

Fashion Haven (Retail and E-Commerce - 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.



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India ▾

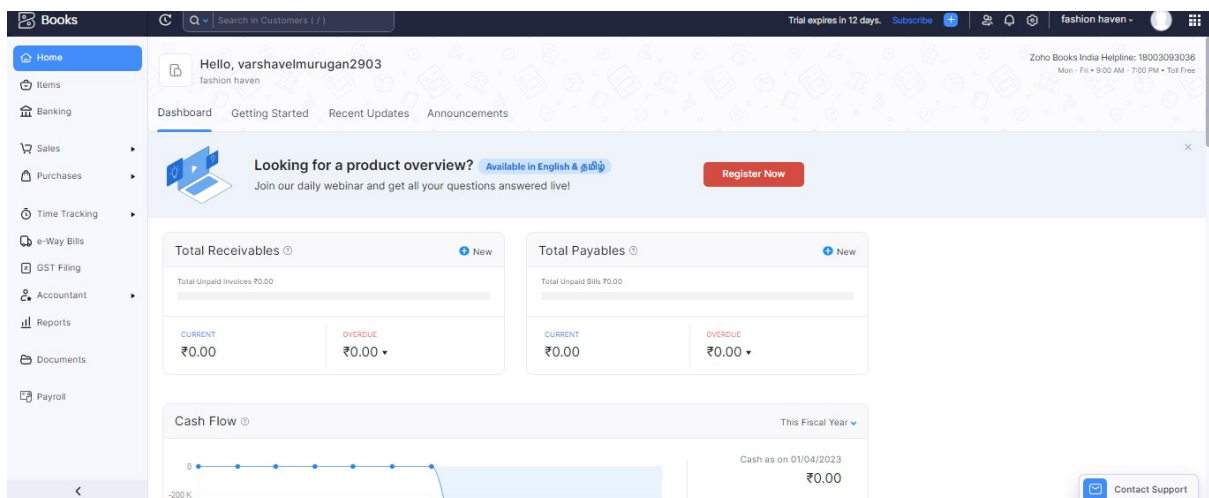
Telangana ▾

Your data will be in **INDIA** data center.

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CREATE ACCOUNT

or sign in using  Google    



Milestone 2: Service Creation:

Books

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Items

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Sales

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e-Way Bills

GST Filing

Accountant

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Documents

Payroll

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Subscribe

fashion haven

Search in Items (/)

✕

Edit Item

Type ⓘ

☒ Goods ☐ Service

Name*

T_SHIRT

Unit ⓘ

HSN Code

Tax Preference*

Taxable

☐ Sales Information

☒ Purchase Information

Selling Price

INR0

Account

Select an account

Description

Cost Price*

INR50

Account*

Cost of Goods Sold

Description

Preferred Vendor

Save

Cancel

☒ Sales Information

Selling Price*

INR 100

Account*

Select an account

Description

☐ Purchase Information

Cost Price

INR 50

Account

Cost of Goods Sold

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 based on the sales and purchase transactions you record for it. Go to **Settings > Preferences > Items** and enable inventory.

Active Items				
NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
<input type="checkbox"/> T_SHIRT		₹0.00		
<input type="checkbox"/> s h o e s		0		
<input type="checkbox"/> HOODIES		0		
<input type="checkbox"/> JOGERS		0		
<input type="checkbox"/> SHIRTS		0		
<input type="checkbox"/> T _ shirts		₹100.00		
<input type="checkbox"/> Shoes		₹1,000.00		
<input type="checkbox"/> hoodies		₹800.00		
<input type="checkbox"/> joggers		₹800.00		
<input type="checkbox"/> Shirts		₹500.00	12345678	
<input type="checkbox"/> T _ shirts		₹100.00	12345678	pcs

Milestone 3: Vendors

Active Vendors

+ New

...

?

<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)	
<input type="checkbox"/>	EVOLVE LIFE				Tamil Nadu	₹0.00	₹0.00	
<input type="checkbox"/>	Souful essence				Tamil Nadu	₹0.00	₹0.00	
<input type="checkbox"/>	zenith life stle				Tamil Nadu	₹0.00	₹0.00	

Books

Search in Vendors (/)

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🌐

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Active Vend...

☐ EVOLVE LIFE
₹0.00

☐ Souful essence
₹0.00

☐ zenith life stle
₹0.00

EVOLVE LIFE

[Edit](#) [Invite to Portal](#) [Delete](#)

ADDRESS

Billing Address
No Billing Address - [Add new address](#)

Shipping Address
No Shipping Address - [Add new address](#)

OTHER DETAILS

Default Currency

INR

Payment Terms

Due on Receipt

GST Treatment

Registered Business - Regular

GSTIN

33AAAAA0000A1ZM

PAN

AAAAA0000A

Source Of Supply

Tamil Nadu

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	₹0.00	₹0.00

[View Opening Balance](#)

Expenses

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

Last 6 Months

Accrual

500 K

400 K

300 K

200 K

100 K

0

Apr 2023

May 2023

Jun 2023

Jul 2023

Aug 2023

Sep 2023

Oct 2023

Milestone 4: Purchases

Purchase Order Creation:

New Purchase Order

×

?

Vendor Name*

EVOLVE LIFE

×

Q

INR

Open Purchase Orders

BILLING ADDRESS

Add new address

SHIPPING ADDRESS

Add new address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAA0000A1ZM

Source Of Supply*

[TN] - Tamil Nadu

Destination Of Supply*

[TN] - Tamil Nadu

Deliver To*

Organization ☒ Customer ☐

varshavelmurugan2903

Tamil Nadu

India ,

6381628787

Save as Draft

Save and Send

Cancel

Template: 'Standard Template' Change

Books

Search in Purchase Orders (/)

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Vendor Credits

At Transaction Level

Bulk Update Line Items

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
shoes	Cost of Goods Sold	1000	500	Select a Tax	5,00,000.00
Add a description to your item					
Add another line					
Sub Total					5,00,000.00
Total Quantity : 1000					
Discount					0.00
Adjustment					0.00
TCS					0
Total (₹)					5,00,000.00

Customer Notes

Will be displayed on purchase order

Purchase Order to Purchase Bills Conversion:

All Purchase Ord...

New

PO-00007

Attachments

Comments & History

zenith life stle

PO-00007

05/10/2023

₹1,05,000.00

DRAFT

Souful Essence

PO-00002

04/10/2023

₹5,00,000.00

CLOSED

Zenith lifestyle

PO-00001

04/10/2023

₹1,05,000.00

CLOSED

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

fashion haven

Tamil Nadu

India

GSTIN: 33AAAA0000A1ZM

6381628787

varshavelmurugan2903@gmail.com

Vendor Address

zenith life stle

GSTIN: 33AAAA0000A1ZM

Deliver To

varshavelmurugan2903

Tamil Nadu

India

PURCHASE ORDER

PO-00007



Reconciliation of Open & Outstanding Bills:

Books

Search in Bills (/)

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All Bills

+ New

<input type="checkbox"/>	DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
<input type="checkbox"/>	05/10/2023	001		EVOLVE LIFE	PAID	05/10/2023	₹5,25,000.00	₹0.00
<input type="checkbox"/>	05/10/2023	001	PO-00008	Souful essence	PAID	05/10/2023	₹5,00,000.00	₹0.00
<input type="checkbox"/>	05/10/2023	001	PO-00007	zenith life stle	PAID	05/10/2023	₹1,05,000.00	₹0.00
<input type="checkbox"/>	04/10/2023	03		Evolveilife	PAID	04/10/2023	₹5,25,000.00	₹0.00
<input type="checkbox"/>	04/10/2023	01	PO-00001	Zenith lifestyle	PAID	04/10/2023	₹1,05,000.00	₹0.00
<input type="checkbox"/>	04/10/2023	02	PO-00002	Souful Essence	PAID	04/10/2023	₹5,00,000.00	₹0.00

Milestone 5: Customers

Customers Creation:

Books

Search in Customers (/)

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Edit Customer

Customer Type

Business Individual

Primary Contact

Salutation Priya ranganathan Last Name

Company Name

Customer Display Name

Priya ranganathan

Customer Email

Customer Phone

Work Phone Mobile

Other Details

Address

Contact Persons

Custom Fields

Reporting Tags

Remarks

Books

Search in Customers (/)

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Address

Contact Persons

Custom Fields

Reporting Tags

Remarks

GST Treatment

Registered Business - Regular

GSTIN / UIN

33AAAAA0000ATZM

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

Portal Language

English

Review the Customers List:

Books

Search in Customers (/)

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Active Customers

+ New

<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)	
<input type="checkbox"/>	Aravindhan mani				Tamil Nadu	₹0.00	₹0.00	
<input type="checkbox"/>	Priya rangathan				Tamil Nadu	₹0.00	₹0.00	
<input type="checkbox"/>	Suresh kumar iyer				Tamil Nadu	₹0.00	₹5,25,000.00	<input checked="" type="checkbox"/>

Milestone 6: Sales

Sales Order Creation:

Books

Search in Sales Orders (/)

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Edit Sales Order

Customer Name*

Priya rangathan

View Customer Details

BILLING ADDRESS

Add new address

SHIPPING ADDRESS

Add new address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000AT2M

Place Of Supply*

[TN] - Tamil Nadu

Sales Order#*

SO-00002

Reference#

Sales Order Date*

04/10/2023

Expected Shipment Date

dd/MM/yyyy

Save

Save and Send

Cancel

Total Amount: ₹ 5,25,000.00

Total Quantity: 500

Books

Search in Sales Orders (/)

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ITEM DETAILS

QUANTITY

RATE

DISCOUNT

TAX

AMOUNT

SHOES

Add a description to your item

500

1000

0 %

GST5 [5%]

5,00,000.00

HSN Code: 45678321

Recent Transactions

Sub Total

5,00,000.00

COST2.5 (2.5%)

12,500.00

SOST2.5 (2.5%)

12,500.00

Adjustment

0

0.00

Total (₹)

5,25,000.00

Customer Notes

Enter any notes to be displayed in your transaction

Sales Order to Sale Invoice Conversion:

Books

Search in Sales Orders (/)

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All Sales Orders

+ New

SO-00002

Attachments

Comments & History

Priya ranganathan

SO-00002

04/10/2023

₹5,25,000.00

CLOSED

Suresh kumar iyer

SO-00001

04/10/2023

₹1,05,000.00

CLOSED

Invoice Status : INVOICED

Show PDF View

Closed

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Tamil Nadu

India

GSTIN 33AAAAERTT1A1ZM

051635787

varadavehmurugesan2013@gmail.com

Bill To

Priya ranganathan

GSTIN 33AAAAAA0000A1ZM

Ship To

GSTIN 33AAAAAA0000A1ZM

SALES ORDER

Sales Order# SO-00002

Order Date : 04/10/2023

Direct Sale Invoices:

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Edit Invoice

Customer Name* INR

[View Customer Details](#)

BILLING ADDRESS [Add new address](#) SHIPPING ADDRESS [Add new address](#)

GST Treatment: Registered Business - Regular [View](#)

GSTIN: 33AAAAA0000A2M [View](#)

Place Of Supply*

Invoice#

Order Number

Invoice Date* Terms Due Date

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Item Details

ITEM DETAILS	QUANTITY	RATE	DISCOUNT	TAX	AMOUNT
T SHIRTS Add a description to your item HSN Code: 34521678	1000 PCS	100	0	GST5 [5%]	100000.00

[Add another line](#)

Sub Total 100000.00

GST2.5 (2.5%) 2500.00

GST2.5 (2.5%) 2500.00

☒ TDS ☐ TCS [Select a Tax](#) - 0.00

Adjustment 0.00

Total (₹) 105000.00

Customer Notes

Reconciliation of Open Invoices:

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All Invoices

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
<input type="checkbox"/> 04/10/2023	INV-000007	SO-00001	Suresh kumar iyer	PAID	04/10/2023	₹1,05,000.00	₹0.00
<input type="checkbox"/> 04/10/2023	INV-000009		Aravindhani mani	PAID	04/10/2023	₹1,68,000.00	₹0.00
<input type="checkbox"/> 04/10/2023	INV-000008	SO-00002	Priya ranganathan	PAID	04/10/2023	₹5,25,000.00	₹0.00

Milestone 7: Bank Account

Adding Bank Account:

The screenshot shows the 'Edit Bank' form in the Books application. The form is located in the 'Banking' section of the sidebar. The form fields are:

- Account Name*: IICI BANK 001
- Account Code: (empty)
- Currency*: INR
- Account Number: (empty)
- Bank Name: (empty)
- IFSC: (empty)
- Description: Max. 500 characters
- ☐ Make this primary

At the bottom of the form are 'Save' and 'Cancel' buttons.

Milestone 8: Accounts & Ledgers

Creation of New Accounts/Ledgers:

The screenshot shows the 'Create Account' dialog box in the Books application. The dialog box is open over the 'Active Accounts' list. The 'Create Account' form fields are:

- Account Type*: Other Asset
- Account Name*: salary payable
- ☐ Make this a sub-account
- Account Code: (empty)
- Description: Max. 500 characters
- ☐ Add to the watchlist on my dashboard

At the bottom of the dialog box are 'Save' and 'Cancel' buttons. A tooltip for 'Assets' is visible, stating: 'Track special assets like goodwill and other intangible assets'.

ACCOUNT NAME	ACCOUNT TYPE	ACCOUNT CODE	DESCRIPTION
salary payable	Other Asset		
Employee Advance	Other Asset		
Reverse Charge Tax Input	Other Asset		
Prepaid Expenses	Other Asset		
TDS Receivable	Other Asset		
Input Tax Credits	Other Asset		
Input IGST	Other Current Asset		
Input CGST	Other Current Asset		
Input SGST	Other Current Asset		
Advance Tax	Other Current Asset		
Undeposited Funds	Cash		

Milestone 9: Journal Entries:

Recording of Journal Entries:

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e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency

Adjustments

Chart of Accounts

Budgets

Transaction

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Edit Journal

Date*

05/10/2023

Journal#*

3

Reference#

Notes*

salary for month of APRIL _ 2023

Journal Type

☐ Cash based journal

Currency

INR - Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
salary payable	Being for the month of APRIL 2023	Select Contact	50000	
salary payable	Being for the month of APRIL 2023	Select Contact		50000

Save

Cancel

Books

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e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction

Journals

+ New Journal

3

Status: All Journals

All

Edit

PDF/Print

Make Recurring

<input type="checkbox"/>	05/10/2023 3	₹50,000.00 PUBLISHED
<input type="checkbox"/>	05/10/2023 4	₹5,00,000.00 DRAFT

Published

JOURNAL

#3

Date: 05/10/2023

Amount: ₹50,000.00

Reference Number:

Notes

salary for month of APRIL , 2023

Account	Contact	Debits	Credits
salary payable		50,000.00	
Being for the month of APRIL 2023			
salary payable			50,000.00
Being for the month of APRIL 2023			




Milestone 10: Expense & Bills

Expense & Bills Entry:


Books

Search in Expenses (/)

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Sales

Purchases

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Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Edit Expense

Date*

05/10/2023

Expense Account*

Other Expenses

Amount*

INR 5000

Paid Through*

Petty Cash

Expense Type*

☐ Goods ☒ Services

Vendor

GST Treatment*

Out Of Scope

Invoice#

Notes

Max. 500 characters

Save (ctrl+s)

Save and New (ctrl+n)

Cancel

Drag or Drop your Receipts




Maximum file size allowed is 7MB

Upload your Files


Books

Search in Expenses (/)

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Sales

Purchases

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Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

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Accountant

Reports

Edit Expense

Date*

05/10/2023

Expense Account*

Other Expenses

Amount*

INR 5000

Paid Through*

Petty Cash

Expense Type*

☐ Goods ☒ Services

SAC

Vendor

GST Treatment*

Unregistered Business

Source Of Supply*

Destination Of Supply*

State/Province

Reverse Charge

☐ This transaction is amenable for reverse charge

Save (ctrl+s)

Save and New (ctrl+n)

Cancel

Drag or Drop your Receipts




Maximum file size allowed is 7MB

Upload your Files


Books

Search in Expenses (/)

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Home

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All Expenses

DATE

EXPENSE ACCOUNT

REFERENCE#

VENDOR NAME

PAID THROUGH

CUSTOMER NAME

STATUS

AMOUNT

☐

05/10/2023

Other Expenses

Petty Cash

NON-BILLABLE

₹5,000.00

☐

05/10/2023

Advertising And Marketing

001

Petty Cash

NON-BILLABLE


₹10,500.00

Milestone 11: Bank Entries

ICICI BANK 001

Add Transaction

Amount in Zoho Books
₹0.00



No transactions, yet! Import your bank statements and view them here.

To import your bank statements to Zoho Books:

1. Log in to your bank's online banking portal.
2. Download your bank statement for the period you require.
3. Attach the downloaded file and import them.

Import Statement

(1) Supported File Formats: CSV • TSV • OFX • QIF • PDF

Profer adding just the opening balances?

In the Opening Balances section, select the Banking module and enter the corresponding debit and credit amounts for the banks you've added. [Enter Balances Now](#)

Screen clipping taken: 05-10-2023, 12:05

Search in Banking (7)

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ICICI BANK 001

Add Transaction

Import Statement

Amount in Zoho Books
₹5,25,000.00

Dashboard
Account Summary

0 Uncategorized Transactions
From Bank Statements

All Transactions
In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE	Q
05/10/2023		Customer Payment Customer: Suresh kumar iyer	Manually Added	₹5,25,000.00		₹5,25,000.00	

Books

Search (/)

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Time Tracking

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Bulk Update

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Edit Journal

Date*05/10/2023

Journal#3

Reference#1

Notes*salary for month of APRIL _ 2023

Journal Type☐ Cash based journal

CurrencyINR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
salary payable	Being for the month of APRIL 2023	Select Contact	50000	
salary payable	Being for the month of APRIL 2023	Select Contact		50000

Milestone 12: Financial Reports

Books

Search (/)

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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

Movement of Equity

Sales

Sales by Customer

Sales by Item

Sales by Sales Person

Receivables

Customer Balances

AR Aging Summary

AR Aging Details

Invoice Details

Sales Order Details

Delivery Chalan Details

Quote Details

Customer Balance Summary

Receivable Summary

Receivable Details

Profit and Loss Account:

Books

Search (/)

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Profit and Loss

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Business Overview

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

Movement of Equity

Sales

Sales by Customer

Sales by Item

Sales by Sales Person

Receivables

Customer Balances

AR Aging Summary

AR Aging Details

Invoice Details

Sales Order Details

Delivery Chalan Details

Quote Details

Customer Balance Summary

Receivable Summary

Receivable Details

fashion haven	
Profit and Loss	
Basis: Accrual	
From 01/04/2023 To 31/03/2024	
+ Add Temporary Note	
ACCOUNT	TOTAL
Operating Income	
Sales	7,60,000.00
Total for Operating Income	7,60,000.00
Cost of Goods Sold	
Cost of Goods Sold	22,00,000.00
Total for Cost of Goods Sold	22,00,000.00
Gross Profit	-14,40,000.00
Operating Expense	

Balance Sheet:

Search in Customers (/)

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This Year

Customize Report

Schedule Report

Export As

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Balance Sheet

Basis: Accrual

As of 31/03/2024

+ Add Temporary Note

Collapse all

Expand All

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	-14,77,500.00
Total for Cash	-14,77,500.00
Bank	
ICICI BANK 001	5,25,000.00

GST Reports:

Search in Customers (/)

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This Month

Export As

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)	₹7,60,000.00	₹0.00	₹19,000.00	₹19,000.00	₹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	₹7,60,000.00	₹0.00	₹19,000.00	₹19,000.00	₹0.00

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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
04/10/2023	Accounts Payable	Souful Essence	Bill	02	PO-00002		5,00,000.00	5,00,000.00 Cr
04/10/2023	Cost of Goods Sold	Souful Essence	Bill	02	PO-00002	5,00,000.00		5,00,000.00 Dr
04/10/2023	Accounts Payable	Zenith lifestyle	Bill	01	PO-00001		1,05,000.00	1,05,000.00 Cr
04/10/2023	Cost of Goods Sold	Zenith lifestyle	Bill	01	PO-00001	1,00,000.00		1,00,000.00 Dr
04/10/2023	Input CGST	Zenith lifestyle	Bill	01	PO-00001	2,500.00		2,500.00 Dr
04/10/2023	Input SGST	Zenith lifestyle	Bill	01	PO-00001	2,500.00		2,500.00 Dr
04/10/2023	Accounts Payable	Evolvelfe	Bill	03			5,25,000.00	5,25,000.00 Cr
04/10/2023	Cost of Goods Sold	Evolvelfe	Bill	03		5,00,000.00		5,00,000.00 Dr
04/10/2023	Input CGST	Evolvelfe	Bill	03		12,500.00		12,500.00 Dr
04/10/2023	Input SGST	Evolvelfe	Bill	03		12,500.00		12,500.00 Dr
04/10/2023	Petty Cash	Evolvelfe	Vendor Payment	03			5,25,000.00	5,25,000.00 Cr