



**SMARTBRIDGE**  
Let's Bridge the Gap

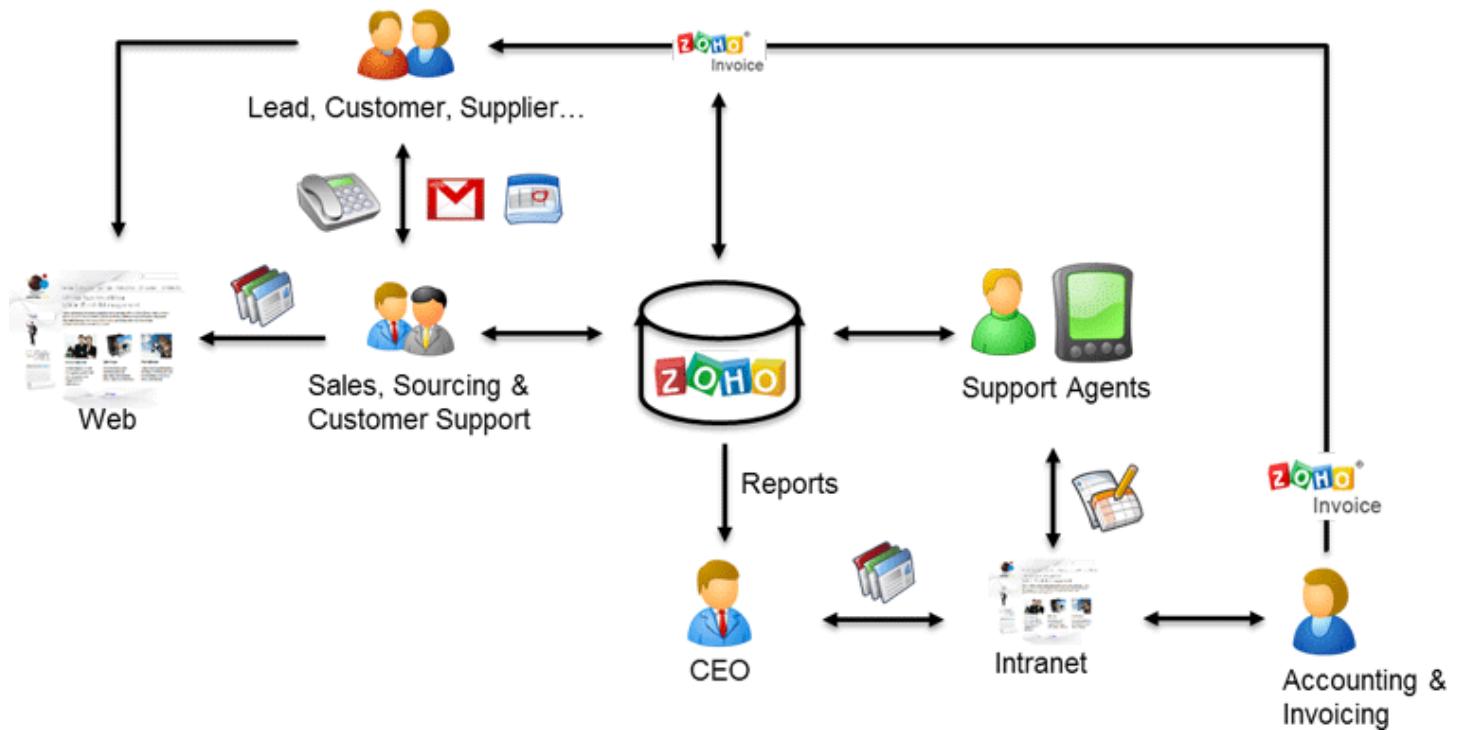


**Smart  
Internz**

Preparation and Maintenance of  
Zoho Books of accounts for  
UrbanAura Interiors  
(Interior Designing - Industry)

## Preparation and Maintenance of ZOHO Books for UrbanAura Interiors

UrbanAura Interiors , a Interior Designing company uses Zoho books to effectively manage their financial processes, maintain accurate records, and make informed financial decisions. This integration enhances their overall business efficiency and contributes to their success in the interior design industry.



## **Project Flow:**

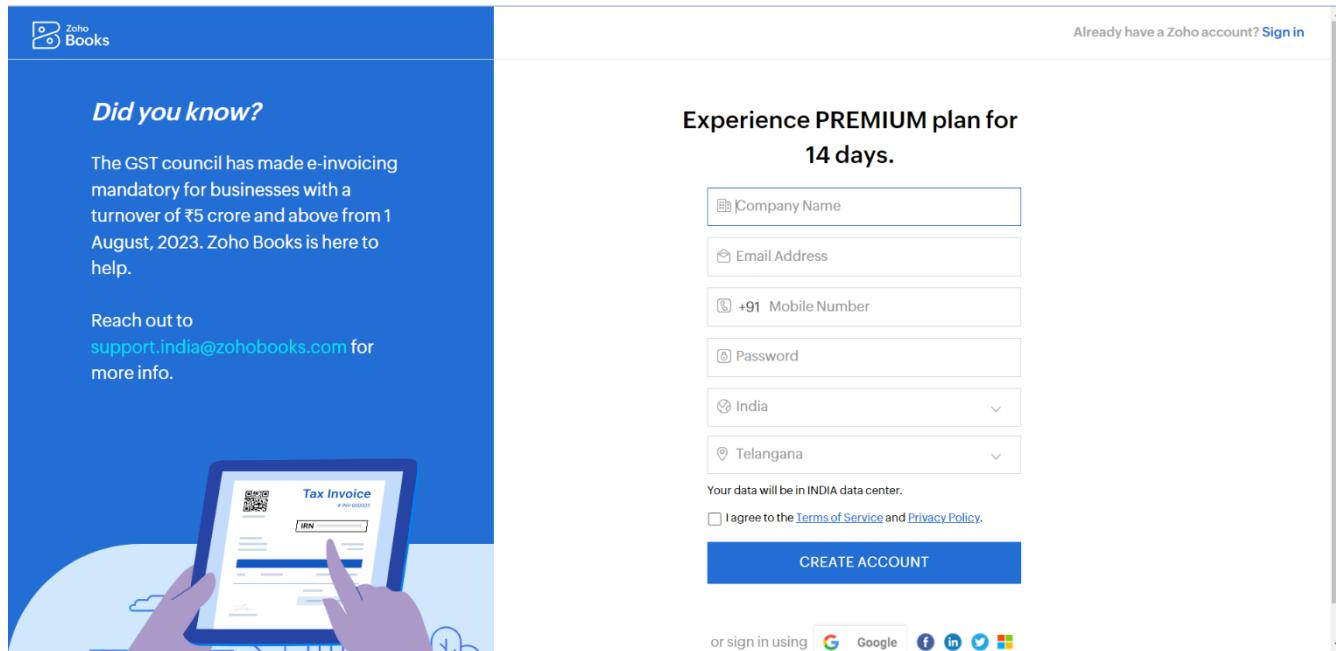
To accomplish this, we have to complete all the activities listed below,

- Set up your account
  - Sign up for a Zoho Books account and log in
  - Introduction
  - Lets Get Started
- Services
  - Creation
  - Review
- Vendors
  - Vendor Creation
  - Review Vendors list and details
- Purchases
  - Purchase order Creation (PO)
  - PO to Bill Conversion
  - Purchase Bills Creation
  - Payment Marking to Purchase Bills
- Customers
  - Customer Creation
  - Review Customers list and details
- Sales
  - Sales Order Creation (SO)
  - SO to Invoice Conversion
  - Sale Invoice Creation
  - Receipt marking to Sale Invoice
- Banking
  - Adding Bank Account
- New Accounts & Ledgers
  - Creation of New Accounts & Ledgers
- Journal Entries
  - Recording Journal Entries
- Expenses
  - Recording Expense Bills
- Bank Transactions
  - Recording Bank Transactions
- Financial Reports
  - Balance Sheet
  - Profit and Loss
  - GSTR-3B
  - TDS Reports
  - Journal Reports
  - Accounts Receivables
  - Accounts Payables

## **Milestone 1: Set up your account**

### **Activity 1: Sign up for a Zoho Books account and Login**

Click on the link to create your Zoho Books account <https://www.zoho.com/in/books/signup/>



### **To sign up for Zoho Books:**

- Click on the above link, it will navigate to Zoho books portal as shown in the above picture.
- Enter your organisation details.
- Click Create Account.
- After signing up for Zoho Books, you'll receive an email through which you can verify your account.
- Go to your registered email address and click the link received in your email for verification.
- Enter your organisation details in the page you are redirected and click Get Started.
- Eg GSTN:33AAAAA0000A15Z

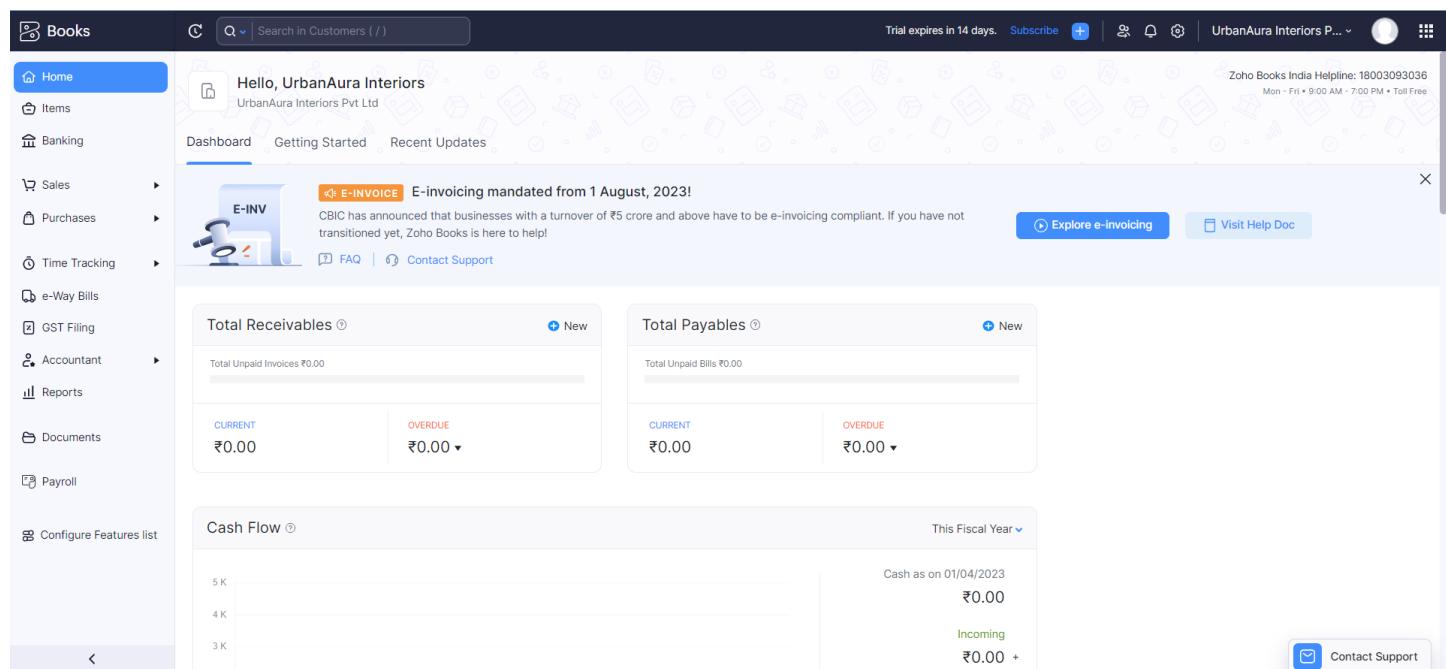
The screenshot shows the 'Set up your organization profile and start accounting with Zoho Books' page. At the top, the Zoho Books logo is displayed with the tagline 'Zoho Books is your end-to-end online accounting software.' Below it, there are fields for 'Organization Name\*' (Zylker), 'Business Location\*' (India, Maharashtra), and 'State/Union Territory\*' (Maharashtra). There's also an 'Add Organization Address' button. Under 'Regional Settings', the 'Time Zone' is set to '(GMT 5:30) India Standard Time (Asia/Calcutta)'. In the 'Currency' section, 'INR - Indian Rupee' is selected, and in the 'Language' section, 'English' is selected. A checked checkbox says 'My business is registered for GST.' A note at the bottom states 'Note: You can always change your preferences later in Settings.' A prominent red 'Get started' button is at the bottom.

## Activity 2: Introduction

Before we get into the specifics, see where you'll find what.

### Introduction:

1. The **Navigation Panel** on the left-hand side lists all the modules of Zoho Books.
2. Get into the **Sales tab** and the **Purchases tab** to manage Quotes, Invoices, Expenses, Bills, and more.
3. The Quick Create button  by the respective modules is the shortcut to create new transactions.
4. The Quick Create option can be used to create a transaction on the fly from anywhere in Zoho Books.
5. Clicking on the Recent Activities option will display of list of most recent transactions you have carried out in your organization.
6. Use the Search bar to quickly find a specific transaction, contact, item or more.
7. The Notifications Section will notify you of any customer activity on the customer portal as well as announcements from the Zoho Books team.
8. Click on the Settings icon to manage your Organization Profile, Users, Subscriptions and more.



The screenshot shows the Zoho Books dashboard for 'UrbanAura Interiors Pvt Ltd'. The navigation panel on the left includes links for Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main dashboard features a greeting 'Hello, UrbanAura Interiors' and a banner about E-invoicing. It displays financial summaries: Total Receivables (₹0.00), Total Payables (₹0.00), and Cash Flow (₹0.00). The bottom right corner has a 'Contact Support' button.

## Activity 3: Lets get started

Lets Assume UrbanAura Interiors is offering below services:

1. Residential Interior Design - Selling Price Rs. 10,000/- per sft.
2. Commercial Interior Design – Selling Price is Rs.20,000/- per sft

It requires below Purchases for the supply of above services:

1. Furniture & Fixture Items ( Cost price is Rs.1000/- per unit)
2. Decorative Accessories (CP is Rs.500/- per unit)
3. Construction and Renovation Materials (CP is Rs.1000/- per unit)

Output GST @ 18% is applicable for all the above services & items.

## Milestone 2: Service Creation:

### Activity 1: Creation

To Create the above both sale products/Services and purchase items in Books go to “**Items**” from the Navigation Panel and click on “**+ New**” Button and give the respective fields such as

- Item Name
- Units (eg. sft)
- HSN/SAC Code of the Item (Search from the Search option using respective Item name)
- Selling Info / Purchase Info
- Tax Rate for Sale Products

After providing all the required details click on save and add the next item as per the given services list.

The screenshot shows the Zoho Books application interface. On the left, there's a vertical navigation bar with various modules: Home, Items (which is currently selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main content area is titled "All Items" and contains a table with columns: NAME, DESCRIPTION, RATE, HSN/SAC, and USAGE UNIT. A note in the table area says "Goods and Services, if they have a price tag, put them here." At the bottom of the screen, there's a promotional banner for "Zoho Inventory" which describes it as "Advanced inventory management software that works seamlessly with Zoho Books." It highlights features like tracking items based on serial numbers and batches, selling items across sales channels, and transferring items across warehouses. There are "Learn More" and "Close" buttons on the banner.

**New Item**

Type <input type="radio"/> Goods <input checked="" type="radio"/> Service	Name* Residential Interior Design
Unit <input type="radio"/> ft	SAC 998391 <input type="button" value="Q"/>
Tax Preference* Taxable	
<input checked="" type="checkbox"/> Sales Information <input type="checkbox"/> Purchase Information	
Selling Price* INR 10000	Cost Price INR <input type="text"/>
Account* Sales	Account Cost of Goods Sold
Description	Description
Default Tax Rates Intra State Tax Rate GST18 [18%] <input type="text"/> Inter State Tax Rate IGST18 [18%] <input type="text"/>	
Preferred Vendor <input type="text"/>	
<small>NOTE: You have changed the tax rate manually. Any changes you make in your organisation's Default Tax Preferences will not be applied to this item.</small>	
<small>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 &gt; Preferences &gt; Items and enable inventory.</small>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

## Activity 2: Review of Items after Addition

**Active Items**

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	PURCHASE RATE	<input type="button" value="Q"/>
<input type="checkbox"/>	Construction and Renovation Materials		₹0.00			₹1,000.00	
<input type="checkbox"/>	Decorative Accessories		0			₹500.00	
<input type="checkbox"/>	Furniture & Fixture Items		0			₹1,000.00	
<input type="checkbox"/>	Commercial Interior Design		₹20,000.00	998391		0	
<input type="checkbox"/>	Residential Interior Design		₹10,000.00	998391	ft	0	

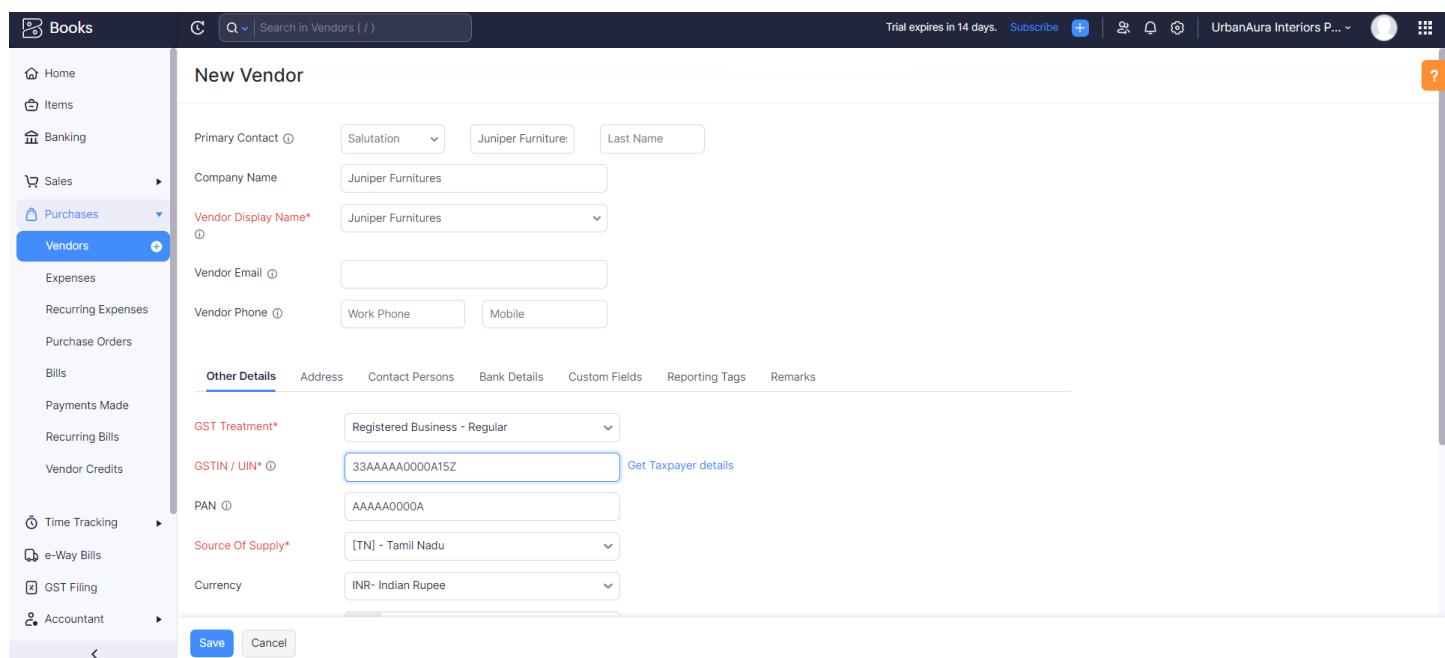
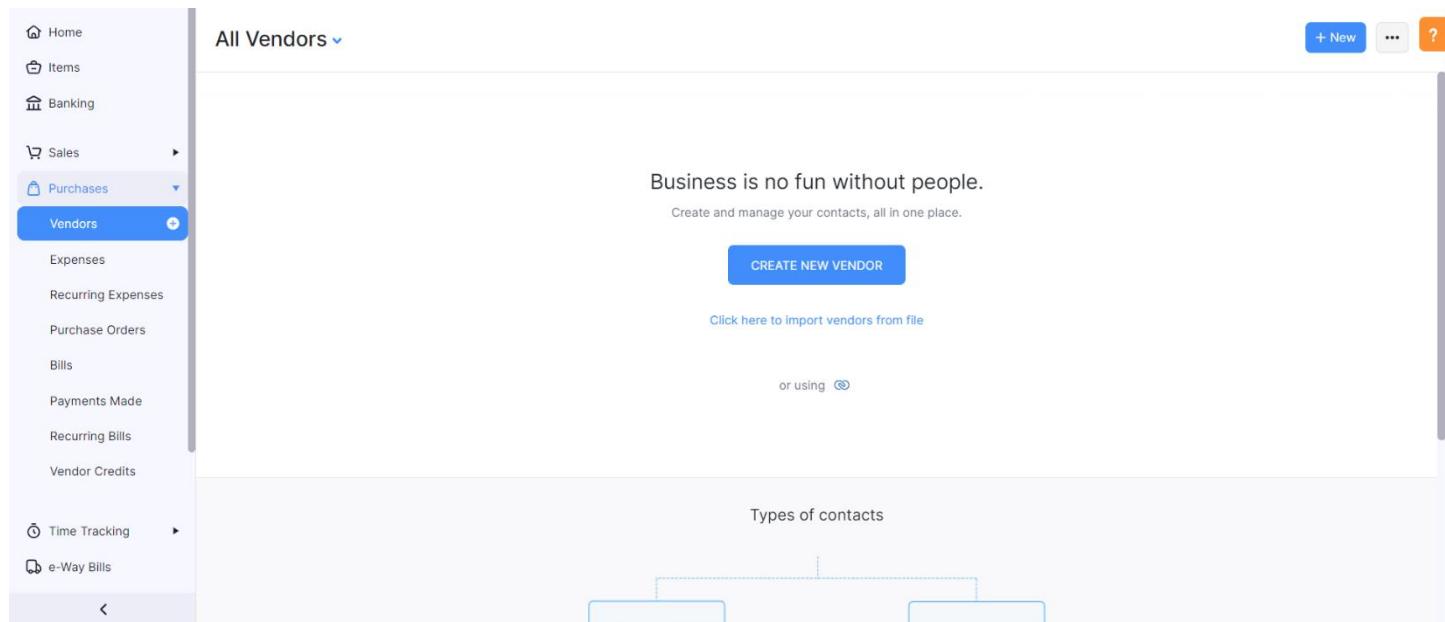
## Milestone 3: Vendors

### Activity 1: Vendors Creation

The following are the list of vendors from which various Products and Services are purchased:

1. Juniper Furnitures (GST registered)
2. Raj Kamal Decoratives (GST registered)
3. ConstructEdge Solutions (Non Registered)

Now to create Vendors in books from Navigation Panel go to Purchases>Vendors>Create New Vendors and add the respective fields:



## Activity 2: Review of Vendors List

After Creating the Vendors check and review all the details:

The screenshot shows the vendor detail page for 'Juniper Furnitures'. 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, and Accountant.

The main content area displays the vendor's details under the 'Overview' tab. The vendor's name is 'Juniper Furnitures' with a value of ₹0.00. Below the name, there are sections for 'ADDRESS', 'OTHER DETAILS', and 'Payables'. The 'Payables' section shows currency as INR, outstanding payables as ₹0.00, and unused credits as ₹0.00. A chart titled 'Expenses' is also present.

On the right side, there is a section titled 'What's Next for Your Vendor?' with a button for 'New Purchase Order' and another for 'New Bill'.

The screenshot shows the 'Active Vendors' list page. The left sidebar is identical to the previous screenshot. The main content area displays a table of active vendors. The columns include NAME, COMPANY NAME, EMAIL, PHONE, SOURCE OF SUPPLY, PAYABLES (BCY), UNUSED CREDITS (BCY), and GST TREATMENT. The table lists three vendors: 'ConstructEdge Solutions', 'Raj Kamal Decoratives', and 'Juniper Furnitures', each with their respective details.

## Milestone 4: Purchases

### Activity 1: Purchase Order Creation

Next UrbanAura Interiors has raised below purchase orders from the vendors:

1. 05-04-2023 Juniper Furnitures- Furnitures and Fixture Items- Qty 200 @ Rs.1000/- each

For Creation of purchase orders from Navigation Panel go to Purchases>Purchase Order> Create New>Provide the respective details as shown below>Click on Save Draft

The screenshot shows the 'New Purchase Order' screen in Zoho Books. The vendor name is set to 'Juniper Furnitures'. Billing and shipping addresses are both set to 'Add new address'. GST Treatment is 'Registered Business - Regular' with GSTIN: 33AAAAA0000A152. The source of supply is '[TN] - Tamil Nadu' and the destination is also '[TN] - Tamil Nadu'. The delivery address is 'UrbanAura, Tamil Nadu, India'. The purchase order number is 'PO-00001'. At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'.

**Purchase Order Details:**

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Furniture & Fixture Items	Cost of Goods Sold	200	1000	GST18 [18%]	2,00,000.00
				Recent Transactions	
	Select Account	1.00	0.00	GST18 [18%]	0.00

**Total Tax Amount:** 36000.00 INR

**Customer Notes:** Sub Total: 2,00,000.00  
Total Quantity: 200  
Discount: 0 %  
CGST9 [9%]: 18,000.00  
SGST9 [9%]: 18,000.00  
TCS: Select a Tax  
Adjustment: 0.00

## Activity 2: Purchase Order to Purchase Bills Conversion

After Creating the Purchase orders, Mark as issued and the click “Convert to Bill” to convert the same as bill entry by entering the same PO date as Bill date>Save it Open

The screenshot shows the 'Purchase Orders' section of a software interface. A purchase order for Juniper Furnitures (PO-00001) dated 05/08/2023 is selected. The status is 'DRAFT'. A modal window titled 'Send the Purchase Order' is open, stating 'Purchase order has been created. You can email the Purchase Order to your vendor or mark it as Issued.' It contains 'Send Purchase Order' and 'Mark as Issued' buttons. Below the modal, the 'PURCHASE ORDER' document is displayed with the following details:

**PURCHASE ORDER**  
# PO-00001  
Juniper Furnitures  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z  
sairampulugam199@gmail.com

**Vendor Address**  
Juniper Furnitures  
GSTIN 33AAAAA0000A15Z

**Deliver To**  
UrbanAura  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z  
sairampulugam199@gmail.com

Date: 05/08/2023

The screenshot shows the 'Bills' section of the software. The converted purchase order (PO-00001) is now listed as bill number 01, dated 05/04/2023, with a value of ₹2,36,000.00. The status is 'OPEN'. A modal window titled 'Record Payment' is open, stating 'This bill is in the open status. You can now record payment for this bill.' It contains a 'Record Payment' button. Below the modal, the 'BILL' document is displayed with the following details:

**BILL**  
Bill# 01  
Juniper Furnitures  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z  
sairampulugam199@gmail.com

**Order Number :** PO-00001  
**Bill Date :** 05/04/2023  
**Due Date :** 05/08/2023

**Balance Due**  
₹2,36,000.00

Payment Towards Purchase order was made on 25<sup>th</sup> April 2023 in bank. The payment will be recorded as per the Bank Statement.

## Activity 3: Direct Vendor Purchases Bills Creation:

Next UrbanAura Interiors purchased directly from the below Suppliers:

1. 05-04-2023 Raj Kamal Decoratives- Decorative Accessories – Qty 200
2. 05-04-2023 ConstructEdge Solutions- Construction and Renovation Materials - Qty 200

To create direct purchase invoices for the above transaction from navigation panle go to :  
Purchases>Bills>Create New>Enter the details>Click on Save Open

The screenshot shows the 'New Bill' creation interface in Zoho Books. The vendor is set to 'Raj Kamal Decoratives'. The bill details include Bill# 02, Order Number, Bill Date 05/04/2023, Due Date 05/04/2023, and Payment Terms 'Due on Receipt'. The item details section shows 'Decorative Accessories' with a quantity of 200, rate of 500, and tax of GST18 [18%]. The total amount is listed as 1,00,000.00. The bottom right corner shows a note: 'Template: Standard Template' and 'Make Recurring'.

Also we can attach the Scanned Copy of the Bill below for any future reference and documentation.

Payments for both the above purchases was made on 25<sup>th</sup> April 2023 in Bank.

## Activity 4: Reconciliation of Open & Outstanding Bills

For Open & Outstending Bills payments need to be marked as and when amounts paid through the bank account.

The screenshot shows the Zoho Books interface. On the left, there's a sidebar with navigation links like Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills (selected), Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, and Accountant. The main area is titled 'All Bills' and lists three bills:

DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUUE DATE	AMOUNT	BALANCE DUE
05/04/2023	03		ConstructEdge Solutions	OPEN	05/08/2023	₹2,00,000.00	₹2,00,000.00
05/04/2023	02		Raj Kamal Decoratives	OPEN	05/08/2023	₹1,18,000.00	₹1,18,000.00
05/04/2023	01	PO-00001	Juniper Furnitures	OPEN	05/08/2023	₹2,36,000.00	₹2,36,000.00

## **Milestone 5: Customers**

### **Activity 1: Customers Creation:**

The below are the list of customers:

1. TechWise Constructions Pvt Ltd (GST Registered).
2. Dream Homes (Non-GST Registered).

- Firstly, to create Customers Accounts: Go to SALES>CUSTOMERS>CREATE NEW CUSTOMER
- In Customer Type for GST registered customer select Business and for unregistered person select Individual and give the required fields and click on Save.

New Customer

Customer Type: Business

Primary Contact: Salutation: TechWise Constr, Last Name: TechWise Constructions Pvt Ltd

Company Name: TechWise Constructions Pvt Ltd

Customer Display Name: TechWise Constructions Pvt Ltd

Customer Email:

Customer Phone: Work Phone, Mobile

Other Details

GST Treatment: Registered Business - Regular

GSTIN / UIN: 33AAAAA0000A15Z

Business Legal Name:

Business Trade Name:

PAN: AAAAAA0000A

Place Of Supply: [TN] - Tamil Nadu

Tax Preference: Taxable

Currency: INR- Indian Rupee

Opening Balance: INR

Payment Terms: Due on Receipt

Enable Portal?:  Allow portal access for this customer

Portal Language: English

Save Cancel

## Activity 2: Review the Customers List

The screenshot shows the Zoho Books interface for managing customers. On the left, a sidebar menu is open under the 'Sales' category, specifically the 'Customers' section. The main content area displays the details for a customer named 'Dream Homes'. The 'Overview' tab is selected, showing basic information like company name, address, and other details. To the right, there's a section titled 'What's Next for Your Customer?' with buttons for 'New Quote' and 'New Invoice'. Below this, there's a chart titled 'Income' showing revenue over time.

CURRENCY	OUTSTANDING RECEIVABLES	UNUSED CREDITS
INR- Indian Rupee	₹0.00	₹0.00

The screenshot shows the Zoho Books interface displaying a list of active customers. The 'Active Customers' view is shown, listing two entries: 'Dream Homes' and 'TechWise Constructions Pvt Ltd'. Each entry includes fields for Name, Company Name, Email, Phone, Place of Supply, Receivables (BCY), Unused Credits (BCY), and GST Treatment. A message at the top indicates that a custom view has been created. The sidebar on the left remains the same as the previous screenshot.

NAME	COMPANY NAME	EMAIL	PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)	GST TREATMENT
Dream Homes	Dream Homes			Tamil Nadu	₹0.00	₹0.00	Unregistered Business
TechWise Constructions Pvt Ltd	TechWise Constructions Pvt Ltd			Tamil Nadu	₹0.00	₹0.00	Registered Business - Regular

## Milestone 6: Sales

### Activity 1: Sales Order Creation

UrbanAura Interiors received below Sales Order from the mentioned Customer:

1. 05/04/2023 TechWise Constructions – Commercial Interior for 250 sft - paid through bank on 15/04/2023

To Create Sales Order from navigation panel go to Sales>Sales Order> Creat New and fill the necessary fields>Save>Mark as Confirmed

The screenshot shows the Zoho Books interface for creating a new sales order. The left sidebar is collapsed, and the main area is titled 'New Sales Order'.

**Customer Information:**

- Customer Name\*: TechWise Constructions Pvt Ltd
- BILLING ADDRESS: Add new address
- SHIPPING ADDRESS: Add new address
- GST Treatment: Registered Business - Regular
- GSTIN: 33AAAAA0000A15Z

**Order Details:**

- Place Of Supply\*: [TN] - Tamil Nadu
- Sales Order#: SO-00001
- Reference#
- Sales Order Date\*: 05/04/2023
- Expected Shipment Date

**Item Details:**

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Commercial Interior Design	250	20000	GST18 [18%]	50,00,000.00
(SERVICE SAC: 998391)			Recent Transactions	
Type or click to select an item.	1.00	0.00	GST18 [18%]	0.00

**Subtotal and Taxes:**

- Add another line
- Sub Total: 50,00,000.00
- Discount: 0 %
- CGST9 [9%]: 4,50,000.00
- SGST9 [9%]: 4,50,000.00

**Customer Notes:**

Enter any notes to be displayed in your transaction

**Total:** 59,00,000.00

**Buttons:**

- Save as Draft
- Save and Send
- Cancel

**Footer:**

Total Amount: ₹ 59,00,000.00  
Total Quantity: 250

## Activity 2: Sales Order to Sale Invoice Conversion

After creation of the Sales order mark the order as completed and convert to invoice to convert it automatically in to Invoice:

The screenshot shows the Zoho Books interface for managing sales orders. On the left sidebar, under the Sales Orders section, 'Sales Orders' is selected. In the main content area, a sales order for 'TechWise Constructions Pvt Ltd' is listed with the order number 'SO-00001' and a total value of '₹59,00,000.00'. The status is marked as 'CONFIRMED'. A prominent button labeled 'Fulfill the Sales Order' is present, with a tooltip explaining: 'You can create packages, shipments or invoices (in any sequence) to complete this sales order.' Below this, the 'Invoice Status' is shown as 'NOT INVOICED'. To the right, a preview of the generated 'SALES ORDER' document is displayed, featuring the company details 'UrbanAura Interiors Pvt Ltd' and 'Tamil Nadu, India', along with the order number 'Sales Order# SO-00001'. The document also includes bill-to and ship-to information, the order date '05/04/2023', and the place of supply 'Tamil Nadu (33)'. At the bottom, a table header for the invoice items is visible.

This screenshot shows the process of converting the sales order into an invoice. The sidebar remains the same, with 'Sales Orders' selected. The main view now displays the converted invoice 'INV-000001' from the sales order 'SO-00001'. The status is now 'CLOSED'. A message indicates 'From sales order: SO-00001'. The invoice is marked as 'Draft'. The top part of the invoice shows the company details 'UrbanAura Interiors Pvt Ltd' and 'Tamil Nadu, India', along with the invoice number 'INV-000001'. Below this is a 'Send the invoice' section with a tooltip stating 'Invoice has been created. You can email it to your customer or mark it as sent.' Buttons for 'Send Invoice' and 'Mark as Sent' are available. The bottom part of the invoice is a 'TAX INVOICE' section, which includes a summary table and a detailed table for the tax components.

This screenshot shows the final step where the invoice status is updated to 'Sent'. The sidebar and main interface remain consistent with the previous steps. A green notification bar at the top states 'Invoice status has been changed to Sent.' The invoice 'INV-000001' is now fully visible, showing the 'Sent' status. The top part of the invoice includes the company details and invoice number. The bottom part is the 'TAX INVOICE' section, which is identical to the previous screenshot but reflects the 'Sent' status.

## Activity 3: Direct Sale Invoices

The below are the direct sale transactions occurred and payments were received in cash.

1. 10-04-2023 Dream Homes- Residential Interior Designing for 100 sft.

To Create new invoice from navigation panel go to Sales>Invoice>Create New and add the customer details and item details in the respective fields>Click on Save as Draft>Mark Sent.

The screenshot shows the Zoho Books software interface for creating a new invoice. The left sidebar is titled 'Sales' and includes options like Customers, Quotes, Sales Orders, Delivery Challans, Invoices (selected), Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, and GST Filing. The main area is titled 'New Invoice' and contains the following fields:

- Customer Name\***: Dream Homes
- BILLING ADDRESS**: Add new address
- SHIPPING ADDRESS**: Add new address
- GST Treatment**: Unregistered Business
- Place Of Supply\***: [TN] - Tamil Nadu
- Invoice#\***: INV-000002
- Order Number**: (empty)
- Invoice Date\***: 05/04/2023
- Terms**: Due on Receipt
- Due Date**: 05/08/2023
- Salesperson**: Select or Add Salesperson

Below the main form is a table titled 'ITEM DETAILS' showing the item details for the invoice:

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Residential Interior Design Add a description to your item SERVICE SAC: 998391	100 ft	10000	GST18 [18%]	10,00,000.00
Type or click to select an item.	1.00	0.00	GST18 [18%]	0.00

At the bottom of the table, there are buttons for 'Add another line' and 'Sub Total' (10,00,000.00). Below the table, there are fields for 'Discount' (0.00), 'CGST9 [9%]' (90,000.00), 'SGST9 [9%]' (90,000.00), 'TDS' (radio button selected), 'TCS' (radio button), 'Select a Tax' (dropdown), 'Adjustment' (button), and 'Total (₹)' (11,80,000.00). The bottom right corner shows 'Total Amount: ₹ 11,80,000.00' and 'Total Quantity: 100'. Action buttons at the bottom include 'Save as Draft', 'Save and Send', and 'Cancel'.

## Activity 5: Reconciliation of Open Invoices

For over due invoices receipts need to be mapped as and when amount received in the bank account.

The screenshot shows the Zoho Books software interface. The left sidebar has a 'Sales' section selected, with 'Invoices' highlighted. The main area displays a table titled 'All Invoices' with two rows of data. The columns are: DATE, INVOICE#, ORDER NUMBER, CUSTOMER NAME, STATUS, DUE DATE, AMOUNT, and BALANCE DUE. The first invoice is for Dream Homes (INV-000002) with an amount of ₹11,80,000.00. The second invoice is for TechWise Constructions Pvt Ltd (INV-000001) with an amount of ₹59,00,000.00. A blue 'New' button is at the top right of the table.

## Milestone 7: Bank Account

### Activity 1: Adding Bank Account

UrbanAura Interiors has opened an account in ICICI Bank with A/c no 001. To add the bank account go to Banking from the navigation panel and select add Bank account Manually and fill the necessary fields and save.

The screenshot shows the 'Add Bank or Credit Card' form in Zoho Books. The left sidebar has a 'Banking' section selected. The form fields include: 'Select Account Type\*' (radio buttons for 'Bank' and 'Credit Card', with 'Bank' selected), 'Account Name\*' (text input: 'ICICI Bank-001'), 'Account Code' (text input: empty), 'Currency\*' (dropdown: 'INR'), 'Account Number' (text input: '000001'), 'Bank Name' (text input: 'ICICI Bank'), 'IFSC' (text input: empty), 'Description' (text input: 'Max. 500 characters'), and a checkbox 'Make this primary'. At the bottom are 'Save' and 'Cancel' buttons.

## **Milestone 8: Accounts & Ledgers**

### **Activity 1: Creation of New Accounts/Ledgers:**

To Create New Account from navigation pannel go to Accountant>Chart of Accounts>+New Account, select the account type and provide the account name and save.

There will be pre created Accounts in the Zoho books we need to create the additional Accounts as per our requirement.

Create the below Ledgers:

#### **1. Salary Payable under Other Current Liabilities**

The screenshot shows the Zoho Books interface with the 'Chart of Accounts' selected in the sidebar. A modal window titled 'Create Account' is open, showing the following details:

- Account Type\***: Other Current Liability
- Account Name\***: Salary Payable
- Liability** (Tooltip): Any short term liability like:
  - Customer Deposits
  - Tax Payable
- Account Code**: (Empty field)
- Description**: Max. 500 characters
- Save** and **Cancel** buttons

In the background, the chart of accounts lists various account categories and sub-accounts, such as Input Tax Credits, Input IGST, Input CGST, Input SGST, Advance Tax, Undeposited Funds, Petty Cash, ICICI Bank 001, and Accounts Receivable. Some accounts have their balance displayed to the right.

## **Milestone 9: Journal Entries:**

### **Activity 1: Recording of Journal Entries**

The below are the Transactions occurred at the end of month:

- Employee salaries of total Rs.25,00,000/- paid through bank on 30<sup>th</sup> April 2023.

To add the Journal Entry from navigation panel go to Accountant>Add Manual Journals, provide the necessary fields and after save and publish to post the entry.

**New 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 Apr-2023	Select Contact	2500000	
Salary Payable	Being Salary Payable for the Month of Apr-2023	Select Contact		2500000

**Sub Total** 25,00,000.00 25,00,000.00  
**Total (₹)** 25,00,000.00 25,00,000.00  
**Difference** 0.00

**Save** **Cancel**

**Journals** **+ New Journal**

Status: All Journals

Date	Amount	Status
30/04/2023	₹25,00,000.00	PUBLISHED

**Published**

**JOURNAL** #1

Date: 30/04/2023  
Amount: ₹25,00,000.00  
Reference Number:  
Notes: Being Salary Payable for the Month of Apr-2023

Account	Contact	Debits	Credits
Salaries and Employee Wages		25,00,000.00	
Being Salary Payable for the Month of Apr-2023			
Salary Payable			25,00,000.00
Being Salary Payable for the Month of Apr-2023			

**Sub Total** 25,00,000.00 25,00,000.00  
**Total** ₹25,00,000.00 ₹25,00,000.00

## Milestone 10: Expense & Bills

### Activity 1: Expense & Bills Entry

Below are the expenses incurred:

1. Office Rent Rs.2,00,000/- excluding GST @ 18% Total Invoice Value Rs.2,36,000/- paid in Bank on 30-04-2023
2. Labour Cost Rs.15,00,000/- paid in Bank on 20-04-2023
3. Other Miscellaneous Expenses Rs.5,000/- paid in cash on 30-04-2023.

To create an expense entry from navigation panel go to Purchases>Expenses>Record Expense, add the expense by providing the necessary fields and Save

The screenshot shows the 'Edit Expense' screen in the Zoho Books application. The left sidebar includes links for 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, and Accountant. The main form is titled 'Edit Expense' and contains the following fields:

- Date\*: 30/04/2023
- Expense Account\*: Rent Expense
- Expense Type\*: Services
- SAC
- Amount\*: INR 200000
- Paid Through\*: Rent Payable
- Vendor: Registered Business - Regular
- GST Treatment\*: GST18 [18%]
- Vendor GSTIN\*: 33AAAAA0000A15Z
- Source Of Supply\*: TN - Tamil Nadu
- Destination Of Supply\*: TN - Tamil Nadu
- Reverse Charge:  This transaction is applicable for reverse charge

A dashed box on the right side of the form provides an area for dragging and dropping receipts, with a note that the maximum file size allowed is 7MB. At the bottom, there are buttons for Save (alt+s), Save and New (alt+n), and Cancel.

After Creating all the Expenses:

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

## Milestone 11: Bank Entries

### Activity 1: Recording of Bank Transactions

The Below are the Bank Transactions occurred during the month:

Date	Paritculars	Debit	Credit	Balance
01-04-2023	Capital Deposit		1,00,000	1,00,000
10-04-2023	Petty Cash Withdrawl	10,000		90,000
15-04-2023	Amount received from TechWise Constructions		59,00,000	59,90,000
20-04-2023	Amount received from Growmore Careers		11,80,000	71,70,000
25-04-2023	Paid to Juniper Furnitures	2,36,000		69,34,000
25-04-2023	Paid to Raj Kamal Decoratives	1,18,000		68,16,000
25-04-2023	Paid to ConstructEdge Solutions	2,00,000		66,16,000
30-04-2023	Rent Paid	2,36,000		63,80,000
30-04-2023	Labour Cost paid	15,00,000		48,80,000
30-04-2023	Salary Paid	25,00,000		23,80,000

To Add the bank transaction go to Banking>Add Transaction and select the appropriate type to record the transactions:

Particulars	Transaction Type
Capital Deposit	Money In- Owner's Contribution
Cash Withdrawl for petty cash	Money Out- Transfer to Another Account
Paid to Supplier/Vendor	Money Out- Vendor Payment
Amount received from customer	Money In – Customer payment

ICICI Bank-001

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:

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

Import Statement

Supported File Formats: CSV • TSV • OFX • QIF • PDF

Prefer 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 ▶](#)

For Vendor payment and Customer payment select the appropriate Vendor or customer and mark the payment against the open Bills and Invoices to close and mark completed.

For Customer Payment:

ICICI Bank 001

Amount in Zoho Books ₹-17,36,000.00

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

DATE REFERENCE# TYPE STATUS DEPOSITS

30/04/2023	Rent 01	Rent Expense	Manually Added
20/04/2023		Labor	Manually Added

Add Transaction

Customer Payment

Customer\* TechWise Constructions Pvt Ltd

Amount Received\* INR 5900000

Bank Charges (if any)

Date\* 15/04/2023

Payment #\* 1

Reference#

Received Via Bank Transfer

Description Max. 500 characters

Retained Tax?

Clear Applied Amount

Invoice Details INV-000001  
Due ₹59,00,000.00  
05/04/2023

Payment(INR) 5900000.00  
Pay in Full

## For Vendor Payment:

The screenshot shows the Zoho Books interface for managing bank statements. On the left, there's a sidebar with various icons and a main dashboard area showing 'ICICI Bank 001' with a balance of ₹41,64,00,000.00. A modal window titled 'Vendor Payment' is open on the right, containing fields for 'Vendor' (Juniper Furnitures), 'Payment #' (1), 'Amount\*' (INR 236000), 'Date\*' (25/04/2023), and 'Description' (Max. 500 characters). Below this, 'Bill Details' show a PO# 01, due amount of ₹2,36,000.00, and due date 05/04/2023. A dropdown menu on the left lists transaction types like 'MONEY OUT', 'Expense', 'Vendor Advance', and 'Vendor Payment' (which is selected).

## For Salary Payment pass the journal entry:

The screenshot shows the 'Books' section of Zoho Books. On the left, a sidebar lists various financial modules like Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, and Accountant. Under 'Accountant', 'Manual Journals' is selected. A 'New Journal' form is open, prompting for details such as Date (30/04/2023), Journal# (2), Reference#, Notes (Being Salary Paid for April -2023), and Journal Type (Cash based journal). The 'Currency' is set to INR- Indian Rupee. The main table lists two entries: 'Salary Payable' debited for 2500000 and 'ICICI Bank 001' credited for 2500000. At the bottom, buttons for 'Save and Publish', 'Save as Draft', and 'Cancel' are visible, along with a 'Make Recurring' link.

## **Milestone 12: Financial Reports:**

To Generate the Financials Reports like Profit and Loss statement, Balance sheet & Cash Flow Statement

From 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 navigation panel on the left with various categories like Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, and Reports. The Reports section is highlighted with a blue box. Under Reports, there are two tabs: General Reports (selected) and Custom Reports. The General Reports tab lists several reports: Business Overview, Sales, Receivables, Profit and Loss, Sales by Customer, Customer Balances, Profit and Loss (Schedule III), Sales by Item, AR Aging Summary, Horizontal Profit and Loss, Sales by Sales Person, AR Aging Details, Cash Flow Statement, Invoice Details, Balance Sheet, Sales Order Details, Horizontal Balance Sheet, Delivery Challan Details, Balance Sheet (Schedule III), Quote Details, Business Performance Ratios, Customer Balance Summary, Movement of Equity, Receivable Summary, Payments Received, Recurring Invoices, Payables, and Movements of Equity.

### **Activity 1: Profit and Loss Account**

The screenshot shows the Zoho Books Profit and Loss report for UrbanAura Interiors Pvt Ltd. The report title is "Profit and Loss" and it specifies "Basis: Accrual" and the date range "From 01/04/2023 To 30/04/2023". The report includes a "Temporary Note" section and a table of financial data. The table has columns for ACCOUNT, TOTAL, and specific items. The data is organized into sections: Operating Income, Cost of Goods Sold, Operating Expense, Non Operating Income, Non Operating Expense, and Net Profit/Loss. Key figures include Sales (60,00,000.00), Cost of Goods Sold (3,00,000.00), Labor (15,00,000.00), Gross Profit (42,00,000.00), Other Expenses (5,000.00), Rent Expense (2,00,000.00), Salaries and Employee Wages (25,00,000.00), Total for Non Operating Income (0.00), Total for Non Operating Expense (0.00), and Net Profit/Loss (14,95,000.00).

ACCOUNT	TOTAL
<b>Operating Income</b>	
Sales	60,00,000.00
Total for Operating Income	60,00,000.00
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	3,00,000.00
Labor	15,00,000.00
Total for Cost of Goods Sold	18,00,000.00
	Gross Profit
	42,00,000.00
<b>Operating Expense</b>	
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
	14,95,000.00
<b>Non Operating Income</b>	
Total for Non Operating Income	0.00
<b>Non Operating Expense</b>	
Total for Non Operating Expense	0.00
	Net Profit/Loss
	14,95,000.00

## Activity 2: Balance Sheet

To Extract the reports from zoho books, Click on Export option and select the required format (PDF or Excel) and then click export to generate and download the reports

The screenshot shows a Zoho Books interface with a navigation sidebar on the left. The main content area displays a 'Balance Sheet' report for 'UrbanAura Interiors Pvt Ltd'. The report is dated 'As of 30/04/2023' and is based on 'Accrual' basis. It includes sections for 'Assets' (Current Assets: Cash and Petty Cash; Bank: ICICI Bank 001) and a summary section. Buttons for 'Collapse all' and 'Expand All' are visible at the top of the report table.

ACCOUNT	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
ICICI Bank 001	23,80,000.00
Total for Bank	23,80,000.00

## Activity 3: GST Reports

To generate monthly GST Reports go to Reports>Search “GSTR-3B Summary”

The screenshot shows a Zoho Books interface with a navigation sidebar on the left. The main content area displays a 'GSTR-3B Summary' report for the period 'From 01/04/2023 To 30/04/2023'. The report includes a table for '3.1 Details of Outward Supplies and inward supplies liable to reverse charge' and another for '3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act'. Both tables have columns for Nature of Supply/Description, Taxable Value, Integrated Tax, Central Tax, State/UT Tax, and CESS Tax.

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				
<b>Total value</b>	₹60,00,000.00	₹0.00	₹5,40,000.00	₹5,40,000.00	₹0.00

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6

Click on the Respective sales value to get the detail invoices list included in the summary:

UrbanAura Interiors Pvt Ltd  
Tax Return  
From 01/04/2023 To 30/04/2023

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	IGST AMOUNT	CGST AMOUNT	SGST AMOUNT	CESS AMOUNT
05/04/2023	<a href="#">INV-000001</a>	Invoice	₹50,00,000.00	₹0.00	₹4,50,000.00	₹4,50,000.00	₹0.00
05/04/2023	<a href="#">INV-000002</a>	Invoice	₹10,00,000.00	₹0.00	₹90,000.00	₹90,000.00	₹0.00

## Activity 4: Journal Report

For Reconciliation of all recorded transactions generate the Journal Report from the reports, here we can find the entries in journal formal for every transaction that has been recorded. Which can be used to cross check and verify whether all the transactions are recorded correctly or not.

UrbanAura Interiors Pvt Ltd  
Journal Report  
Basis: Accrual  
From 01/04/2023 To 30/04/2023

01/04/2023 - OWNERS CONTRIBUTION 1		DEBIT	CREDIT
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 (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

## Activity 5: Accounts Receivable Aging Details

For reconciliation and report generation of open Invoices Receivable on a particular date:

The screenshot shows a Zoho Books interface for generating an AR Aging Summary. The report title is "AR Aging Summary By Invoice Due Date" for "UrbanAura Interiors Pvt Ltd" as of "09/04/2023". It includes a "Customer Name" column and categories for "CURRENT", "1-15 DAYS", "16-30 DAYS", "31-45 DAYS", and "> 45 DAYS". The report shows two customers: Dream Homes and TechWise Constructions Pvt Ltd, with their respective due dates and amounts.

CUSTOMER NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	TOTAL (FCY)
Dream Homes	₹11,80,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹11,80,000.00	₹11,80,000.00
TechWise Constructions Pvt Ltd	₹59,00,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹59,00,000.00	₹59,00,000.00
Total	₹70,80,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹70,80,000.00	

## Activity 6: Accounts Payable Aging Details

For reconciliation and report generation for open Bills payable on a particular day:

The screenshot shows a Zoho Books interface for generating an AP Aging Summary. The report title is "AP Aging Summary By Bill Due Date" for "UrbanAura Interiors Pvt Ltd" as of "24/04/2023". It includes a "Vendor Name" column and categories for "CURRENT", "1-15 DAYS", "16-30 DAYS", "31-45 DAYS", and "> 45 DAYS". The report shows two vendors: Juniper Furnitures and Raj Kamal Decoratives, with their respective due dates and amounts.

VENDOR NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	FCY
Juniper Furnitures	₹2,36,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹2,36,000.00	₹2,36,000.00
Raj Kamal Decoratives	₹1,18,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹1,18,000.00	₹1,18,000.00
Total	₹3,54,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹3,54,000.00	

