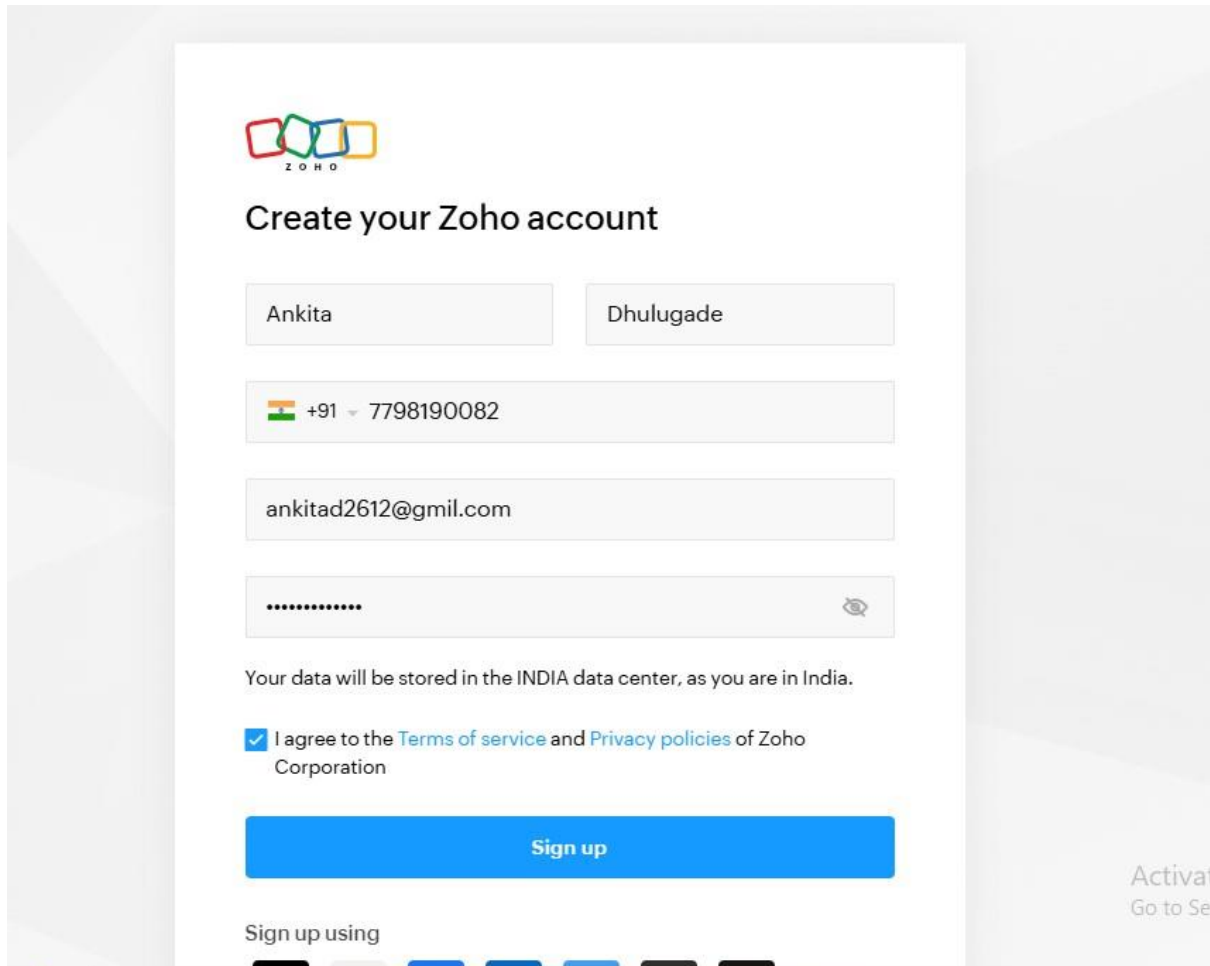



## Milestone 1: Set up your account


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




The screenshot shows the Zoho account creation interface. At the top is the Zoho logo, consisting of four interlocking squares in red, green, blue, and yellow, with the word 'Z O H O' below them. The heading 'Create your Zoho account' is centered. Below it are two input fields for the first and last names, containing 'Ankita' and 'Dhulugade' respectively. The next field is for a phone number, showing a dropdown for the country code '+91' and the number '7798190082'. The email field contains 'ankitad2612@gmil.com'. The password field is masked with dots and has an eye icon for toggling visibility. A message states: 'Your data will be stored in the INDIA data center, as you are in India.' Below this is a checkbox that is checked, with the text 'I agree to the Terms of service and Privacy policies of Zoho Corporation'. A large blue 'Sign up' button is positioned below the checkbox. At the bottom, there is a section titled 'Sign up using' followed by several social media icons. On the right side of the page, partially visible, are links for 'Activat' and 'Go to Se'.

  
Z O H O

### Create your Zoho account

 +91



Your data will be stored in the INDIA data center, as you are in India.

☒ I agree to the [Terms of service](#) and [Privacy policies](#) of Zoho Corporation

Sign up using

Activat  
Go to Se

## Milestone 2: Service Creation:

### Activity 1: Creation

https://books.zoho.in/app/60040295928#/inventory/items/259742800000031539/edit

Verify your Zoho account to start invoicing your customers. [VERIFY ACCOUNT](#)

**Books** Search in Items ( / ) Trial expire... [Subscribe](#) Dream homes realty

**Edit Item**

**Name\*** Real Estate Development

**Unit** ft

**SAC** 9972

**Tax Preference \*** Taxable

☒ **Sales Information** ☐ **Purchase Information**

**Selling Price\*** INR 5000 **Cost Price** INR 0

**Account\*** Sales **Account** Select an account

**Description**

[Save](#) [Cancel](#)

Activate Windows  
Go to Settings to activate Windows.

### Activity 2: Rewiew of Items after Addition

Zoho Books

New (Ctrl + N) Search (Ctrl + F)

**Items** All [+ New](#) [Refresh](#) [Print](#) [Settings](#) [Filter](#)

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	
<input type="checkbox"/>	Sand	--	₹0.00	--	dz	
<input type="checkbox"/>	Iron & Steel	--	₹0.00	--	kg	
<input type="checkbox"/>	Cement	--	₹0.00	--	pcs	
<input type="checkbox"/>	Bricks	--	₹0.00	--	pcs	
<input type="checkbox"/>	Real estate development	--	₹5,000.00	9972	ft	

Rows Per Page 25 1- 5 of 5

Go to Settings to activate Windows.

## Milestone 3: Vendors

### Activity 1: Vendors Creation

Verify your Zoho account to start invoicing your customers. [VERIFY ACCOUNT](#)

**Books** Search in Vendors (/) Trial expire... [Subscribe](#) Dream homes realty

**Edit Vendor**

Primary Contact   Last Name

Company Name

Display Name\*

Email Address

Phone

**Other Details** Address Contact Persons Bank Details Custom Fields Reporting Tags Remarks

GST Treatment\*

GSTIN / UIN  [Get Taxpayer details](#)

[Save](#) [Cancel](#)

Activate Windows  
Go to Settings to activate Windows.

### Activity 2: Review of Vendors List

Zoho Books New (Ctrl + Q) Search (Ctrl + F)

**Vendors** All [+](#) [...](#)

☐ **II** Iyyer Iron & Steel Traders

☐ **JT** Juniper Traders

☐ **BC** Bhavya Cement Traders

**Juniper Traders (Juniper Traders)** [Attach File\(s\)](#) [Edit](#) [Clone](#) [New Transaction](#) [...](#)

**Details** Transactions Mails Statement Comments

**PRIMARY** Juniper Traders  
No Email  
No Phone Number

**Address**  
Billing Address  
No Billing Address  
[+ Add New Address](#)  
Shipping Address  
No Shipping Address  
[+ Add New Address](#)

**Other Details**  
Company Name : Juniper Traders

You can request your contact to directly update the GSTIN by sending an email.  
[Send email](#)

Unused Credits **₹0.00** Outstanding Payables **₹0.00** Payment Due Period **Due On Receipt**

[View Opening Balance](#)

Expenses This chart is displayed in the organization's base currency.  
Last 6 Months [Actual](#) [Cash](#)

0.4  
0.2  
0  
-0.2  
-0.4

Activate Windows  
Go to Settings to activate Windows.

Verify your Zoho account to start invoicing your customers. [VERIFY ACCOUNT](#)

**Books** Search in Vendors (/) Trial expire... [Subscribe](#) Dream homes realty

**All Vendors** [Update MSME Details](#) [New](#) [?](#)

<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	WORK PHONE	GST TREATMENT	PAYABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/>	<a href="#">Bhavya Cement Traders</a>	Bhavya Cement Traders			Registered Business - Regular	₹2,95,000.00	₹29,50,000.00
<input type="checkbox"/>	<a href="#">Iyyer Iron &amp; Steel Traders</a>	Iyyer Iron & Steel Traders			Registered Business - Regular	₹11,80,000.00	₹11,80,000.00
<input type="checkbox"/>	<a href="#">Juniper Traders</a>	Juniper Traders			Registered Business - Regular	₹23,60,000.00	₹23,60,000.00

Activate Windows  
Go to Settings to activate Windows.

## Milestone 4: Purchases

### Activity 1: Purchase Order Creation

https://books.zoho.in/app/60040295928#/purchaseorders/259742800000031650/edit

Verify your Zoho account to start invoicing your customers. [VERIFY ACCOUNT](#)

**Books** Search in Purchase Orders (/)

Trial expire... [Subscribe](#) | Dream homes realty | + | | | | |

**Edit Purchase Order**

Vendor Name\* Juniper Traders x [INR] Juniper Traders's Det... >

BILLING ADDRESS SHIPPING ADDRESS  
+ New Address + New Address

GST Treatment: Registered Business - Regular  
GSTIN: 33AAAAA0000A15Z

Source of Supply\* [TN] - Tamil Nadu  
Destination of Supply\* [TN] - Tamil Nadu

Delivery Address\* ☒ Organization ☐ Customer  
Ankita Chandrakant Dhulugade  
Tamil Nadu

Save Save and Send Cancel

Activate Windows  
Go to Settings to activate Windows.  
PDF Template: 'Standard Template' [Change](#)

**Books** Search in Purchase Orders (/)

Trial expire... [Subscribe](#) | Dream homes realty | + | | | | |

Delivery Date dd-MM-yyyy Payment Terms Due On Receipt

Shipment Preference Choose the shipment preference or type to add  
☐ This transaction is applicable for reverse charge

Tax Exclusive ☒ At Transaction Level

**Item Table** [Bulk Actions](#)

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Bricks	Materials	200000	10	GST18 [18%] x Eligible For ITC	20,00,000.00

[Add New Row](#) [Add Items in Bulk](#)

Sub Total 20,00,000.00  
Total Quantity : 200000

Save Save and Send Cancel

Activate Windows  
Go to Settings to activate Windows.  
PDF Template: 'Standard Template' [Change](#)

## Activity 2: Purchase Order to Purchase Bills Conversion

**Books** | Search in Purchase Orders (/) | Trial expire... | Subscribe | Dream homes realty | + | [User Icon] | [Settings Icon] | [Logout Icon]

**Purchases** | All Purchas... | +New | [Filter Icon]

**PO-00001** | Upload files | Comments & History | X

☐ Bhavya Cement Traders ₹2,95,000.00  
PO-00003 • 05-04-2023  
CLOSED

☐ Iyyer Iron & Steel Traders ₹11,80,000.00  
PO-00002 • 05-04-2023  
CLOSED

☐ Juniper Traders ₹23,60,000.00  
PO-00001 • 05-04-2023  
CLOSED

**PURCHASE ORDER**  
# PO-00001

**Dream homes realty**  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z  
ankitad2612@gmail.com

**Vendor Address**  
**Juniper Traders**  
GSTIN 33AAAAA0000A15Z

**Deliver To**  
Ankita Chandrakant Dhulugade  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z  
ankitad2612@gmail.com

Activate Windows  
Go to Settings to activate Windows.  
Date : 05-04-2023

## Activity 3: Direct Vendor Purchases Bills Creation:

**Books** | Search in Bills (/) | Trial expire... | Subscribe | Dream homes realty | + | [User Icon] | [Settings Icon] | [Logout Icon]

**Purchases** | All Bills | +New | [Filter Icon]

**01** | Upload files | Comments & History

☐ Bhavya Cement Traders ₹2,95,000.00  
03 • 05-04-2023  
OVERDUE BY 628 DAYS

☐ Iyyer Iron & Steel Traders ₹11,80,000.00  
02 • 05-04-2023  
OVERDUE BY 628 DAYS

☐ Juniper Traders ₹23,60,000.00  
01 • 05-04-2023  
OVERDUE BY 628 DAYS

**BILL**  
Bill# 01  
Balance Due  
₹23,60,000.00

**Dream homes realty**  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z  
ankitad2612@gmail.com

**Bill From**  
**Juniper Traders**  
GSTIN 33AAAAA0000A15Z

Order Number : PO-00001  
Bill Date : 05-04-2023  
Due Date : 05-08-2023  
Terms : Custom

#	Item & Description	Qty	Rate	Amount
1	Bricks	2,00,000	118	23,60,000.00

Activate Windows  
Go to Settings to activate Windows.

## Activity 4: Reconciliation of Open & Outstanding Bills

← Zoho Books

☰

Dashboard

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

**Bills**

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

Accountant

Subscribe

+ New (Ctrl + Q)

Q Search (Ctrl + F)

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Bills

All

+ New

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📄

⚙️

📊

<input type="checkbox"/>	DATE	BILL#	REFERENCE#	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE	🔍
<input type="checkbox"/>	05-04-2023	03	PO-00003	Bhavya Cement Traders	Draft	05-04-2023	₹2,95,000.00	₹2,95,000.00	
<input type="checkbox"/>	05-04-2023	02	PO-00002	Iyyer Iron & Steel Traders	Draft	05-04-2023	₹11,80,000.00	₹11,80,000.00	
<input type="checkbox"/>	05-04-2023	01	PO-00001	Juniper Traders	Draft	05-04-2023	₹23,60,000.00	₹23,60,000.00	

Rows Per Page

25

Windows

1- 3 of 3

Go to Settings to activate Windows.

## Milestone 5: Customers

### Activity 1: Customers Creation:

Verify your Zoho account to start invoicing your customers. [VERIFY ACCOUNT](#)

**Books** Search in Customers (/ /) Trial expire... [Subscribe](#) Dream homes realty + ?

**Home** **2**  
**Items**  
**Banking**  
**Sales**  
**Customers** +  
Quotes  
Sales Orders  
Delivery Challans  
Invoices  
Payments Received  
Recurring Invoices  
Credit Notes  
Purchases

### Edit Customer

Customer Type ☒ Business ☐ Individual

Primary Contact

Company Name

Display Name\*

Email Address

Phone

**Other Details** Address Contact Persons Custom Fields Reporting Tags Remarks

GST Treatment\*

[Save](#) [Cancel](#)

Activate Windows  
Go to Settings to activate Windows.

### Activity 2: Review the Customers List

← Zoho Books New (Ctrl + Q) Search (Ctrl + F) ?

**Customers** | All [+ New](#) [Refresh](#) [Settings](#) [Filter](#)

<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	WORK PHONE	GST TREATMENT	RECEIVABLES	Q
<input type="checkbox"/>	Digitaledge Technologies Pvt Ltd	Digitaledge Technologies Pvt Ltd	--	--	Registered Business - Regular	₹0.00	
<input type="checkbox"/>	TechWise Solution pvt ltd	TechWise Solution pvt ltd	--	--	Registered Business - Regular	₹0.00	

Rows Per Page 25 1- 2 of 2

Go to Settings to activate Windows.

# Milestone 6: Sales

## Activity 1: Sales Order Creation

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

New Sales Order

Customer Name\*

DigitalEdge Technologies Pvt Ltd

View Customer Details

BILLING ADDRESS

SHIPPING ADDRESS

GST Treatment: Registered Business - Regular

GSTRIN: 33AAAAA0000A15Z

Place Of Supply\*

[TN] - Tamil Nadu

Sales Order#\*

SO-00001

Reference#

Sales Order Date\*

05/04/2023

To create transaction dated before 01/07/2017, click here

Save as Draft

Save and Send

Cancel

Total Amount: ₹ 5,90,00,000.00  
Total Quantity: 10000

## Activity 2: Sales Order to Sale Invoice Conversion

Zoho Books

Dashboard

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Vendor

Subscribe

Sales Orders

All

SO-00001

Attach File(s)

Convert To Invoice

Email

Edit

DigitalEdge Technologies Pvt Ltd

₹5,90,00,000.00

Confirmed

SO-00001 | 05-04-2023

Details

Comments & History

Invoice Status : Not Invoiced

Change Template

Dream homes realty

Tamil Nadu

India

GSTIN 33AAAAA0000A15Z

ankitad2612@gmail.com

Bill To

DigitalEdge Technologies Pvt Ltd

GSTIN 33AAAAA0000A15Z

Ship To

GSTIN 33AAAAA0000A15Z

Order Date : 05-04-2023

Place Of Supply: Tamil Nadu (33)

#	Item & Description	HSNSAC	Qty	Rate	Amount
1	Real Estate Development	997311	10 000 00	₹ 000 00	₹ 00 00 000 00



## Activity 3: Direct Sale Invoices

Books

Search in Invoices ( / )

Trial expires in 14 days. [Subscribe](#)

Dream Homes Realty ...

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

New Invoice

Customer Name\*  
Techwise Solutions Pvt Ltd  
[View Customer Details](#)

BILLING ADDRESS  
[Add new address](#)

SHIPPING ADDRESS  
[Add new address](#)

GST Treatment: Registered Business - Regular  
GSTIN: 33AAAAA0000A15Z

Place Of Supply\*  
[TN] - Tamil Nadu

Invoice#\*  
INV-000002

Order Number

Invoice Date\*  
20/04/2023  
To create transaction dated before 01/07/2017, [click here](#)

Terms  
Due on Receipt

Due Date  
20/09/2023

Save as Draft

Save and Send

Cancel

Make Recurring

Total Amount: ₹ 2,95,00,000.00  
Total Quantity: 5000

## Activity 4: Reconciliation of Open Invoices

Zoho Books

New (Ctrl + Q) Search (Ctrl + F)

Dashboard

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Vendors

Subscribe

Invoices | All

+ New

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	DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE	
<input type="checkbox"/>	05-04-2023	INV-000002	--	TechWise Solution pvt ltd	Draft	05-04-2023	₹2,95,00,000.00	₹2,95,00,000.00	
<input type="checkbox"/>	05-04-2023	INV-000001	SO-00001	Digitaledge Technologies Pvt Ltd	Draft	05-04-2023	₹5,90,00,000.00	₹5,90,00,000.00	

Rows Per Page 25

Active Windows 1-2 of 2

Go to Settings to activate Windows.

# Milestone 7: Bank Account

## Activity 1: Adding Bank Account

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Add Bank or Credit Card

Select Account Type\*

Bank

Credit Card

Account Name\*

ICICI Bank-001

Account Code

Currency\*

INR

Account Number

000001

Bank Name

ICICI Bank

IFSC

Description

Max. 500 characters

☐ Make this primary

Save

Cancel

## Milestone 8: Accounts & Ledgers

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

The screenshot shows a 'Create Account' dialog box overlaid on a financial software interface. The dialog box has a title bar with a close button. It contains the following fields and options:

- Account Type\***: A dropdown menu with 'Other Current Liability' selected.
- Account Name\***: A text input field containing 'Salary Payable'.
- Make this a sub-account**: A checkbox that is unchecked.
- Account Code**: A text input field.
- Description**: A text input field with a placeholder 'Max. 500 characters'.
- Add to the watchlist on my dashboard**: A checkbox that is unchecked.
- Buttons**: 'Save' and 'Cancel' buttons at the bottom.

A tooltip titled 'Liability' is visible next to the 'Account Type' dropdown, listing examples: 'Any short term liability like: Customer Deposits, Tax Payable'.

The background interface shows a sidebar with navigation options like 'Home', 'Items', 'Banking', 'Sales', 'Purchases', 'Time Tracking', 'e-Way Bills', 'GST Filing', 'Accountant', 'Manual Journals', 'Bulk Update', 'Currency Adjustments', 'Chart of Accounts', 'Budgets', 'Transaction Locking', 'Reports', 'Documents', and 'Payroll'. The main area displays a list of 'Active Accounts' with columns for 'ACCOUNT NAME' and 'ACCOUNT CODE'. The list includes accounts like 'Employee Advance', 'Prepaid Expenses', 'TDS Receivable', 'Reverse Charge Tax Input but not due', 'Input Tax Credits', 'Input IGST', 'Input CGST', 'Input SGST', 'Advance Tax', 'Unreconciled Funds', 'Petty Cash', 'ICICI Bank-001', 'Accounts Receivable', 'Furniture and Equipment', and 'Salary Payable'.

# Milestone 9: Journal Entries:

## Activity 1: Recording of Journal Entries

←

Zoho Books

New (Ctrl + Q)

Q Search (Ctrl + F)

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🖨️

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☰

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

Accountant

Manual Journals

Chart of Accounts

Transaction Locking

e-Way Bills

GST Filing

Reports

Documents

Templates

Subscribe

Manual Journals

+

...

Status: All | Period: All

30-04-2023

1

₹25,00,000.00

Published

Rows Per Page 25 | 1- 1 of 1

1

Details | Comments & History

Attach File(s)

Edit

...

×

JOURNAL

#1

Date: 30-04-2023

Amount: ₹25,00,000.00

Reference Number:

Notes

Salary for month of April 2023

Account	Contact	Debits	Credits
Salaries and Employee Wages		25,00,000.00	
Being Salary for month of April 2023			
Salaries and Employee Wages			25,00,000.00
Being Salary for month of April 2023			
Sub Total		25,00,000.00	25,00,000.00
Total		₹25,00,000.00	₹25,00,000.00

Activate Windows  
Go to Settings to activate Windows.

# Milestone 10: Expense & Bills

## Activity 1: Expense & Bills Entry

← Zoho Books

New (Ctrl + Q)

Q Search (Ctrl + F)

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?

🔍

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🖨️

✕

☰

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

Accountant

Manual Journals

Chart of Accounts

Transaction Locking

e-Way Bills

Subscribe

Expenses | All

+ New

🔄

📄

⚙️

🔍

<input type="checkbox"/>	DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT	🔍
<input type="checkbox"/>	30-04-2023	Other Expenses	02	--	Petty Cash	--	Non-Billable	₹5,000.00	
<input type="checkbox"/>	30-04-2023	Labor	01	--	ICICI Bank-001	--	Non-Billable	₹5,00,000.00	
<input type="checkbox"/>	30-04-2023	Rent Expense	236000	--	ICICI Bank-001	--	Non-Billable	₹2,36,000.00	

Rows Per Page 25 1-3 of 3

Activate Windows  
Go to Settings to activate Windows.

## Milestone 11: Bank Entries

For Customer Payment:

ICICI Bank 001

Add Transaction

Amount In Zoho Books

₹-7,36,000.00

Dashboard

Uncategorized Transactions

All Transactions

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALA...
30/04/2023		Labor	Manually Added		₹5,00,000.00	₹-7,36,000.00
30/04/2023	Rent-001	Rent Expense	Manually Added		₹2,36,000.00	₹-2,36,000.00

Customer Payment

Customer\*

DigitalEdge Technologies Pvt Ltd

Amount Received\*

INR

5900000

Bank Charges (if any)

Date\*

15/04/2023

Payment #\*

2

Reference#

Received Via

Bank Transfer

Description

Max. 500 characters

Retained Tax?

☐

Clear Applied Amount

Invoice Details

Payment(INR)

INV-000003

5900000.00

For Vendor Payment:

ICICI Bank 001

Add Transaction

Amount In Zoho Books

₹51,64,000.00

Dashboard

Uncategorized Transactions

All Transactions

DATE	REFERENCE#	TYPE	STATUS	DEPOSIT
30/04/2023		Labor	Manually Added	
30/04/2023	Rent-001	Rent Expense	Manually Added	
15/04/2023		Customer Payment	Manually Added	₹59,00,000.00

Vendor Payment

Vendor\*

Bhavya Cement Traders

Payment #\*

1

Amount\*

INR

2950000

Date\*

25/04/2023

Reference#

Paid Via

Bank Transfer

Description

Max. 500 characters

Clear Applied Amount

Bill Details

Payment(INR)

03

Due ₹2,95,000.00

05/04/2023

2950000.00




Pay In Full



For Salary Payment pass the journal entry:

Books

Search ( / )

Trial expires in 14 days. [Subscribe](#)

   Dream Homes Realty ...

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction

New Journal

Choose Template

Journal# 2

Reference#

Notes\* Salary Paid for April-2023

Journal Type ☐ Cash based journal

Currency INR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salary Payable	Being Salary Paid for April-2023	Select Contact	2500000	
ICICI Bank 001	Being Salary Paid for April-2023	Select Contact		2500000
Sub Total			25,00,000.00	25,00,000.00
Total (₹)			25,00,000.00	25,00,000.00

+ Add another line

Save and Publish Save as Draft Cancel

Make Recurring

# Milestone 12: Financial Reports:

## Activity 1: Profit and Loss Account

Zoho Books - Reports

Business Overview

Profit and Loss • From 01-04-2023 To 30-04-2023

Filters: Date Range: Custom Report Basis: Accrual More Filters Run Report

Filter Accounts: Accounts Without Zero Balance Compare With: None Customize Report Columns

Dream homes reality

Profit and Loss

Basis: Accrual

From 01-04-2023 To 30-04-2023

ACCOUNT	ACCOUNT CODE	TOTAL
Operating Income		
Sales		5,00,00,000.00
Total for Operating Income		5,00,00,000.00
Cost of Goods Sold		
Labor		5,00,000.00
Materials		32,50,000.00
Total for Cost of Goods Sold		37,50,000.00
Gross Profit		4,62,50,000.00

Activate Windows  
Go to Settings to activate Windows.

Zoho Books - Reports

Business Overview

Profit and Loss • From 01-04-2023 To 30-04-2023

Export

ACCOUNT	ACCOUNT CODE	TOTAL
Total for Cost of Goods Sold		37,50,000.00
Gross Profit		4,62,50,000.00
Operating Expense		
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		4,35,45,000.00
Non Operating Income		
Total for Non Operating Income		0.00
Non Operating Expense		
Total for Non Operating Expense		0.00
Net Profit/Loss		4,35,45,000.00

\*\*Amount is displayed in your base currency INR

Activate Windows  
Go to Settings to activate Windows.



## Activity 2: Balance Sheet

←

Zoho Books - Reports

Business Overview

Balance Sheet • As of 24-04-2025

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Export ▾

✕

Collapse Sub-Accounts

Filter Accounts : Accounts Without Zero Balance ▾

Compare With : None ▾

Customize Report Columns 3

Dream homes realty

Balance Sheet

Basis : Accrual

As of 24-04-2025

ACCOUNT	ACCOUNT CODE	TOTAL
Assets		
Current Assets		
Cash		
Petty Cash		-5,000.00
Total for Cash		-5,000.00
Bank		
ICICI Bank-001		4,92,74,000.00
Total for Bank		4,92,74,000.00
Other current assets		
Prepaid Expenses		64,90,000.00

Activate Windows  
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Zoho Books - Reports

Business Overview

Balance Sheet • As of 24-04-2025

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Export ▾

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ACCOUNT	ACCOUNT CODE	TOTAL
Other current assets		
Prepaid Expenses		64,90,000.00
Input Tax Credits		0.00
Input CGST		3,10,500.00
Input SGST		3,10,500.00
Total for Input Tax Credits		6,21,000.00
Total for Other current assets		71,11,000.00
Total for Current Assets		5,63,80,000.00
Other Assets		
Total for Other Assets		0.00
Fixed Assets		
Total for Fixed Assets		0.00
Total for Assets		5,63,80,000.00
Liabilities & Equities		

Activate Windows  
Go to Settings to activate Windows.

Business Overview

Balance Sheet • As of 24-04-2025

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Export

ACCOUNT	ACCOUNT CODE	TOTAL
Liabilities & Equities		
Liabilities		
Current Liabilities		
Accounts Payable		38,35,000.00
GST Payable		0.00
Output CGST		45,00,000.00
Output SGST		45,00,000.00
Total for GST Payable		90,00,000.00
Total for Current Liabilities		1,28,35,000.00
Long Term Liabilities		
Total for Long Term Liabilities		0.00
Other Liabilities		
Total for Other Liabilities		0.00
Total for Liabilities		1,28,35,000.00

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Business Overview

Balance Sheet • As of 24-04-2025

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Export

ACCOUNT	ACCOUNT CODE	TOTAL
Output CGST		45,00,000.00
Output SGST		45,00,000.00
Total for GST Payable		90,00,000.00
Total for Current Liabilities		1,28,35,000.00
Long Term Liabilities		
Total for Long Term Liabilities		0.00
Other Liabilities		
Total for Other Liabilities		0.00
Total for Liabilities		1,28,35,000.00
Equities		
Retained Earnings		4,35,45,000.00
Total for Equities		4,35,45,000.00
Total for Liabilities & Equities		5,63,80,000.00

\*\*Amount is displayed in your base currency INR

Activate Windows  
Go to Settings to activate Windows.

# Activity 3: GST Reports

← Zoho Books - Reports

Taxes

GSTR-3B Summary • From 01-04-2023 To 30-04-2023

Export

Filters: Date Range: Custom

Run Report

Dream homes realty

GSTR-3B Summary

From 01-04-2023 To 30-04-2023

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)	₹5,00,00,000.00	₹0.00	₹45,00,000.00	₹45,00,000.00	₹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	₹5,00,00,000.00	₹0.00	₹45,00,000.00	₹45,00,000.00	₹0.00

← GSTR-3B Summary

Export As

Dream Homes Realty Pvt Ltd

Tax Return

From 01/04/2023 To 30/04/2023

+ Add Temporary Note

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	IGST AMOUNT	COST AMOUNT	SGST AMOUNT	CESS AMOUNT
10/04/2023	INV-000003	Invoice	₹50,00,000.00	₹0.00	₹4,50,000.00	₹4,50,000.00	₹0.00
20/04/2023	INV-000002	Invoice	₹25,00,000.00	₹0.00	₹2,25,000.00	₹2,25,000.00	₹0.00

# Activity 4: Journal Report

← Zoho Books - Reports

Accountant

Journal Report • From 01-04-2023 To 30-04-2023

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Filters: Date Range: Custom Report Basis: Accrual ☐ Show Associated tags Run Report

Dream homes realty

Journal Report

From 01-04-2023 To 30-04-2023

Basis: Accrual

05-04-2023 - INVOICE INV-000001 (DIGITALEEDGE TECHNOLOGIES PVT LTD)	DEBIT	CREDIT
Accounts Receivable	5,90,00,000.00	0.00
Output CGST	0.00	45,00,000.00
Output SGST	0.00	45,00,000.00
Sales	0.00	5,00,00,000.00
	5,90,00,000.00	5,90,00,000.00
05-04-2023 - INVOICE PAYMENT INV-000001 (DIGITALEEDGE TECHNOLOGIES PVT LTD)	DEBIT	CREDIT
ICICI Bank-001	5,90,00,000.00	0.00
Accounts Receivable	0.00	5,90,00,000.00
	5,90,00,000.00	5,90,00,000.00

← Zoho Books - Reports

Accountant

Journal Report • From 01-04-2023 To 30-04-2023

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05-04-2023 - INVOICE PAYMENT INV-000001 (DIGITALEEDGE TECHNOLOGIES PVT LTD)	DEBIT	CREDIT
05-04-2023 - BILL 01 (JUNIPER TRADERS)	DEBIT	CREDIT
Input CGST	1,80,000.00	0.00
Input SGST	1,80,000.00	0.00
Materials	20,00,000.00	0.00
Accounts Payable	0.00	23,60,000.00
	23,60,000.00	23,60,000.00
05-04-2023 - BILL 03 (BHAVYA CEMENT TRADERS)	DEBIT	CREDIT
Input CGST	22,500.00	0.00
Input SGST	22,500.00	0.00
Materials	2,50,000.00	0.00
Accounts Payable	0.00	2,95,000.00
	2,95,000.00	2,95,000.00
05-04-2023 - BILL 02 (JYVER IRON & STEEL TRADERS)	DEBIT	CREDIT
Input CGST	90,000.00	0.00

0,000.00 **23,60,000.00**  
Activate Windows  
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0.00 2,36,000.00

Zoho Books - Reports

Accountant
Journal Report • From 01-04-2023 To 30-04-2023

Export

30-04-2023 - EXPENSE 01	DEBIT	CREDIT
Labor	5,00,000.00	0.00
ICICI Bank-001	0.00	5,00,000.00
	5,00,000.00	5,00,000.00
30-04-2023 - EXPENSE 02	DEBIT	CREDIT
Other Expenses	5,000.00	0.00
Petty Cash	0.00	5,000.00
	5,000.00	5,000.00
30-04-2023 - JOURNAL 2	DEBIT	CREDIT
Salaries and Employee Wages	25,00,000.00	0.00
ICICI Bank-001	0.00	25,00,000.00
	25,00,000.00	25,00,000.00

\*\*Amount is displayed in your base currency **INR**

Total Count: 13

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## Activity 5: Accounts Receivable Aging Details

Dream Homes Realty Pvt Ltd
AR Aging Summary By Invoice Due Date
As of 20/04/2023

+ Add Temporary Note

CUSTOMER NAME ?	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	TOTAL (FCY)
Techwise Solutions Pvt Ltd	₹29,50,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹29,50,000.00	₹29,50,000.00
Total	₹29,50,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹29,50,000.00	

# Activity 6: Accounts Payable Aging Details

← ZONO BOOKS - Reports

Payables

AP Aging Summary By Bill Due Date • As of 24-04-2025

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📄 Filters: As of: Today Aging By: Bill Due Date More Filters Run Report

📄 Group By: None 👁 Show By: Outstanding Bill Amount 📅 Aging Intervals: 4 X 15 Days 🛠 Customize Report Columns 5

Dream homes reality

AP Aging Summary By Bill Due Date

As of 24-04-2025

VENDOR NAME ↕	TOTAL (FCY)	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL
<a href="#">Bhavya Cement Traders</a>	₹2,95,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹2,95,000.00	₹2,95,000.00
<a href="#">Iyyer Iron &amp; Steel Traders</a>	₹11,80,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹11,80,000.00	₹11,80,000.00
<a href="#">Juniper Traders</a>	₹23,60,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹23,60,000.00	₹23,60,000.00
Total		₹0.00	₹0.00	₹0.00	₹0.00	₹38,35,000.00	₹38,35,000.00

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