

Preparation and Maintenance of Zoho Books of Accounts
for

Fresh Bites Catering (Food And Beverage - Industry)



Make Accounting Easy !

Milestone 1: Set up your account

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.

Already have a Zoho account? [Sign In](#)

Experience PREMIUM plan for 14 days.

Company Name

Email Address

+91 Mobile Number

Password

India

Telangana

Your data will be in INXIA data center.

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#).

CREATE ACCOUNT

or sign in using Google

Books

Search in Customers (/)

Trial expires... [Subscribe](#)

Fresh Bites Catering

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Hello, y333171

Fresh Bites Catering

Dashboard Getting Started Recent Updates Announcements

Looking for a product overview? [Available in English & தமிழ்](#) [Register Now](#)

Total Receivables [New](#)

Total Payables [New](#)

Total Unpaid Invoices ₹0.00

CURRENT ₹0.00 OVERDUE ₹0.00

Total Unpaid Bills ₹0.00

CURRENT ₹0.00 OVERDUE ₹0.00

[Contact Support](#)

Milestone 2: Service Creation:

Books

Search in Items (/)

Trial expire...[Subscribe](#)

Fresh Bites Catering

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

New Item

Type ?

☒ Goods ☐ Service

Name*

Unit ?

HSN Code

Tax Preference*

Taxable

☒ Sales Information

☒ Purchase Information

Selling Price*

INR

Cost Price*

INR

Save

Cancel

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

New Item

Type ?

☐ Goods ☒ Service

Name*

Corporate Catering

Unit ?

Plate

SAC

996311

Tax Preference*

Taxable

☒ Sales Information

☐ Purchase Information

Selling Price*

INR

300

Cost Price

INR

Save

Cancel

Books

Search in Items (/)

Trial expire...[Subscribe](#)

Fresh Bites Catering

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

New Item

Selling Price*

INR

300

Cost Price

INR

Account*

Sales

Account

Cost of Goods Sold

Description

Description

Preferred Vendor

Default Tax Rates ?

Intra State Tax Rate

GST5 (5 %)

Inter State Tax Rate

IGST5 (5 %)

Save

Cancel

Books

Search in Items (/)

Trial expire...Subscribe

Fresh Bites Catering

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Active Items

+ New

?

NAME	DESCRIPTION	RATE	USAGE UNIT	PURCHASE DESCRIPTION	PURCHASE RATE
Catering Supplies		0			₹300.00
Beverages		0			₹100.00
Food Ingredients		0	kg		₹500.00
Buffet Catering		₹500.00	Plate		0
Wedding Catering		₹400.00	Plate		0
Corporate Catering		₹300.00	Plate		0

Milestone 3: Vendors

Books

Search in Vendors (/)

Trial expire...Subscribe

Fresh Bites Catering

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Active Vendors

+ New

?

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
There are no Vendors						

Books

Search in Vendors (/)

Trial expire...Subscribe

Fresh Bites Catering

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Active Vend...

+ New

...

Mega Store Supplies

Edit

0

New Transaction

More

X

Overview

Comments

Transactions

Mails

Statement

Mega Store Supplies

There is no primary contact information.

Add New

ADDRESS

Billing Address

No Billing Address - Add new address

Shipping Address

No Shipping Address - Add new address

OTHER DETAILS

Default Currency

INR

Payment due period

Due on Receipt

Payables

CURRENCY

OUTSTANDING PAYABLES

UNUSED CREDITS

Purchases
Vendors
Expenses
Recurring Expenses
Purchase Orders
Bills
Payments Made
Recurring Bills
Vendor Credits
Time Tracking
e-Way Bills
GST Filing
Accountant

☐ This transaction is applicable for reverse charge

Tax Exclusive
At Transaction Level

Bulk Update Line Items

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Food Ingredients Add a description to your item HSN Code: 632548	Cost of Goods Sold	200.00 kg	500	GST5 [5%]	1,00,000.00
Type or click to select an item.	Select an account	1.00	0.00	GST5 [5%]	0.00

Add another line

Sub Total
Total Quantity : 200
Discount : 0 %

Save as Draft Save and Send Cancel

Template: 'Standard Template'

Purchase Order to Purchase Bills Conversion:

Books
Purchases
Vendors
Expenses
Recurring Expenses
Purchase Orders
Bills
Payments Made
Recurring Bills
Vendor Credits
Time Tracking
e-Way Bills
GST Filing
Accountant

All Purchase Ord...
+ New

PO-00001
Attachments
Comments & History

☐ Whole Foods Market ₹1,05,000.00
PO-00001 | 05/04/2023 DRAFT

Edit Send Mail PDF/Print Mark as Issued

Send the Purchase Order
Purchase order has been created. You can email the Purchase Order to your vendor or mark it as Issued.
Send Purchase Order Mark as Issued

Show PDF View

Draft
Fresh Bites Catering
Tamil Nadu
India
GSTIN 33ABCD1234F5GH
9790373862
v431171@gmail.com
PURCHASE ORDER

Books
Purchases
Vendors
Expenses
Recurring Expenses
Purchase Orders
Bills
Payments Made
Recurring Bills
Vendor Credits
Time Tracking
e-Way Bills
GST Filing
Accountant

All Bills
+ New

01
Attachments
Comments & History

☐ Whole Foods Market ₹1,05,000.00
01 | 05/04/2023 OVERDUE BY 182 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
BILL

Direct Vendor Purchases Bills Creation:

Books

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Search in Bills (/)

Trial expire...

Subscribe

Fresh Bites Catering

Edit Bill

Vendor Name*

Mega Store Supplies

View Vendor Details

GST Treatment: Unregistered Business

Source Of Supply*

[TN] - Tamil Nadu

Destination Of Supply*

[TN] - Tamil Nadu

Bill#*

03

Order Number

Save

Cancel

Template: 'Standard Template'

Change

Books

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Search in Bills (/)

Trial expire...

Subscribe

Fresh Bites Catering

ITEM DETAILS

ACCOUNT

QUANTITY

RATE

TAX

CUSTOMER DETAILS

AMOUNT

Catering Supplies

Cost of Goods Sold

200

300

Select a Tax

Select Customer

60000.00

Add a description to your item

Recent Transactions

SERVICE SAC: 996311

+ Add another line

Sub Total

60000.00

Discount

0

%

0.00

TDS

TCS

Select a Tax

-0.00

Adjustment

0

0.00

Total (₹)

60000.00

Save

Cancel

Template: 'Standard Template'

Change

Reconciliation of Open & Outstanding Bills:

Books

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Search in Bills (/)

Trial expire...

Subscribe

Fresh Bites Catering

All Bills

+ New

<input type="checkbox"/>	DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
<input type="checkbox"/>	05/04/2023	03		Mega Store Supplies	PAID	05/04/2023	₹60,000.00	₹0.00
<input type="checkbox"/>	05/04/2023	02		Drink Delight Bevarages	PAID	05/04/2023	₹52,500.00	₹0.00
<input type="checkbox"/>	05/04/2023	01	PO-00001	Whole Foods Market	PAID	05/04/2023	₹1,05,000.00	₹0.00

Milestone 5: Customers

Customers Creation:

Books

Search in Customers (/)

Trial expire...Subscribe

Fresh Bites Catering

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Edit Customer

Customer Type ☒ Business ☐ Individual

Primary Contact

Salutation First Name Last Name

Company Name TechWise Solutions Pvt Ltd

Customer Display Name* TechWise Solutions Pvt Ltd

Customer Email

Customer Phone

Work Phone Mobile

Other Details Address Contact Persons Custom Fields Reporting Tags Remarks

Save Cancel

Books

Search in Customers (/)

Trial expire...Subscribe

Fresh Bites Catering

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Other Details Address Contact Persons Custom Fields Reporting Tags Remarks

GST Treatment* Registered Business - Regular

GSTIN / UIN* 33AAAAA0000A1Z5 [Get Taxpayer details](#)

Business Legal Name

Business Trade Name

PAN AAAAA0000A

Place Of Supply* [TN] - Tamil Nadu

Tax Preference* ☒ Taxable ☐ Tax Exempt

Currency INR- Indian Rupee

Payment Terms Due on Receipt

Save Cancel

Review the Customers List:

Books

Search in Customers (/)

Trial expire... Subscribe

Fresh Bites Catering

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Active Customers

+ New

...

?

	NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/>	Iyyer Event Planners	Iyyer Event Planners			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	Raj Kamal Wedding Planners	Raj Kamal Wedding Planners			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	TechWise Solutions Pvt Ltd	TechWise Solutions Pvt Ltd			Tamil Nadu	₹0.00	₹0.00

Milestone 6: Sales

Sales Order Creation:

Books

Search in Sales Orders (/)

Trial expire... Subscribe

Fresh Bites Catering

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

New Sales Order

Customer Name*

TechWise Solutions Pvt Ltd

View Customer Details

INR

BILLING ADDRESS

SHIPPING ADDRESS

Add new address

Add new address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A1Z5

Place Of Supply*

[TN] - Tamil Nadu

Sales Order#*

SO-00001

Save as Draft

Save and Send

Cancel

Total Amount: ₹ 3,15,000.00

Total Quantity: 1000

Books

Search in Sales Orders (/)

Trial expire...

Subscribe

Fresh Bites Catering

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

ITEM DETAILS

Corporate Catering

Add a description to your item

SERVICE SAC: 996311

QUANTITY

1000.00

RATE

300

DISCOUNT

0 %

TAX

GST5 [5%]

AMOUNT

3,00,000.00

Type or click to select an item.

1.00

0.00

0 %

GST5 [5%]

0.00

Add another line

Sub Total

3,00,000.00

CGST2.5 [2.5%]

7,500.00

SGST2.5 [2.5%]

7,500.00

Adjustment

0.00

Save as Draft

Save and Send

Cancel

Total Amount: ₹ 3,15,000.00

Total Quantity: 1000

Sales Order to Sale Invoice Conversion:

Books

Search in Sales Orders (/)

Trial expire...

Subscribe

Fresh Bites Catering

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

All Sales Orders

+ New

...

SO-00001

Attachments

Comments & History

TechWise Solutions Pvt Ltd

₹3,15,000.00

SO-00001

10/04/2023

CLOSED

Edit

Email

PDF/Print

Invoices 1

Invoice Status : INVOICED

Show PDF View

Closed

Fresh Bites Catering

Tamil Nadu

India

GSTIN 33ABCDE1234F5GH

9790373862

y333171@gmail.com

SALES ORDER

Sales Order# SO-00001

Bill To

Direct Sale Invoices:

Books

Search in Invoices (/)

Trial expire...

Subscribe

Fresh Bites Catering

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Edit Invoice

Customer Name*

Iyer Event Planners

View Customer Details

INR

BILLING ADDRESS

SHIPPING ADDRESS

Add new address

Add new address

GST Treatment: Unregistered Business

Place Of Supply*

[TN] - Tamil Nadu

Invoice#*

INV-000003

Order Number

Save

Save and Send

Cancel

Total Amount: ₹ 262500.00

Total Quantity: 500

https://books.zoho.in/app/60024289289#

Books

🕒

🔍 Search in Invoices (/ /)

Trial expire...

Subscribe

+

👤

🔔

⚙️

Fresh Bites Catering

👤

☰

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

ITEM DETAILS

⊖ ⊕

Buffer Catering

Add a description to your item

SERVICE SAC: 996311

+ Add another line

Sub Total

250000.00

CGST2.5 (2.5%)

6250.00

SGST2.5 (2.5%)

6250.00

TDS

TCS

Select a Tax

- 0.00

Adjustment

0

0.00

QUANTITY

500

Plate

RATE

500

DISCOUNT

0 %

TAX

GST5 [5%]

AMOUNT

250000.00

Customer Notes

Save

Save and Send

Cancel

Total Amount: ₹ 262500.00

Total Quantity: 500

Reconciliation of Open Invoices:

Books

🕒

🔍 Search in Invoices (/ /)

Trial expire...

Subscribe

+

👤

🔔

⚙️

Fresh Bites Catering

👤

☰

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

All Invoices

+ New

...

?

	DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
<input type="checkbox"/>	20/04/2023	INV-000003		Iyyer Event Planners	PAID	20/04/2023	₹2,62,500.00	₹0.00
<input type="checkbox"/>	15/04/2023	INV-000002		Raj Kamal Wedding Planners	PAID	15/04/2023	₹4,20,000.00	₹0.00
<input type="checkbox"/>	10/04/2023	INV-000001	SO-00001	TechWise Solutions Pvt Ltd	PAID	15/04/2023	₹3,15,000.00	₹0.00

Milestone 7: Bank Account

Adding Bank Account:

Books Trial expire... Subscribe + Fresh Bites Catering

Banking

Edit Bank

Account Name* ICICI Bank - 001

Account Code

Currency* INR

Account Number 000001

Bank Name ICICI Bank

IFSC

Description Max. 500 characters

☐ Make this primary

Milestone 8: Accounts & Ledgers

Creation of New Accounts/Ledgers:

Books Fresh Bites Catering

Create Account

Account Type* Other Current Liability

Account Name* Salary Payable

☐ Make this a sub-account

Account Code

Description Max. 500 characters

☐ Add to the watchlist on my dashboard

Save **Cancel**

Liability
Any short term liability like:
• Customer Deposits
• Tax Payable

Milestone 9: Journal Entries:

Recording of Journal Entries:

Books

Search in Expenses (/)

Trial expire...Subscribe

Fresh Bites Catering

HomeItemsBankingSalesPurchasesVendorsExpensesRecurring ExpensesPurchase OrdersBillsPayments MadeRecurring Bills

Edit Expense

Date*30/04/2023

Expense Account*Rent Expense

Itemize

Amount*INR 50000

Paid Through*ICICI Bank - 001

Expense Type*

GoodsServices

SAC

Vendor

Drag or Drop your Receipts

Maximum file size allowed is 7MB

Upload your Files

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

Books

Search in Expenses (/)

Trial expire...Subscribe

Fresh Bites Catering

HomeItemsBankingSalesPurchasesVendorsExpensesRecurring ExpensesPurchase OrdersBillsPayments MadeRecurring Bills

Edit Expense

Destination Of Supply*[TN] - Tamil Nadu

Reverse Charge

This transaction is applicable for reverse charge

Tax*GST18 [18%]

Tax Amount = 9000.00 INR

Eligible For ITC

Amount Is

Tax InclusiveTax Exclusive

Invoice#Rent - 01

NotesMax. 500 characters

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

Books

Search in Expenses (/)

Trial expire...Subscribe

Fresh Bites Catering

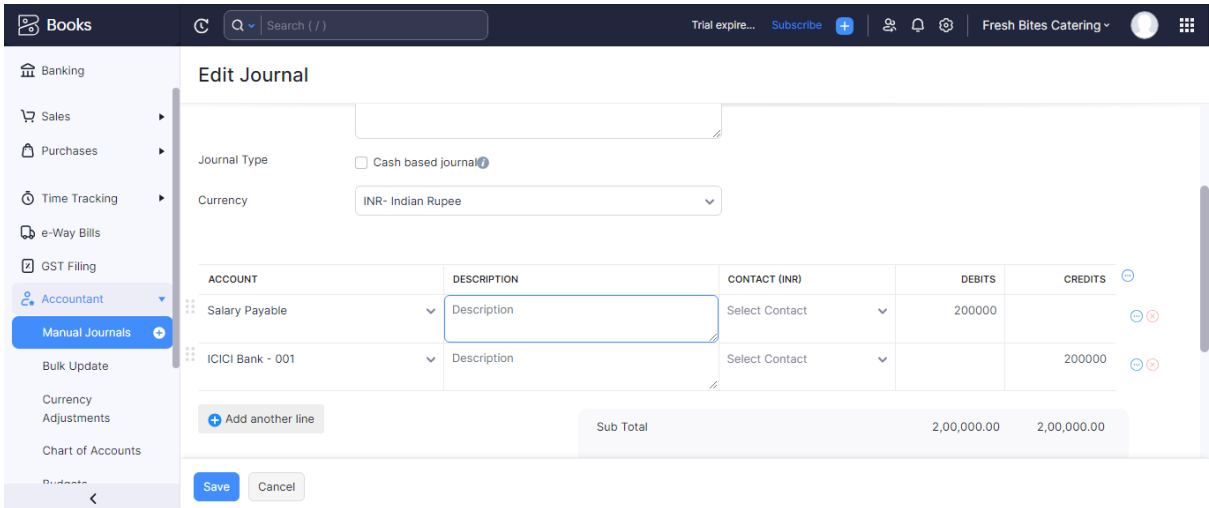
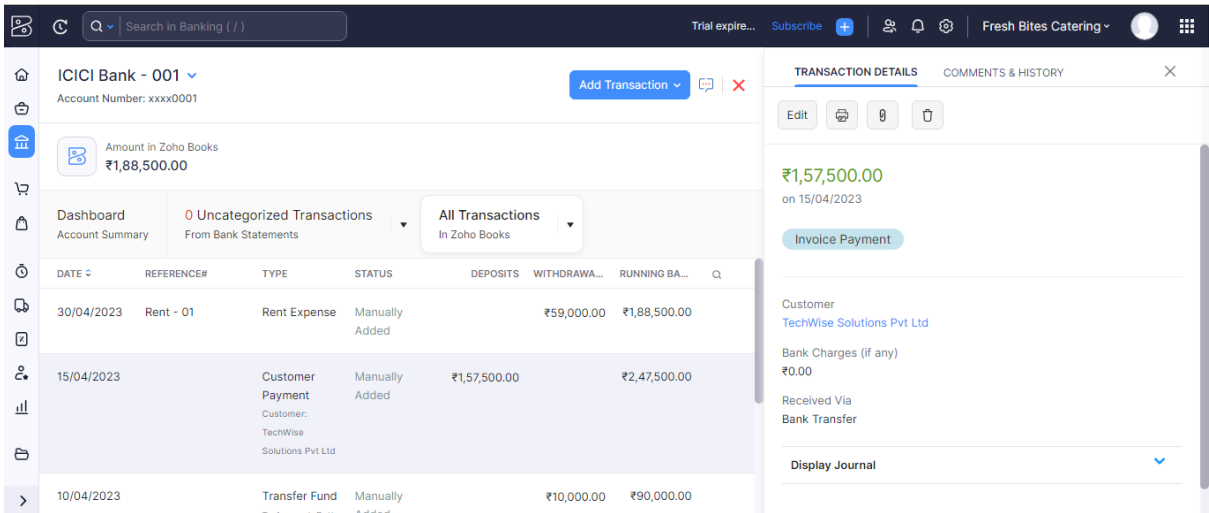
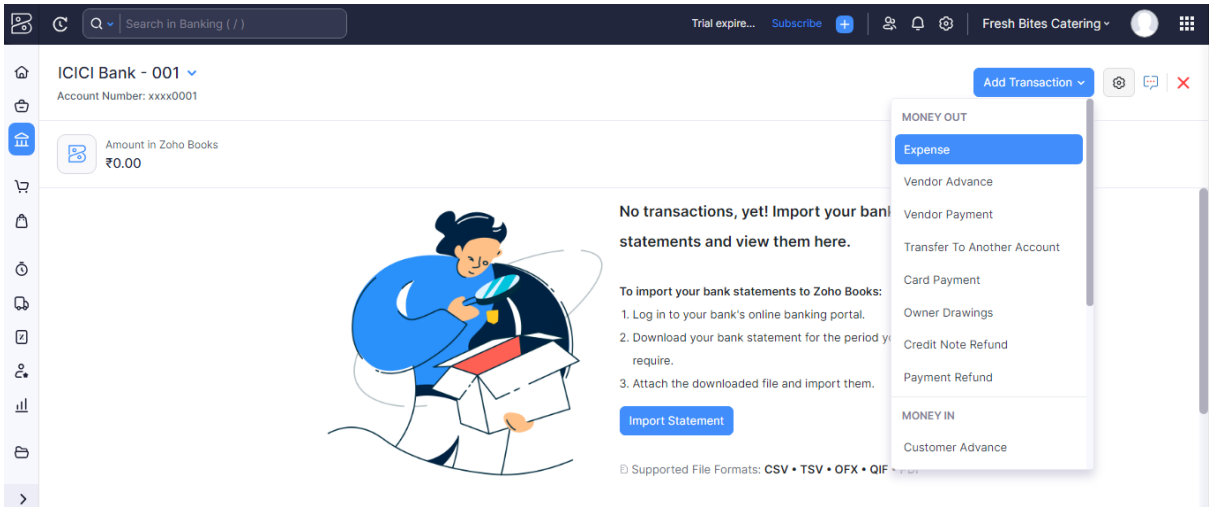
HomeItemsBankingSalesPurchasesVendorsExpensesRecurring ExpensesPurchase OrdersBillsPayments MadeRecurring Bills

All Expenses

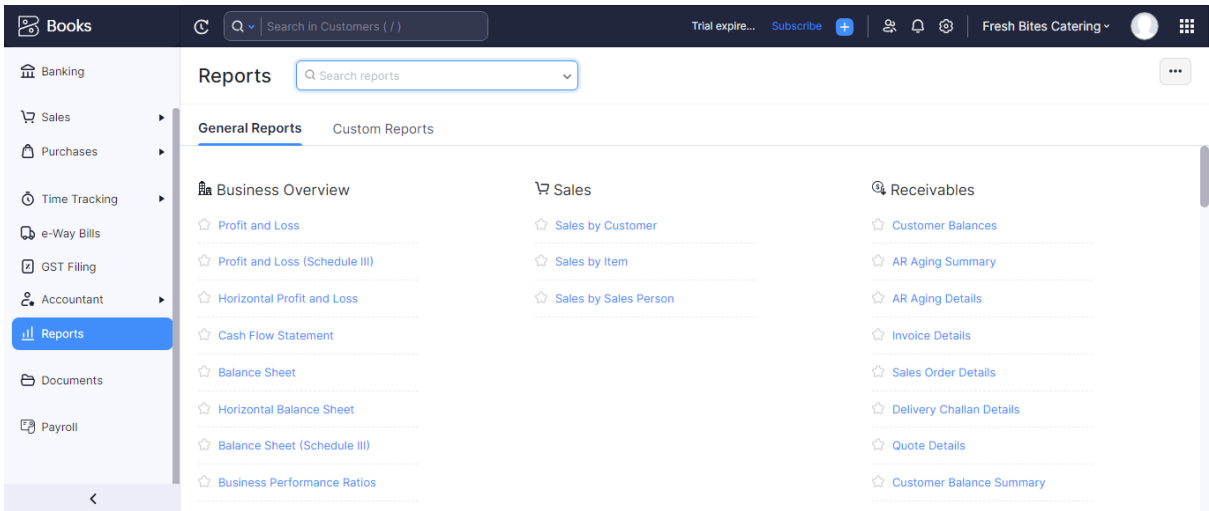
+ New

DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	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	Rent - 01		ICICI Bank - 001		NON-BILLABLE	₹59,000.00

Milestone 11: Bank Entries



Milestone 12: Financial Reports



Profit and Loss Account:

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

Balance Sheet:

Q

Search in Customers (/ /)

Trial expire...Subscribe+👤🔔⚙️Fresh Bites Catering

🏠

🛒

📁

🕒

📅

👤

📊

📁

🖨️

>

☰

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	

GST Reports:

Q

Search in Customers (/ /)

Trial expire...Subscribe+👤🔔⚙️Fresh Bites Catering

☰

This Year

Export As

×

?

GSTR-3B Summary

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

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)	₹9,50,000.00	₹0.00	₹23,750.00	₹23,750.00	₹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	₹9,50,000.00	₹0.00	₹23,750.00	₹23,750.00	₹0.00

Q

Search in Customers (/ /)

Trial expire...Subscribe+👤🔔⚙️Fresh Bites Catering

☰

GSTR-3B Summary

Export As

×

Fresh Bites Catering

Tax Return

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

+ Add Temporary Note

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT
05/04/2023	03	Bill	₹60,000.00
30/04/2023	6	Expense	₹5,000.00
30/04/2023	8	Expense	₹2,00,000.00

Journal Report:

Fresh Bites Catering		
Journal Report		
Basis: Accrual		
From 01/04/2023 To 31/03/2024		
+ Add Temporary Note		
01/04/2023 - OWNERS CONTRIBUTION 2		
ICICI Bank - 001	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 (WHOLE FOODS MARKET)		
Cost of Goods Sold	1,00,000.00	0.00

Account Transactions:

Fresh Bites Catering								
Account Transactions								
Basis: Accrual								
From 01/04/2023 To 31/03/2024								
+ Add Temporary Note								
DATE	ACCOUNT	TRANSACTION DETAILS	TRANSACTION TYPE	TRANSACTION#	REFERENCE#	DEBIT	CREDIT	AMOUNT
01/04/2023	Owner's Equity	ICICI Bank - 001	Owners Contribution				1,00,000.00	1,00,000.00 C
01/04/2023	ICICI Bank - 001	Owner's Equity	Owners Contribution			1,00,000.00		1,00,000.00 D
05/04/2023	Accounts Payable	Whole Foods Market	Bill	01	PO-00001		1,05,000.00	1,05,000.00 C
05/04/2023	Cost of Goods Sold	Whole Foods Market	Bill	01	PO-00001	1,00,000.00		1,00,000.00 D
05/04/2023	Input CGST	Whole Foods Market	Bill	01	PO-00001	2,500.00		2,500.00 D