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**Zoho
Books**

Zoho Books is your end-to-end
online accounting software.

Welcome
dharshinipriya172834,

Organization Name*

Organization Location*

India



To create an organization with another country, [sign in here](#).

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Hello, dharshnipriya172834

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Welcome to Zoho Books

Your journey to effortlessly manage your accounting starts here.

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Zoho Books can now be accessed from your desktop using the Windows app.

Explore Windows App

Let's get Zoho Books up and running for your business

Set up your Customer Portal name ⓘ

freshbitescatering60024641828

https://books.zoho.in/portal/freshbitescatering60024641828

Use the default Customer Portal name

✓ Configure Chart of Accounts

Create new accounts or edit existing accounts to suit your business needs.

Configure +

✓ Set up Opening Balances

Enter the closing balance from your previous accounting system.

Configure +

✓ Update Your GST Settings

Setup your taxes to create transactions and file your returns from Zoho Books.

Configure +

✓ Configure Banks and Credit Cards

Reconcile transactions with live feeds from your bank and credit card easily.

Configure +

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New Item

Type ?

☒ Goods ☐ Service

Name*

Unit ?

HSN Code

Tax
Preference*

Taxable

☒ Sales Information

Selling Price*

INR

Account*

Sales

Description

☒ Purchase

Cost Price*

Account*

Description

Preferred
Vendor

Default Tax Rates [✎](#)

Intra State Tax
Rate GST5 (5 %)

Inter State Tax
Rate IGST5 (5 %)

Do you want to keep track of this item? **Enable Inventory** to view its stock b
you record for it. Go to **Settings > Preferences > Items** and enable inventor

10:56

• VoLTE 4G .lll 67%



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Active Items ▾

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	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	
	Catering supplies		0			
	Beverages		0			
	Food ingredients		0		kg	
	Buffet catering		₹500.00	996334	plate	
	Wedding catering		₹400.00	996334	plate	
	Corporate catering		₹300.00	996334	plate	



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New Vendor

Primary Contact

Salute

First Name

Last Name

Company Name

Vendor Display Name*

Vendor Email

Vendor Phone

Work Phone

Mobile

Other Details

Address

Contact Persons

Bank Details

Custom Fields

Reporting Tags

Remarks

GST Treatment*

Select a GST Treatment

PAN

Source Of Supply*

Currency

INR - Indian Rupee

Opening Balance

INR

Payment Terms

Due on Receipt

TDS

Select a Tax

Enable Portal?

☐ Allow portal access for this vendor

Portal Language

English

[Add more details](#)

Save

Cancel



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Active Vendors

+ New

...

?

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY
Mega store supplies	Mega store supplies			Tamil Nadu
Drink delight beverages	Drink delight beverages			Tamil Nadu
Whole foods market	Whole foods market			Tamil Nadu





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=

(0)

?

<input type="checkbox"/>	DATE	BILL#	REFERENCE...	VENDOR N...	STATUS	DUE DATE	AMOUNT	BALANCE...	Q
<input type="checkbox"/>	05/04/2023	3		Mega store supplies	PAID	05/04/2023	₹60,000.00	₹0.00	
<input type="checkbox"/>	05/04/2023	02		Drink delight beverages	PAID	05/04/2023	₹52,500.00	₹0.00	
<input type="checkbox"/>	05/04/2023	WFM-01	PO-00001	Whole foods market	PAID	05/04/2023	₹1,05,000.00	₹0.00	

I Bills ▼

+ New

...

=

🔍

?

<input type="checkbox"/>	DATE	BILL#	REFERENC...	VENDOR N...	STATUS	DUE DATE	AMOUNT	BALANCE ...	Q
<input type="checkbox"/>	05/04/2023	3		Mega store supplies	PAID	05/04/2023	₹60,000.00	₹0.00	
<input type="checkbox"/>	05/04/2023	02		Drink delight beverages	PAID	05/04/2023	₹52,500.00	₹0.00	
<input type="checkbox"/>	05/04/2023	WFM-01	PO-00001	Whole foods market	PAID	05/04/2023	₹1,05,000.00	₹0.00	



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New Customer

Customer Type ⓘ

☒ Business ☐ Individual

Primary Contact ⓘ

Salute

First Name

Last Name

Company Name

Customer Display Name* ⓘ

Customer Email ⓘ

Customer Phone ⓘ

Work Phone

Mobile

Other Details

Address

Contact Persons

Custom Fields

Reporting Tags

Remarks

GST Treatment*

Select a GST treatment

PAN ⓘ

Place Of Supply*

Tax Preference*

☒ Taxable ☐ Tax Exempt

Currency

INR - Indian Rupee

Opening Balance

INR

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Due on Receipt

Enable Portal? ⓘ

☐ Allow portal access for this customer

Portal Language ⓘ

English

[Add more details](#)

Customer Owner: Assign a user as the customer owner to provide access only to the data of this customer. [Learn More](#)

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<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY
<input type="checkbox"/>	Iyyer event planners	Iyyer event planners			Tamil Nadu
<input type="checkbox"/>	Raj Kamal wedding planners	Raj Kamal wedding planners			Tamil Nadu
<input type="checkbox"/>	Tech wise solution Pvt Ltd	Tech wise solution Pvt Ltd			Tamil Nadu



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New Sales Order

Customer Name*

Select or add a customer

Sales Order#*

SO-00002

Reference#

Sales Order
Date*

19/10/2023

To create transaction dated before
01/07/2017, [click here](#)

Expected
Shipment Date

dd/MM/yyyy

Payment
Terms

Due on Receipt

Delivery
Method

Select a delivery method or 1

Salesperson

Select or Add Salesperson

ITEM DETAILS

QUANTITY

Type or click to select an item.

1.00

Add another line

Sub Total

Adjustment

Customer Notes

Enter any notes to be displayed in your
transaction

Total (₹)

Terms & Conditions

Enter the terms and conditions of your business to be displayed in your
transaction

Attach



You can
attach each

Additional Fields: Add custom fields to your sales orders by going to Settings > Sales



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All Received Paym...

[+ New](#)

DATE	PAYMENT #	REFERENCE...	CUSTOMER...	PROVIDER	MODE	AMOUNT	UNUSED A...	Q
18/10/2023	1	3	Iyer event planners	INV-000003	Bank Transfer	₹2,52,500.00	₹0.00	
15/04/2023	2	1	Tech wise solution Pvt Ltd	INV-000001	Bank Transfer	₹3,15,000.00	₹0.00	
15/04/2023	3		Raj Kamal wedding planners	INV-000002	Bank Transfer	₹4,20,000.00	₹0.00	



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Active Accounts ▾

	ACCOUNT NAME	ACCOUNT CO
<input type="checkbox"/>	Fresh bites catering	
<input type="checkbox"/>	Salary payable	
<input type="checkbox"/>	Prepaid Expenses	
<input type="checkbox"/>	TDS Receivable	
	Employee Advance	
	Advance Tax	
	Reverse Charge Tax Input but not due	
	Input Tax Credits	
	Input CGST	
	Input SGST	
	Input IGST	
	Undeposited Funds	
	Petty Cash	
<input type="checkbox"/>	ICICI Bank-001	
	Accounts Receivable	
<input type="checkbox"/>	Furniture and Equipment	
<input type="checkbox"/>	TDS Payable	
	Employee Reimbursements	
	Opening Balance Adjustments	
	Unearned Revenue	



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[+ New](#)

<input type="checkbox"/>	DATE	INVOICE#	ORDER NO.	CUSTOMER	STATUS	DUE DATE	AMOUNT	BALANCE	
<input type="checkbox"/>	20/04/2023	INV-000003		hyer event planners	PAY	20/04/2023	₹2,62,500.00	₹0.00	
<input type="checkbox"/>	15/04/2023	INV-000002		Raj Kamal wedding planners	PAY	15/04/2023	₹4,20,000.00	₹0.00	
<input type="checkbox"/>	15/04/2023	INV-000001	SO-00001	Tech wise solution Pvt Ltd	PAY	15/04/2023	₹3,15,000.00	₹0.00	

Search or type web address

Create Account

Account Type*

Other Asset

Account Name*

☐ Make this a sub-account

Account Code

Description

Max. 500 characters

☐ Add to the watchlist on my dashboard

Save

Cancel

Assets

Track special assets like goodwill and other intangible assets

Manual Journal	Revenue Change Tax Input Not yet book	Other Current Asset
Bank Update	Input Tax Credits	Other Current Asset
Currency Adjustments	Input GST	Other Current Asset
Chart of Accounts	Input GST	Other Current Asset
Budgets	Input GST	Other Current Asset
Transaction Linking	Unrecorded Purch	Cash
Reports	Refund Cash	Cash
Documents	ICCI Bank 100	Bank
Payroll	Accounts Receivable	Accounts Receivable
	Furniture and Equipment	Fixed Asset
	TDS Payable	Other Current Liability
	Employee Reimbursements	Other Current Liability
	Opening Balance Adjustments	Other Current Liability
	Unearned Revenue	Other Current Liability
	Tax Payable	Other Current Liability
	GST Payable	Other Current Liability
	Debit GST	Other Current Liability
	Credit GST	Other Current Liability
	Debit GST	Other Current Liability
	Accounts Payable	Accounts Payable
	Mortgages	Long Term Liability
	Contributions Liabilities	Long Term Liability
	Dividend Adjustments	Other Liability
	Drawings	Equity
	Retained Earnings	Equity
	Distributions	Equity
	Capital Stock	Equity
	Retained Earnings	Equity



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Petty Cash							
Add Transaction +							
Amount in Zoho Books							
₹7,85,000.00							
Dashboard Account Summary Transactions							
DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BAL...	
18/10/2023	3	Customer Payment Customer: Iyer month payments	Manually Added	₹2,62,500.00		₹7,85,000.00	
30/04/2023		Other Expenses	Manually Added		₹5,000.00	₹5,22,500.00	
25/04/2023		Vendor Payment Vendor: Mega store supplies	Manually Added		₹60,000.00	₹5,27,500.00	
25/04/2023		Vendor Payment Vendor: Dink straight drawings	Manually Added		₹52,500.00	₹5,87,500.00	
25/04/2023		Vendor Payment Vendor: Whose fresh market	Manually Added		₹1,05,000.00	₹6,40,000.00	
15/04/2023		Customer Payment Customer: Raj Karnal wedding payments	Manually Added	₹4,20,000.00		₹7,45,000.00	
15/04/2023	1	Customer Payment Customer: Tech wise solutions Pvt. Ltd	Manually Added	₹3,15,000.00		₹7,32,500.00	
10/04/2023		Transfer Fund From Account: KOC Bank-001	Manually Added	₹10,000.00		₹10,000.00	

11:47

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<input type="checkbox"/>	DATE	EXPENSE ...	REFERENCE...	VENDOR N...	PAID THRO...	CUSTOMER...	STATUS	AMOUNT	
<input type="checkbox"/>	30/04/2023	Other Expenses			Petty Cash		NON-BILLABLE	₹5,000.00	
<input type="checkbox"/>	30/04/2023	Rent Expense	59000		ICICI Bank-001		NON-BILLABLE	₹59,000.00	



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ICICI Bank-001 Account Number: xxxx0001 [Add Transaction](#) [Import Statement](#)

Amount in Zoho Books
₹31,000.00

Dashboard Account Summary [Uncategorized Transactions From Bank Statements](#) [All Transactions in Zoho Books](#)

DATE	REFERENCE	TYPE	STATUS	DEPOSITS	WITHDRAWALS	BALANCE BAL...	
30/04/2023	58000	Rent Expense	Manually Added		₹59,000.00	₹31,000.00	
10/04/2023		Transfer Fund To Account Petty Cash	Manually Added		₹10,000.00	₹90,000.00	
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00		₹1,00,000.00	

← profit_and_loss.p...



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Profit and Loss

Basis: Accrual

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

Account	Total
Operating Income	
Sales	9,50,000.00
Total for Operating Income	9,50,000.00
Cost of Goods Sold	
Cost of Goods Sold	2,10,000.00
Total for Cost of Goods Sold	2,10,000.00
Gross Profit	7,40,000.00
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	4,85,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	4,85,000.00

**Amount is displayed in your base currency INR

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Balance Sheet

Basis: Accrual

As of 31/03/2024

Account	Total
Assets	
Current Assets	
Cash	
Petty Cash	7,85,000.00
Total for Cash	7,85,000.00
Bank	
ICICI Bank-001	31,000.00
Total for Bank	31,000.00
Other current assets	
Input Tax Credits	0.00
Input CGST	8,250.00
Input SGST	8,250.00
Total for Input Tax Credits	16,500.00
Total for Other current assets	16,500.00
Total for Current Assets	8,32,500.00
Other Assets	
Salary payable	-2,00,000.00
Total for Other Assets	-2,00,000.00
Total for Assets	6,32,500.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
GST Payable	0.00
Output CGST	23,750.00
Output SGST	23,750.00
Total for GST Payable	47,500.00
Total for Current Liabilities	47,500.00
Total for Liabilities	47,500.00
Equities	

Account	Total
Owner's Equity	1,00,000.00
Current Year Earnings	4,85,000.00
Total for Equities	5,85,000.00
Total for Liabilities & Equities	6,32,500.00

**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)	₹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	₹0.00	₹0.00	₹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	₹0.00
Non-GST supply	₹0.00	₹0.00