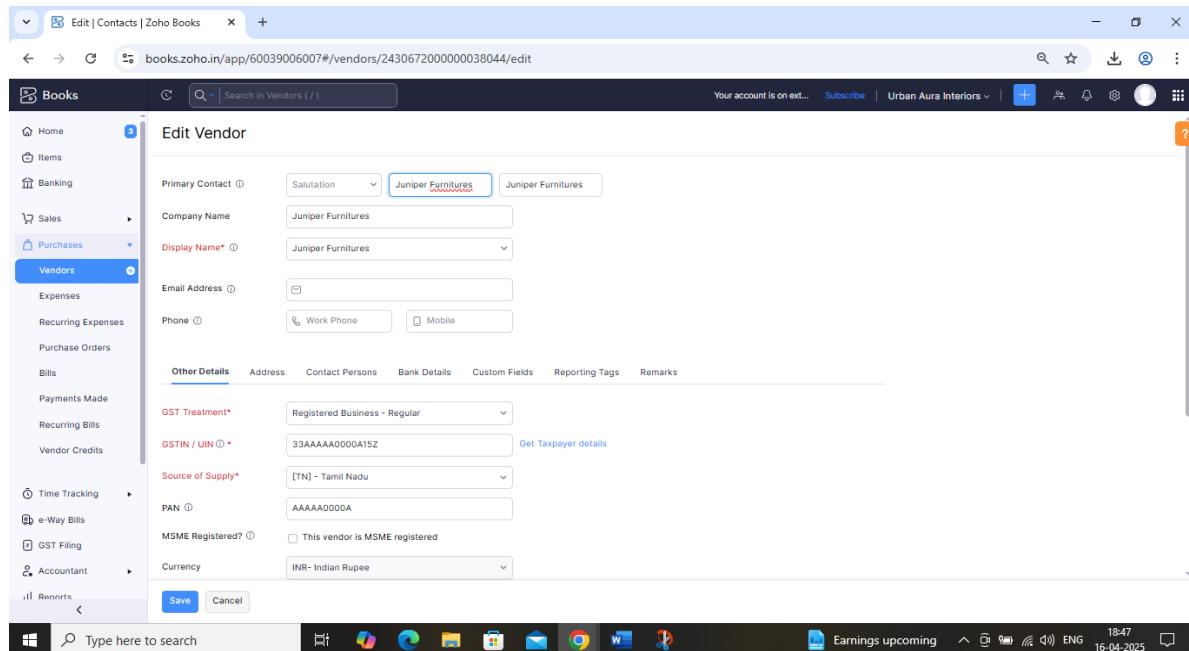
NAME	PURCHASE DESCRIPTION	PURCHASE RATE	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
Construction and Renovation Materials		₹1,000.00	0	9954	ft	
Decorative Accessories		₹500.00	0	997313	ft	
Furniture & fixture items		₹1,000.00	₹0.00	9403	ft	
Commercial Interior Design		0	₹20,000.00	998391	ft	
Residential Interior Design		₹0.00	₹10,000.00	998391	ft	

The top navigation bar shows the URL 'books.zoho.in/app/60039006007#/inventory/items?filter_by=Status.Active&per_page=25&sort_column=created_time&sort_order=D'. The status bar at the bottom right shows 'Sunset' at 18:45 on 16-04-2025.

Milestone 3. Vendors

Activity 1: Vendors creation

- Purchases
 - Vendors
 - Create new vendor
1. Juniper Furnitures
 2. Raj Kamal Decoratives
 3. ConstructionEdge Solutions



Activity 2. Review of vendors list

The screenshot shows the Zoho Books interface for managing vendors. The left sidebar is titled 'Books' and includes links for Home, Items, Banking, Sales, Purchases, Vendors (selected), Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, and Reports. The main content area is titled 'Juniper Furnitures' and shows the vendor's details under the 'Overview' tab. The vendor has a balance of ₹0.00. The 'ADDRESS' section shows 'Billing Address' and 'Shipping Address', both with 'No Billing Address' and 'New Address' options. The 'OTHER DETAILS' section includes fields for Default Currency (INR), GST Treatment (Regular), GSTIN (33AAAAA0000A15Z), Source of Supply (Tamil Nadu), PAN (AAAAAA0000A), Portal Status (Disabled), and Portal Language (English). The 'Payables' section shows currency (INR - Indian Rupee), outstanding payables (₹0.00), and unused credits (₹0.00). A chart titled 'Expenses' displays data from Oct 2024 to Apr 2025. The top navigation bar shows the URL 'books.zoho.in/app/60039006007#/vendors/243067200000038044?filter_by=Status.Active&per_page=25&sort_column=created_time&sort_order=D' and the Zoho logo.

Contacts | Zoho Books

books.zoho.in/app/60039006007#/vendors?filter_by=Status.Active&per_page=25&sort_column=created_time&sort_order=

Books

Active Vendors

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
Construct Edge Solutions	Construct Edge Solutions			Tamil Nadu	₹2,00,000.00	₹0.00
Raj Kamal Decorative	Raj Kamal Decorative			Tamil Nadu	₹1,00,000.00	₹0.00
Juniper Furnitures	Juniper Furnitures			Tamil Nadu	₹0.00	₹0.00

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

Update MSME Details > + New ?

Milestone 4. Purchases

Activity 1. Purchase Order Creation

- Purchases
- Purchase order
- Create new
- Provide the details
- Click on save as draft

The screenshot shows the Zoho Books application interface for creating a purchase order. The left sidebar navigation includes Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders (selected), Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, and Reports. The main content area is titled 'Edit Purchase Order' and displays the following fields:

- Vendor Name***: Juniper Furnitures
- BILLING ADDRESS**: + New Address
- SHIPPING ADDRESS**: + New Address
- GST Treatment**: Registered Business - Regular
- GSTIN**: 33AAAAA0000A15Z
- Source of Supply***: [TN] - Tamil Nadu
- Destination of Supply***: [TN] - Tamil Nadu
- Delivery Address***: Organization (radio button selected) Sanjana Shah, Tamil Nadu, India, Change destination to deliver
- Purchase Order#***: PO-00001
- Reference#**: (empty field)
- Date**: 03/04/2025

At the bottom, there are three buttons: **SAVE**, **Save and Send**, and **Cancel**. The status bar at the bottom right shows: PDF Template: 'Standard Template' | Change, 31°C Mostly cloudy, ENG, 18:57, 16-04-2025.

Activity 2. Purchase order to Bills conversion

Mark the purchase order as “mark as issue” and then click on “convert to bill” to convert it on the same purchase order date and then “save it open”

The screenshot shows the Zoho Books interface for managing purchase orders. On the left sidebar, under the 'Purchases' section, 'Purchase Orders' is selected. The main content area displays a purchase order for 'Juniper Furnitures' with the PO number 'PO-00001'. The total amount is listed as '₹2,36,000.00'. The status is shown as 'CLOSED'. The vendor information includes 'Urban Aura Interiors' as the vendor address, 'Tamil Nadu', 'India', 'GSTIN 33AAAAAA0000A15Z', and the email 'sanjanashah203@gmail.com'. The bill status is 'BILLED'. The PDF view is shown on the right, titled 'PURCHASE ORDER' with the number '# PO-00001'. The delivery address is also listed. At the bottom, there is a table for item details.

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Furniture & fixture items	9403	200.00	1,000.00	2,000.00

The screenshot shows a Purchase Order (PO) details page in Zoho Books. The PO number is PO-00001, dated 03/04/2025, and is marked as CLOSED. The vendor is Juniper Furnitures, located in Tamil Nadu, India, with GSTIN 33AAAAA000015Z and email sanjanashah203@gmail.com. The total amount is ₹2,36,000.00. The breakdown of the amount is as follows:

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Furniture & fixture items	9403	200.00	1,000.00	₹2,00,000.00
				Sub Total	₹2,00,000.00
				CGST19 (9%)	₹18,000.00
				SGST19 (9%)	₹18,000.00
				Total	₹2,36,000.00

At the bottom, there is a signature field labeled "Authorized Signature _____". A note at the bottom right says "PDF Template : 'Standard Template' Change".

01

Juniper Furnitures | Bills | Zoho books.zoho.in/app/60039006007#/bills/243067200000038129?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

Books

1 Selected

001

Construct Edge Solutions ₹2,00,00,000
03 • 05/04/2023
OVERDUE BY 742 DAYS

Raj Kamal Decorative ₹1,00,00,000
02 • 05/04/2023
OVERDUE BY 742 DAYS

Juniper Furnitures ₹2,36,00,000
001 • 05/04/2023
PAID

Paid

Urban Aura Interiors
Tamil Nadu
India
GSTIN 33AAAAAA0000A15Z
saajanashah203@gmail.com

BILL
Bills 001
Balance Due ₹0.00

Order Number : PO-00001
Bill Date : 05/04/2023
Bill From : Juniper Furnitures
GSTIN 33AAAAAA0000A15Z
Due Date : 05/04/2023
Terms : Due On Receipt

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Furniture & fixture items	9403	200.00	1,000.00	₹2,00,00,000

31°C Mostly cloudy 19:05 16-04-2025

Juniper Furnitures | Bills | Zoho books.zoho.in/app/60039006007#/bills/243067200000038129?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

Books

1 Selected

001

Construct Edge Solutions ₹2,00,00,000
03 • 05/04/2023
OVERDUE BY 742 DAYS

Raj Kamal Decorative ₹1,00,00,000
02 • 05/04/2023
OVERDUE BY 742 DAYS

Juniper Furnitures ₹2,36,00,000
001 • 05/04/2023
PAID

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Furniture & fixture items	9403	200.00	1,000.00	₹2,00,00,000

Sub Total ₹2,00,00,000
CGST9 (9%) ₹18,000.00
SGST9 (9%) ₹18,000.00
Total ₹2,36,00,000
Payments Made ₹2,36,00,000
Balance Due ₹0.00

Authorized Signature _____

Journal

Amount is displayed in your base currency INR

Breaking news 19:10 16-04-2025

Activity 3 Direct Vendor Purchase bills Creation

- Purchase
- Bills
- Create new
- Details
- Save as open

The screenshot shows the 'Edit Bill' page in Zoho Books. The vendor name is 'Raj Kamal Decorative'. The billing address is listed as 'GST Treatment: Registered Business - Composition' with GSTIN: 33AAAAA0000A152. The source and destination of supply are both '[TN] - Tamil Nadu'. The bill number is '02', and the bill date is '05/04/2023'. The due date is also '05/04/2023', and the payment terms are 'Due On Receipt'. The subject field is empty. The sidebar shows various categories like 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, and Reports.

Activity 4: Reconciliation

The screenshot shows the 'All Bills' list in Zoho Books. There are three bills listed:

- Bill #03 from Construct Edge Solutions, dated 05/04/2023, STATUS: OVERDUE BY 742 DAYS, DUE DATE: 05/04/2023, AMOUNT: ₹2,00,000.00, BALANCE DUE: ₹2,00,000.00.
- Bill #02 from Raj Kamal Decorative, dated 05/04/2023, STATUS: OVERDUE BY 742 DAYS, DUE DATE: 05/04/2023, AMOUNT: ₹1,00,000.00, BALANCE DUE: ₹1,00,000.00.
- Bill #001 from Juniper Furnitures, dated 05/04/2023, STATUS: PAID, DUE DATE: 05/04/2023, AMOUNT: ₹2,36,000.00, BALANCE DUE: ₹0.00.

The sidebar shows the same categories as the previous screenshot.

Milestone 5 : Customers

1. TechWise construction Pvt ltd
2. Dream homes

SALES>CUSTOMERS>CREATE NEW CUSTOMER

The screenshot shows the 'Edit Customer' page in Zoho Books. The customer type is set to 'Business'. The primary contact is 'TechWise Construct'. The company name is 'TechWise Constructions Pvt Ltd'. The display name is also 'TechWise Constructions Pvt Ltd'. There are fields for email address, phone number (Work Phone and Mobile), and other details like GSTIN / UIN (33AAAAA0000A15Z), Business Legal Name, Business Trade Name, and Place of Supply (TN - Tamil Nadu). The page includes tabs for Other Details, Address, Contact Persons, Custom Fields, Reporting Tags, and Remarks. At the bottom are 'Save' and 'Cancel' buttons.

Activity 2. Review the customer list

The screenshot shows the customer list in Zoho Books. 'Dream Homes' is selected, indicated by a blue checkmark. The list also includes 'TechWise Constructions Pvt Ltd'. The main interface shows the 'Dream Homes' customer record with sections for Overview, Comments, Transactions, Mails, and Statement. The Overview section displays basic information like name, address, receivables, and income. A chart shows total income over the last 6 months.

Contacts | Zoho Books

books.zoho.in/app/60039006007#/contacts?filter_by=Status.Active&per_page=25&sort_column=created_time&sort_order=D

Books

Active Customers

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
Dream Homes	Dream Homes			Tamil Nadu	₹11,80,000.00	₹0.00
TechWise Constructions Pvt Ltd	TechWise Constructions Pvt Ltd			Tamil Nadu	₹0.00	₹59,00,000.00

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

Type here to search

32°C Mostly cloudy 19:32 16-04-2025

Milestone 6. Sales

Activity 1. Sales Order creation

05/04/2023 TechWise construction -Commercial Interior for 250 sft paid through bank on 15/04/2023

SALES>SALES ORDER>CREATE NEW

The screenshot shows two consecutive steps of creating a new sales order in Zoho Books.

Step 1: Basic Order Details

Customer Name: TechWise Constructions Pvt Ltd
BILLING ADDRESS: + New Address
SHIPPING ADDRESS: + New Address
GST Treatment: Registered Business - Composition
GSTIN: 33AAAAAA0000A1SZ
Place of Supply: [TN] - Tamil Nadu
Sales Order#*: SO-00002
Reference#:
Sales Order Date*: 05/04/2023
Expected Shipment Date: dd/MM/yyyy
Payment Terms: Due On Receipt
Total Amount: ₹ 5,90,000.00
Total Quantity: 250

Step 2: Item Table

Delivery Method: Select a delivery method or type to add
Salesperson: Select or Add Salesperson

ITEM DETAILS		QUANTITY	RATE	TAX	AMOUNT
Commercial Interior Design	250.00 ft	2000.00	GST18 [18%]	5,00,000.00	
Add a description to your item					
SERVICE SAC: 998391					

Bulk Actions: Add New Row, Add Items in Bulk

Sub Total		5,00,000.00
Discount	0 %	0.00
CGST9 [9%]	45,000.00	
SGST9 [9%]	45,000.00	

Total Amount: ₹ 5,90,000.00
Total Quantity: 250

Activity 2: Sales order to sale invoice conversion

The screenshot shows the Zoho Books interface for a Sales Order (SO-00001). The left sidebar is under the 'Sales' category, specifically 'Sales Orders'. The main panel displays two sales orders:

- TechWise Constructions Pvt. Ltd.** (SO-00002) - Status: CLOSED
- TechWise Constructions Pvt. Ltd.** (SO-00001) - Status: CONFIRMED

The confirmed order (SO-00001) has an amount of ₹59,00,000.00 and was created on 15/04/2023. A button to 'Convert to Invoice' is visible. Below the order list, a message says: "WHAT'S NEXT? Convert the sales order into packages, shipments, or invoices." A 'Convert' button is present. The right side of the screen shows a preview of the generated SALES ORDER document with the following details:

SALES ORDER
Sales Order# SO-00001

Bill To:
TechWise Construction Pvt Ltd
GSTIN 33AAAAA0000A15Z

Ship To:
GSTIN 33AAAAA0000A15Z
Order Date: 15/04/2023

Place Of Supply: Tamil Nadu (33)

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Commercial Interior Design	998391	250.00	20,000.00	50,00,000.00

The screenshot shows the Zoho Books interface for a new Tax Invoice (INV-000002). The left sidebar is under the 'Invoices' category. The main panel shows a draft invoice for TechWise Constructions Pvt. Ltd. (INV-000002) from 03/04/2025, based on Sales Order SO-00002.

The invoice details are as follows:

URBAN AURA INTERIORS
Tamil Nadu
India
GSTIN 33AAAAA0000A15Z
saqibashab203@gmail.com

TAX INVOICE

Bill To:
TechWise Construction Pvt Ltd
GSTIN 33AAAAA0000A15Z

Ship To:
GSTIN 33AAAAA0000A15Z

#	Item & Description	HSN/SAC	Qty	Rate	CGST %	SGST %	Sub Total
1	Commercial Interior Design	998391	250.00	20,000.00	9%	4,50,00	50,00,000.00

Total In Words: Indian Rupee Fifty-Nine Lakh Only

Notes: Thanks for your business

Activity 3. Direct sale Invoices

10/04/2023 DreamHomes – Residential Interior Designing

SALES>INVOICE>CREATE NEW

The screenshot shows the 'Edit Invoice' page in Zoho Books. The left sidebar is collapsed, and the main area displays the following fields:

- Customer Name***: Dream Homes
- BILLING ADDRESS**: + New Address
- SHIPPING ADDRESS**: + New Address
- GST Treatment**: Unregistered Business
- Place of Supply***: [TN] - Tamil Nadu
- Invoice***: INV-000003
- Order Number**: (empty)
- Invoice Date***: 10/04/2023
- Terms**: Due On Receipt
- Due Date**: 10/04/2023
- Salesperson**: Select or Add Salesperson
- Subject**: Let your customer know what this Invoice is for

At the bottom right, it shows Total Amount: ₹1,18,000.00 and Total Quantity: 100.

The screenshot shows the 'Item Table' page in Zoho Books. The left sidebar is collapsed, and the main area displays the following breakdown of the invoice amount:

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Residential Interior Design Add a description to your item	100 ft	1000 Recent Transactions	GST18 [18%]	1,00,000.00

Below the table, there are sections for **Sub Total** (1,00,000.00), **Discount** (0 %), **CGST9 [9%]** (9,000.00), **SGST9 [9%]** (9,000.00), **TDS** (0.00), **TCS** (Select a Tax), **Adjustment** (0), and **Total (₹)** (1,18,000.00).

At the bottom right, it shows Total Amount: ₹1,18,000.00 and Total Quantity: 100.

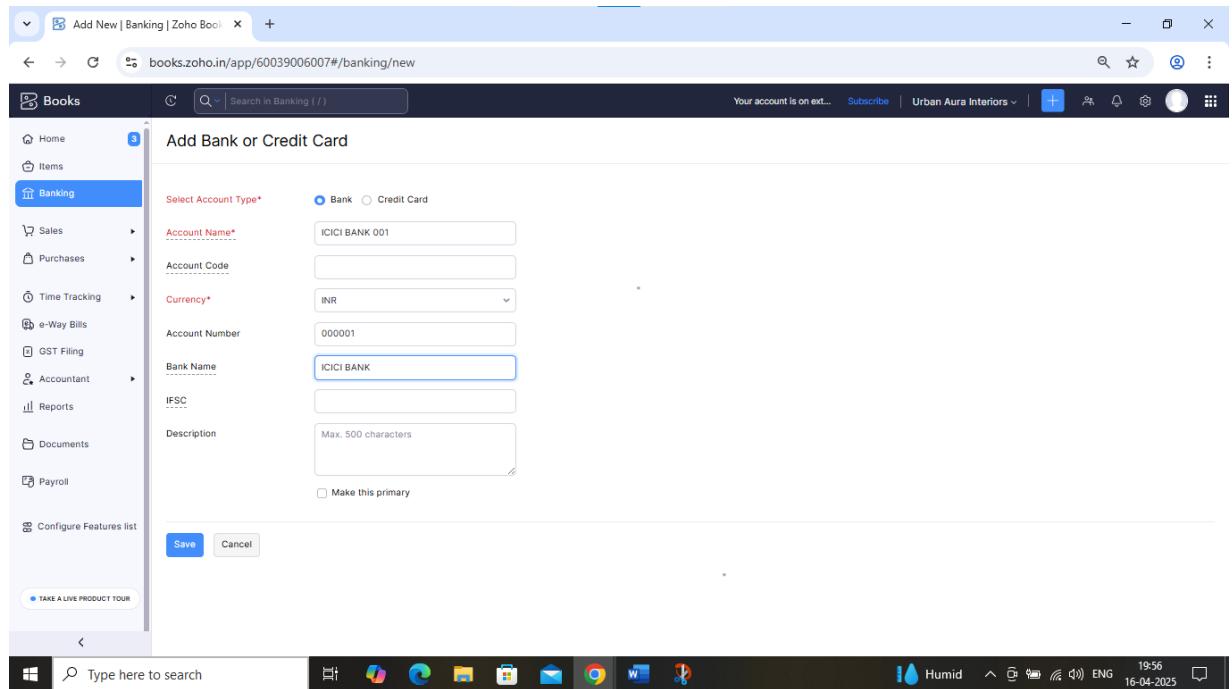
Activity 5: Reconciliation

The screenshot shows the Zoho Books application interface. The left sidebar is titled 'Books' and contains a navigation menu with categories like Home, Items, Banking, Sales (Customers, Quotes, Sales Orders, Delivery Challans), Invoices (selected), Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, and Reports. The main content area is titled 'Invoices | Zoho Books' and displays a list of invoices. The table has columns for DATE, INVOICE#, ORDER NUMBER, CUSTOMER NAME, STATUS, DUE DATE, AMOUNT, and BALANCE DUE. One invoice is selected, showing details for INV-000003 dated 10/04/2023 to Dream Homes, which is OVERDUE BY 737 DAYS. Another invoice, INV-000002, is listed as DRAFT. The bottom status bar shows system information including 'Earnings upcoming', battery level, signal strength, and the date/time '16-04-2025 19:54'.

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
10/04/2023	INV-000003		Dream Homes	OVERDUE BY 737 DAYS	10/04/2023	₹1,18,000.00	₹1,18,000.00
03/04/2025	INV-000002	SO-00002	TechWise Constructions Pvt Ltd	DRAFT	03/04/2025	₹59,00,000.00	₹59,00,000.00

Milestone 7: Bank Account

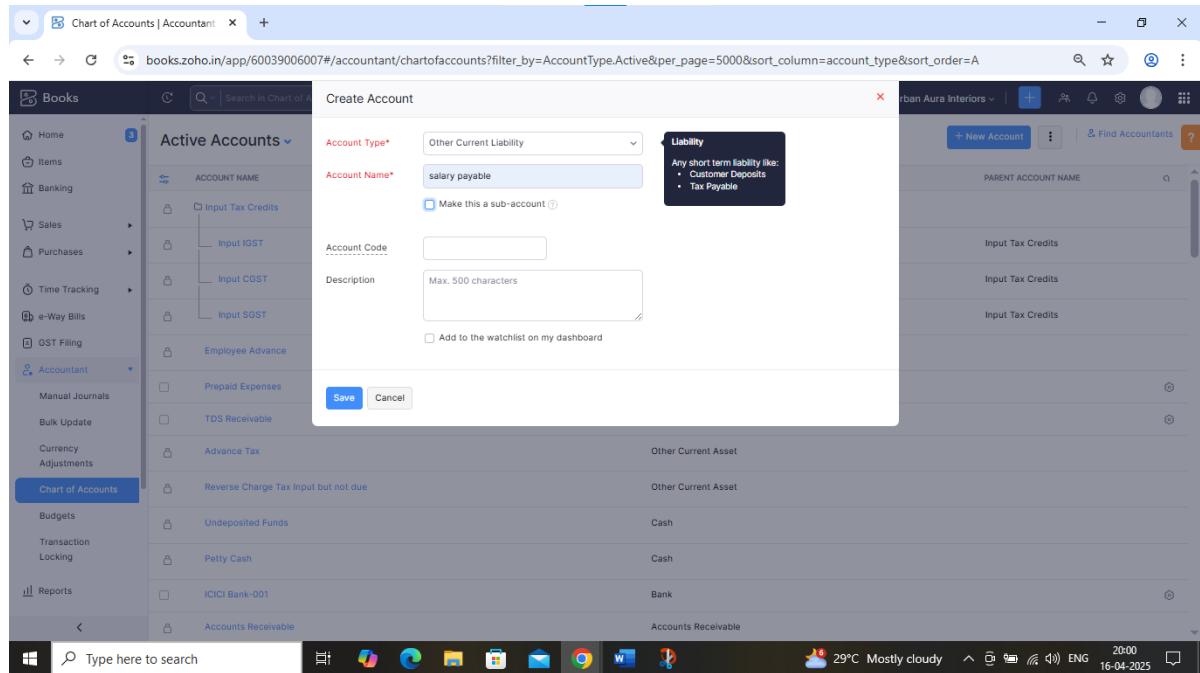
Activity 1. Adding bank account



Milestone 8. Accounts & Ledgers

Activity 1: Creation of new accounts/ledgers

Accountant>Chart of Accounts>+New Account



Milestone 9: Journal Entries

Activity 1. Recording of journal entries

Accountant> Add manual journals

Save and publish

Edit Journal

Date*: 30/04/2023

Journal#: 1

Reference#:

Notes*: Being Salary Payable for the Month of Apr-2023

Journal Type: Cash based journal

Currency: INR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salaries and Employee Wages	Being salary payable for the month of April	Select Contact	2500000	
salary payable	Being salary payable for the month of April	Select Contact		2500000

Save **Cancel**

Journals

Status: All Jour... All

30/04/2023 ₹25,00,000.00 PUBLISHED

JOURNAL

#1

Date: 30/04/2023

Amount: ₹25,00,000.00

Notes: Being Salary Payable for the Month of Apr-2023

Reference Number:

Account	Contact	Debits	Credits
Salaries and Employee Wages		25,00,000.00	
salary payable			25,00,000.00

Sub Total 25,00,000.00 25,00,000.00

Total ₹25,00,000.00 ₹25,00,000.00

Milestone 10. Expenses & Bills entry

1. Office rent
2. Labour cost
3. Other miscellaneous expenses

Purchases>Expenses>Record Expenses

The screenshot shows the 'Edit Expense' form in Zoho Books. The left sidebar has a tree view with 'Books' selected, followed by Home, Items, Banking, Sales, Purchases, Vendors, and Expenses (which is expanded). Under Expenses, there are sub-options like Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, and Accountant. The main form area has the following fields:

- Date*: 30/04/2023
- Expense Account*: Rent Expense
- Amount*: INR 200000
- Paid Through*: ICICI Bank-001
- Expense Type*: Services
- SAC: (empty field)
- Vendor: (empty dropdown)
- GST Treatment*: Registered Business - Regular
- Vendor GSTIN*: 93AAAAAD0000A15Z
- Source of Supply*: [TN] - Tamil Nadu
- Destination of Supply*: [TN] - Tamil Nadu
- Reverse Charge: (checkbox) This transaction is applicable for reverse charge

A large dashed box on the right is labeled 'Drag or Drop your Receipts' with a note 'Maximum file size allowed is 10MB' and a 'Upload your Files' button. At the bottom are 'Save (alt+s)', 'Save and New (alt+n)', and 'Cancel' buttons.

Edit | Expenses | Zoho Books

books.zoho.in/app/60039006007#/expenses/243067200000053035/edit

Books

Edit Expense

Destination of Supply*: [TN] - Tamil Nadu

Reverse Charge: This transaction is applicable for reverse charge

Tax*: GST18 [18%]
Tax Amount = 36000.00 INR
Eligible For ITC

Amount Is: Tax Inclusive Tax Exclusive

Invoice#: Rent 01

Notes: Max. 500 characters

Customer Name: Select or add a customer

Reporting Tags: Associate Tags

Save (alt+s) Save and New (alt+n) Cancel

After creating all expenses

Expenses | Zoho Books

books.zoho.in/app/60039006007#/expenses?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

All Expenses

DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT
20/04/2023	Labor		ICICI Bank-001			NON-BILLABLE	₹15,00,000.00
30/04/2023	Rent Expense	Rent 01	ICICI Bank-001			NON-BILLABLE	₹2,36,000.00
30/04/2023	Other Expenses	02	Petty Cash			NON-BILLABLE	₹5,000.00

Milestone 11: Bank entries

For customer payment – go to Banking >Select the bank account >Add transaction >select customer payment .

The screenshot shows the Zoho Books Banking module for the account 'ICICI Bank-001'. The main area displays a list of transactions:

Date	Reference#	Type	Status	Deposits
30/04/2023	01	rent payable	Manually Added	
25/04/2023		Vendor Payment	Manually Added	
15/04/2023		Customer Payment	Manually Added	₹59,00,000.00

A dropdown menu is open on the right side under 'Add Transaction' with the following options:

- MONEY OUT
 - Expense
 - Vendor Advance
 - Vendor Payment
 - Transfer To Another Account
 - Card Payment
 - Owner Drawings
 - Credit Note Refund
 - Payment Refund
- MONEY IN
 - Customer Advance
 - Transfer From Another Account
 - Interest Income

The 'Expense' option is highlighted.

For customer payment

This screenshot is identical to the one above, showing the Zoho Books Banking module for the account 'ICICI Bank-001'. The transaction list and the open 'Add Transaction' dropdown menu are the same. However, the 'Customer Payment' option in the dropdown menu is now highlighted, indicating it has been selected.

ICICI Bank-001 | Banking | Zoho

books.zoho.in/app/60039006007#/banking/transactions/details?account_id=243067200000038448&amount=5900000&bankacc_type=bank&bankaccount_id=2...

Search in Banking (/)

Your account is on ext... Subscribe | Urban Aura Interiors | +

ICICI Bank-001

Account Number: xxxx0001

Add Transaction | X

Amount in Zoho Books
₹54,28,000.00

Dashboard 0 Uncategorized Transactions All Transactions In Zoho Books

Account Summary

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
30/04/2023	01	rent payable	Manually Added	₹2,36,000.00	₹54,28,000.00	
25/04/2023		Vendor Payment Vendor: Juniper Furnitures	Manually Added	₹2,36,000.00	₹56,64,000.00	
15/04/2023		Customer Payment Customer: TechWise Constructions Pvt Ltd	Manually Added	₹59,00,000.00	₹59,00,000.00	

Customer Payment

Customer* TechWise Constructions Pvt Ltd

Amount Received* INR 5900000

Bank Charges (if any) 0

Date* 15/04/2023

Payment #* 4

Reference#

Received Via Bank Transfer

Description Max. 500 characters

Retained Tax?

There are no unpaid invoices associated with this customer.

Attachments

You can upload a maximum of 5 files, 10MB each

Saved Cancel

For Vendor payment

The screenshot shows the Zoho Books Banking interface for ICICI Bank-001. The main dashboard displays a balance of ₹54,28,000.00. A modal window titled "Add Transaction" is open, listing various transaction types with their descriptions and running balances. The transaction history table includes entries for rent payable, vendor payment, and customer payment.

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	RUNNING BALANCE
30/04/2023	01	rent payable	Manually Added		₹54,28,000.00
25/04/2023		Vendor Payment Vendor: Juniper Furnitures	Manually Added		₹56,64,000.00
15/04/2023		Customer Payment Customer: TechWise Constructions Pvt Ltd	Manually Added	₹59,00,000.00	₹59,00,000.00

Add Transaction

MONEY IN	RUNNING BALANCE
Customer Advance	₹54,28,000.00
Customer Payment	₹56,64,000.00
Transfer From Another Account	
Interest Income	
Other Income	
Expense Refund	
Deposit From Other Accounts	
Owner's Contribution	
Vendor Credit Refund	₹59,00,000.00
Vendor Payment Refund	

ICICI Bank-001 | Banking | Zoho

books.zoho.in/app/60039006007#/banking/transactions/details?account_id=243067200000038448&amount=236000&bankacc_type=bank&bankaccount_id=2430672...

Search in Banking (/)

Your account is on ext... Subscribe | Urban Aura Interiors | +

ICICI Bank-001

Account Number: xxxx001

Add Transaction

Vendor Payment

Amount in Zoho Books
₹54,28,000.00

Dashboard Account Summary 0 Uncategorized Transactions From Bank Statements All Transactions In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
30/04/2023	01	rent payable	Manually Added	₹2,36,000.00	₹54,28,000.00	
25/04/2023		Vendor Payment Vendor: Juniper Furniture	Manually Added	₹2,36,000.00	₹56,64,000.00	
15/04/2023		Customer Payment Customer: TechWise Constructions Pvt Ltd	Manually Added	₹59,00,000.00	₹59,00,000.00	

Juniper Furnitures

Payment #* 3

Amount* INR 236000

Date* 25/04/2023

Reference#

Paid Via Bank Transfer

Description Max. 500 characters

Clear Applied Amount

Bill Details

001
Show PO#
Due ₹2,36,000.00
05/04/2023

Payment(INR) 236000

Total(INR): 236000.00

Amount Paid 2,36,000.00

Type here to search

21:25 27°C Mostly cloudy ENG 16-04-2025

ICICI Bank-001 | Banking | Zoho Books

books.zoho.in/app/60039006007#/banking/transactions?account_id=243067200000038448&filter_by=Status.All&per_page=25&sort_order=D

Your account is on ext... Subscribe Urban Aura Interiors +

Search in Banking (/)

ICICI Bank-001

Account Number: xxxx0001

Add Transaction Import Statement

Amount in Zoho Books ₹54,28,000.00

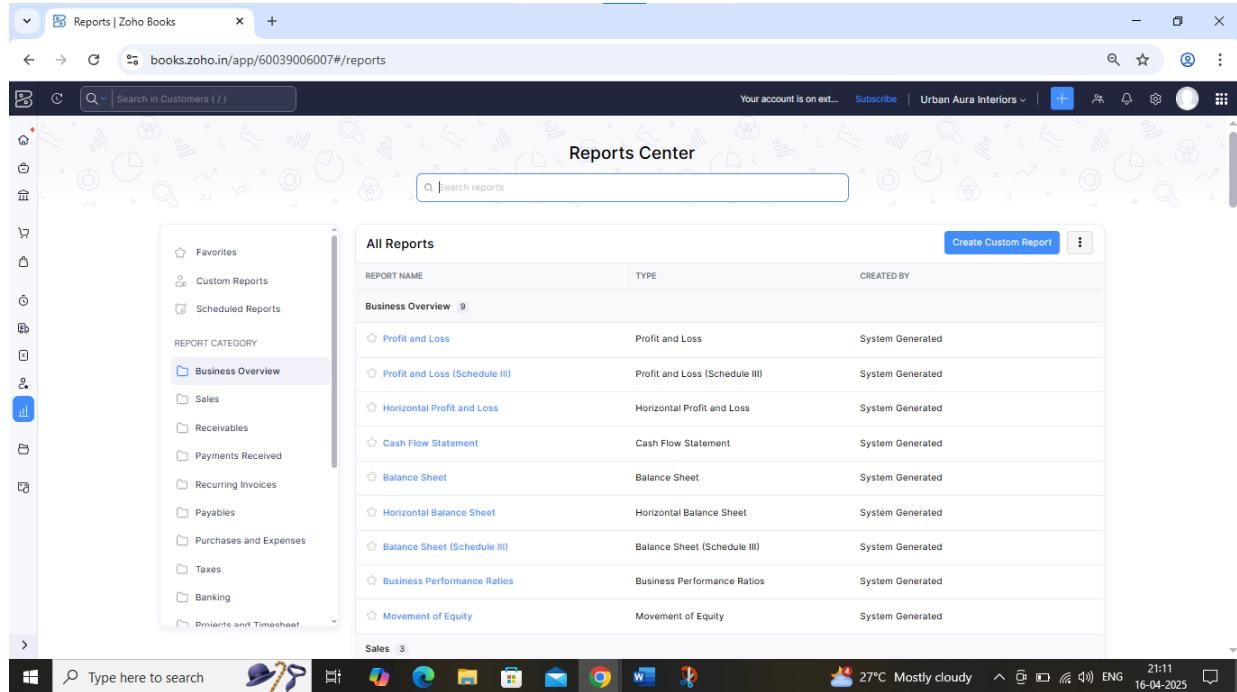
Dashboard 0 Uncategorized Transactions All Transactions In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
30/04/2023	01	rent payable	Manually Added	₹2,36,000.00	₹54,28,000.00	
25/04/2023		Vendor Payment Vendor: Juniper Furnitures	Manually Added	₹2,36,000.00	₹56,64,000.00	
15/04/2023		Customer Payment Customer: TechWise Constructions Pvt Ltd	Manually Added	₹59,00,000.00	₹59,00,000.00	

Milestone 12. Financial Reports

Reports like profit and loss account , Balance sheet and cash flow statement

For the navigation panel go to report and select the required report , then select the desired period in the date field and generate the report



The screenshot shows the Zoho Books Reports Center interface. On the left, there's a navigation sidebar with icons for Favorites, Custom Reports, Scheduled Reports, and various report categories like Sales, Receivables, Payments Received, etc. The 'Business Overview' category is currently selected. The main area is titled 'Reports Center' and contains a search bar. Below it is a table titled 'All Reports' under the 'Business Overview' section. The table has columns for REPORT NAME, TYPE, and CREATED BY. It lists nine reports: 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, and Movement of Equity. All reports are listed as 'System Generated'. At the bottom of the screen, there's a taskbar with the Windows logo, a search bar, and various system icons.

REPORT NAME	TYPE	CREATED BY
Profit and Loss	Profit and Loss	System Generated
Profit and Loss (Schedule III)	Profit and Loss (Schedule III)	System Generated
Horizontal Profit and Loss	Horizontal Profit and Loss	System Generated
Cash Flow Statement	Cash Flow Statement	System Generated
Balance Sheet	Balance Sheet	System Generated
Horizontal Balance Sheet	Horizontal Balance Sheet	System Generated
Balance Sheet (Schedule III)	Balance Sheet (Schedule III)	System Generated
Business Performance Ratios	Business Performance Ratios	System Generated
Movement of Equity	Movement of Equity	System Generated

Activity 1. Profit and loss account

UrbanAura Interiors 2

Profit and Loss

Basis: Accrual

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

Account	Total
Operating Income	
Sales	60,00,000.00
Total for Operating Income	60,00,000.00
Cost of Goods Sold	
Cost of Goods Sold	5,00,000.00
Labor	15,00,000.00
Total for Cost of Goods Sold	20,00,000.00
Gross Profit	40,00,000.00
Operating Expense	
Other Expenses	5,000.00
Rent Expense	2,00,000.00
Salaries and Employee Wages	25,00,000.00
Total for Operating Expense	27,05,000.00
Operating Profit	12,95,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	12,95,000.00

**Amount is displayed in your base currency INR

Activity 2. Balance sheet

UrbanAura Interiors 2

Balance Sheet

Basis: Accrual

As of 30/04/2023

Account	Total
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
ICICI BANK	23,80,000.00
Total for Bank	23,80,000.00
Other current assets	
Input Tax Credits	0.00
Input CGST	45,000.00
Input SGST	45,000.00
Total for Input Tax Credits	90,000.00
Total for Other current assets	90,000.00
Total for Current Assets	24,75,000.00
Other Assets	
Total for Other Assets	0.00
Fixed Assets	
Total for Fixed Assets	0.00
Total for Assets	24,75,000.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
GST Payable	0.00
Output CGST	5,40,000.00
Output SGST	5,40,000.00
Total for GST Payable	10,80,000.00
Total for Current Liabilities	10,80,000.00

Activity 3 GST Reports

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)	₹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				
Total value	₹60,00,000.00	₹0.00	₹5,40,000.00	₹5,40,000.00	₹0.00

Activity 4. Journal reports

UrbanAura Interiors 2		
Journal Report		
Basis: Accrual		
From 01/04/2023 To 30/04/2023		
01/04/2023 - Owners Contribution 1	Debit	Credit
ICICI BANK	1,00,000.00	0.00
Owner's Equity	0.00	1,00,000.00
	1,00,000.00	1,00,000.00
05/04/2023 - 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
	2,36,000.00	2,36,000.00
05/04/2023 - Bill 02 (Raj KamRaj Kamal Decorativesal 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
	1,18,000.00	1,18,000.00
05/04/2023 - Bill 03 (ConstructEdge Solutions)	Debit	Credit
Cost of Goods Sold	2,00,000.00	0.00
Accounts Payable	0.00	2,00,000.00
	2,00,000.00	2,00,000.00
05/04/2023 - Invoice INV-000001 (Techwise construction 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
	59,00,000.00	59,00,000.00
10/04/2023 - Invoice INV-000002 (DreamHomes)	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
	11,80,000.00	11,80,000.00
10/04/2023 - Transfer Fund 1	Debit	Credit
Petty Cash	10,000.00	0.00
ICICI BANK	0.00	10,000.00
	10,000.00	10,000.00
15/04/2023 - Customer Payment 3 (Techwise construction pvt ltd)	Debit	Credit
ICICI BANK	59,00,000.00	0.00
Unearned Revenue	0.00	59,00,000.00
	59,00,000.00	59,00,000.00
15/04/2023 - Invoice Payment INV-000001 (Techwise construction pvt ltd)	Debit	Credit
Unearned Revenue	59,00,000.00	0.00
Accounts Receivable	0.00	59,00,000.00
	59,00,000.00	59,00,000.00
20/04/2023 - Invoice Payment INV-000002 (DreamHomes)	Debit	Credit
ICICI BANK	11,80,000.00	0.00
Accounts Receivable	0.00	11,80,000.00
	11,80,000.00	11,80,000.00
24/04/2023 - Expense 2	Debit	Credit
Labor	15,00,000.00	0.00
ICICI BANK	0.00	15,00,000.00
	15,00,000.00	15,00,000.00

Activity 5. Trial Balance

UrbanAura Interiors 2

Trial Balance

Basis: Accrual

As of 30/04/2023

Account	Net Debit	Net Credit
Assets		
ICICI BANK	23,80,000.00	0.00
Input Tax Credits	0.00	0.00
Input CGST	45,000.00	0.00
Input SGST	45,000.00	0.00
Total for Input Tax Credits	90,000.00	0.00
Petty Cash	5,000.00	0.00
Liabilities		
GST Payable	0.00	0.00
Output CGST	0.00	5,40,000.00
Output SGST	0.00	5,40,000.00
Total for GST Payable	0.00	10,80,000.00
Equities		
Owner's Equity	0.00	1,00,000.00
Income		
Sales	0.00	60,00,000.00
Expense		
Cost of Goods Sold	5,00,000.00	0.00
Labor	15,00,000.00	0.00
Other Expenses	5,000.00	0.00
Rent Expense	2,00,000.00	0.00
Salaries and Employee Wages	25,00,000.00	0.00
Total for Trial Balance	71,80,000.00	71,80,000.00

**Amount is displayed in your base currency INR