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Class : II - B.com

Sem : V

Group : 1

Preparation & maintenance of Zoho

Books for Urban Area Engineering

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 from 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 field. > click on Save, as Draft > mark sent.

The screenshot shows the Zoho Books software interface with the following details:

- Customer Name:** Dream Homes
- Place of Supply:** [TN] - Tamil Nadu
- Invoice Number:** INV-000002
- Invoice Date:** 05/04/2023
- Sales Person:** Sales on Hold sales person
- Terms:** Due Receipt
- Due Date:** 05/08/2023

The left sidebar shows navigation links such as Home, Items, Banking, Sales, Customers, Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Receiving Invoices, Create Notes, Purchases, Time Tracking, e-way Bill, and GST Filing.

Home	ITEM DETAILS	Quantity	Rate	TAX	Amount
Items	Residential Interior Design Add a description to your item	100	10000	GST18 [18%] ✓	10,00,000.00
Banking		FT	Room Trans actions		
Sales					
Customers					
Quotes					
Sales orders					
Delivery					
Challans					
Invoices	SERVICE Service 983910 Add another line	1.00	0.00	GST18 [18%] ✓	0.00
Payments					
Received					
Recurring					
Invoices					
Credit Notes					
Purchase					
Time Tracking					
E-way Bill					
GST Filing					
Accountability					
	Customer notes	Total (₹)			
	Thanks for your business!				
	Will be displayed on the invoice				
	Save as draft Save as send Cancel				
		<input checked="" type="checkbox"/> make recurring	Total ₹ 11,80,000.00		
			Amount ₹ 100		

Customers

Customer creation:

The below are the list of customers:

1. Techwise Construction PVT LTD (GST Registered).
 2. Dream Homes (Non-GST Registered).
- * Firstly, to create customer accounts; Go to Sales > Customers
 > Create New.

Books ? v Search customers (1) Subscribe B | E A | R : :

Home	New Customer		
Items (2)			
Sales			
Customers (3)			
Books			
Sales orders			
Delivery			
Challans			
Invoices			
Payment Received			
Debtors			
Invoices			
Geofit			
Notes			
Purchase			
E-way-Ridey			

Customer Type Business Individual

Primary Contact

Company Name

Customer Display Name

Customer E-mail

Customer phone Work phone Mobile

Other details
 Address
 Contact Person
 Customer Fields
 Reporting Tags
 Re. marks

1. Billing

2. Accounting

Last treatment

Registration Business - Registration

INSTANT UIN (1)

33 PAAAAA0000 A152

Get
TaxPayer
details

Business legal name

Business trade

name

PAN (1)

PAAAAA0000 P

Place of Supply

[IN] - Tamil Nadu

Tax Preference

Taxable

Tax Exempt

Currency

INR - Indian Rupee

Opening Balance

INR 1

Payment Terms

Due on Receipt

Enable POSKAL (1)

Allow POSKAL customers

POSKAL

language

English

Save

Cancel

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
Print by entering the same Po date as Bill date >

Save it open

The screenshot shows the Zoho Books application interface. On the left, there's a sidebar with various menu items: Home, Items, Banking, Sales, Purchases, Vendors, Expenses, Receiving Expenses, and Purchase orders (which is currently selected). Below these are Bills, Payments made, Pending bills, Vendor credits, Time tracking, E-way Bills, and GST filing.

The main workspace displays a purchase order for Juniper Furnitures worth 2,36,000.00, dated 5/8/2023, marked as Draft. There are buttons for Edit, Send mail, and Mark as Issued. A prominent button labeled "Send Purchase Order" is highlighted with a box around it.

The right side of the screen shows the converted purchase bill for Juniper Furnitures, Tamil Nadu, India, with GSTIN 33AAAAA0000A152, and the email saaampalugan1992@gmail.com. It includes fields for PURCHASE ORDER # Po. 00001, Vendor address, Juniper Furnitures, GSTIN 33AAAAA0000A152, Delivery to, and vendor area.

Q Accountability → Tamilnadu
India
GSTIN 73A999A0000A152
Saiyadulugam 1999@gmail.com Date: 5/08/2023

B Books

② New Bills (1)

Subscribe

| B ↗ ↘ ↙ ↛ |



Home

Items

Banking

Sales

Purchases

Vendor

Expenses

Purchase orders

Bills +

Vendor credits

Q Accountant →

2

New Bills ↗

New ↗ ...

01

Juniper Furnitures ₹2,36,000

01 05/04/2023 Open

Record Payment

Purchase orders !

over

Unben India Interiors Pvt Ltd

BILL

Tamilnadu

Bill 01

India

GSTIN 73A999A0000A152

Balance Due

Saiyadulugam 1999@gmail.com

₹2,36,000.00

Order Number: PO - 00001

BILL Date : 05/04/2023

Due Date : 05/08/2023

BILL Form

Payment To words purchase order was made on 25th April 2023 in bank. The payment will be recorded per the

Bank Statement.

Review of vendors list

After creating the vendors check and review all the details.

Books 9 + 1 vendors (1)

Home Sunplus Furnitures

Items Overview Comments

Banking

Sales

Purchases

Vendors (1)

Expenses

Purchase orders

Bills

Vendor credits

Time tracking

e-way bills

Accountant

Active vendor

ConstrucEDGE Solutions

₹ 0.00

Raj Decoratives

₹ 0.00

Sunplus Furnitures

₹ 0.00

Address

Billing address

No Billing - Address

Shipping address

No Shipping - Address

Other details

Debunk details

INR

Payment terms

Due on receipt

GST treatment

Reg's Business -
Regular

PAN

AAAAAA 00000

Source of supply

tamil nadu

Port status

Disabled

B Books

E 2 v 1 search (1)

trial expires 14 days

?

Home

Items

Banking

Vendors +

Time
Tracking

Accounts

L

Active Vendors ▾

NAME	Company Name	Email	Phone	Source Supply	(Buy)	Buy GST Invoice Recd
Edge Solutions	Edge Solutions			Tamil Nadu	₹ 0.00	00. U/B
Raj Kanal Decoratives	Decoratives			Tamil Nadu	₹ 0.00	00. U/B
J Furniture Furniture	Furniture			Tamil Nadu	₹ 0.00	00. U/B

Sales order to Sale Invoice conversion

Action creation of the Sales order mark as completed
and convert invoice to convert it automatically to
Invoice.

Books ④ 0 v Orders (1) ⌂ ⌂ ⌂

All Sales orders v New ... So - 00001

Techwise PTE LTD. ₹ 159,000.00 ⌂ Edit ⌂ Email

So - 00001 05/04/2023 Con
Firms

Fulfill the Sales order

Invoice Status: NOT Invoiced.

Consignee
Urban Aura Integrations PTE LTD
Tamil Nadu
India
GSTIN: 33AAAAA000A152
Saiga Dulugam 1999@gmail.com,
Bill To
Techwise Construction PTE
LTD
GSTIN: 33AAA000A152

Ship To

SALES ORDER

Place of Supply: Tamil Nadu (33)

Sales order 50-
00001.

#	Item Descriptions	HSN/SAC	Qty	Date	Amount
---	-------------------	---------	-----	------	--------

B Books

(2) □ Search (1)

Subscribe

B A

(1)

Home

Items

Banking

Sales

Customers

Debtors

Invoice

Sales orders *

Credit
notes

□ Techwise Constructions Pvt Ltd. ₹ 52,00,000.00 ₹

SO - 00001 05/02/2023

Used

INV - 00001

Attachments

10

Edit

Share

Reminders

PDF

④ Record payment for the invoice



Set up now >

Associated Sales orders

Send

Urban Aura Interiors Pvt Ltd

Tamil Nadu

India

TAX INVOICE

Vendors:

Vendors creation

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

Now vendors books from Panel go Purchases.

Vendors & respective yields.

Home

Items

Sales

Vendors +

Bills

Vendor

Credits

e-way

Bills

All vendors v

Business is no fun

Without People

Create new vendor

Click here import them

vendors files.

Quantity 2

Types of contacts.

B Banks

C

Search vendors (1)

② ↗

Home

Items

Banking

Sales

Vendors +

Bills

Vendors

Credits

GST filing

Accountant

<

New vendor

Primary contact:

Salutation:

Last name

Company name

①

Vendor Email:

Vendor phone:

Work phone

Mobile

Other details

Bank details

Custom fields

GST treatment

Regular

GSTIN / UN:

33AAAAA0000A152

GST
Tax
Payer
details

PAN:

AAAAA0000DA

Source of
Supply

(TN) - Tamil Nadu

Chennai

INR - Indian Rupee

Save

Cancel.

Review of Items after addition

Books

Q ? v Search (1)

Subscribe +



Home

Items +



Banking



Sales



Purchases



Time



Tracking



e-way

Bills



Accountant



Payment



Features

list



Active Items ~

Name	Description	Rate	Purchase Rate
Materials		₹0.00	₹1000.
Decorative Accessories		0	₹500.
Fixture Items		0	₹1000.
Design (Commercial)		₹20000.00 998391	0
Interior Design		₹15,000. 998391	0

FE
Unit

Review the Customer list

B Books

F 9 ~ | Search (1)

E ⌂



Home

Banking

Customers +

Quotes

Sales

orders

Credit
Notes

G GST
Filing

G Accounts ▶

Active Customers ✓

Name	Company name	Place Supply	GST	?
Dream Homes	Homes	Tamil nadu	₹ 0.00	unregistered Business
Technwise PVT LTD.	PVELLCo	Tamil nadu	₹ 0.00	registered Business Regular

Purchases

Purchase Order creation

For creation of purchase orders from navigation panel go Purchases > purchase order > Create New > provide the respective & shown below > click on Save, Draft

Books 9+ Search in orders (1)

New Purchase Order

Vendor Name: Juniper Furnitures

Open Purchase Orders

Billing Address

Add New Address

Shipping Address

Add New Address

GST Treatment: Registered Business
- Regular

GSTIN: 33AA000A152

Home

Items

Banking

+ Purchase Orders

Bills

Vendors

Sales

Accountability

2

Source of supply* [TN] - Tamilnadu

Destination of Supply* [TN] - Tamilnadu

Deliver To * Organization or customer

Urban Area

Tamilnadu

India

Change destination to deliver

Purchase order # PO-00001

