

# UrbanAura Interiors (Interior Designing - Industry)

## Milestone 1 : Set up your account

### Activity 1 Sign up for a Zoho Books account and login

The screenshot shows the 'Profile' section of the Zoho Books account setup. On the left, a sidebar menu includes 'Profile' (selected), 'Personal Information', 'Email Address', 'Mobile Numbers', 'Security', 'Multi-Factor Authentication', 'Settings', 'Sessions', 'Groups', 'Privacy', and 'Compliance'. The main area displays profile details for 'Rinal Bhandari':

- Full Name: Rinal Bhandari
- Display Name: Rinal Bhandari
- Gender: I'd prefer not to say
- Country/Region: India
- State: Maharashtra
- Language: English
- Time zone: (GMT +05:30) India Standard Time (Asia/Kolkata)

A section titled 'My Email Addresses' lists 'bhendarin3@gmail.com' with a note: 'You can use the following email addresses to sign in to your account and also to reset your password if you ever forget it.' A green 'Edit' button is located in the top right corner.

## Activity 2 : Introduction

The screenshot shows the Zoho Books dashboard for 'UrbanAura Interiors 2'. The left sidebar includes links for Home (3 notifications), Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main dashboard features:

- Total Receivables:** Total Unpaid Invoices ₹0.00. Current: ₹0.00, Overdue: ₹0.00.
- Total Payables:** Total Unpaid Bills ₹0.00. Current: ₹0.00, Overdue: ₹0.00.
- Cash Flow:** A chart showing cash flow for 'This Fiscal Year'. It shows a constant line at ₹23,85,000.00 with 'Incoming ₹0.00 +' and 'Outgoing ₹0.00 -'.

The top right shows account status: 'Your account is on ext...', 'Subscribe', and 'UrbanAura Interior...'. The bottom right shows the date '01/04/2024' and time '10:30 AM'.

### **Activity 3: Lets get started**

Assume UrbanAura Interiors is offering below services -

1. Residential Interior Design
2. Commercial Interior Design

Purchase for supply of above services

1. Furniture & Fixture Items
2. Decorative Accessories
3. Construction and renovation Materials

Output GST @18 % is applicable for all the above services and Items .

## **Milestone 2. Service Creation**

### **Activity 1.Creation**

- Go to items
- +New
- Units ft
- SAC code of the item
- Selling info / Purchase info
- Tax rate for sale products

The screenshot displays the 'New Item' creation interface in a software application. The left sidebar shows navigation links for Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main area is titled 'New Item'.

**Type:** Service (radio button selected)

**Name:** Residential Interior Design

**Unit:** ft

**SAC:** 9983391

**Tax Preference:** Taxable

**Sales Information:**  **Selling Price\***: INR 10000, **Account\***: Sales

**Purchase Information:**  **Cost Price**: INR, **Account**: Cost of Goods Sold, **Description**, **Preferred Vendor**

**Default Tax Rates:**

- Intra State Tax Rate: GST18 (18 %)
- Inter State Tax Rate: IGST18 (18 %)

**Note:** 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 > Item**.

## Activity 2: Review of items after Adding all the good and services

The screenshot shows the Zoho Books interface. The left sidebar menu includes Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main content area displays a table titled 'Active Items' with the following data:

NAME	PURCHASE DESCRIPTION	PURCHASE RATE	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
Construction and Renovation materials		₹1,000.00		0	9954	pcs
Decorative Accessories		₹500.00		0	4421	pcs
Furniture & fixtures Items		₹1,000.00		0	8302	pcs
Commercial Interior Design		0		₹20,000.00	998391	ft
Residential Interiors Design		0		₹10,000.00	998391	ft

## **Milestone 3. Vendors**

### **Activity 1: Vendors creation**

- Purchases
- Vendors
- Create new vendor

1. Juniper Furnitures
2. Raj Kamal Decoratives
3. ConstructionEdge Solutions

The screenshot shows the Zoho Books software interface. The left sidebar has a navigation menu with options like Home, Items, Banking, Sales, Purchases, Vendors (which is selected and highlighted in blue), Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, and GST Filing. The main area is titled 'New Vendor' and includes a sub-link 'Fetch Vendor Details From GSTN >'. It features fields for Primary Contact (Salutation dropdown set to 'juniper furniture', Last Name field empty), Company Name ('juniper furniture'), Display Name\* ('juniper furniture'), Email Address (empty), Phone (Work Phone and Mobile dropdowns), and Other Details tabs for Address, Contact Persons, Bank Details, Custom Fields, Reporting Tags, and Remarks. Under 'Other Details', there are dropdowns for GST Treatment\* ('Registered Business - Regular'), GSTIN / UIN\*, Source of Supply\*, and PAN. At the bottom are 'Save' and 'Cancel' buttons.

### **Activity 2. Review of vendors list**

Active V... + :

- ConstructEdge Solutions ₹2,00,000.00
- Raj Kamal Decoratives ₹1,18,000.00
- Junipur Furnitures ₹2,36,000.00

## Junipur Furnitures

Overview Comments Transactions Mails Statement

Junipur Furnitures Invite to Portal

**ADDRESS**

Billing Address  
No Billing Address - [+ New Address](#)

Shipping Address  
No Shipping Address - [+ New Address](#)

**OTHER DETAILS**

Default Currency	INR
GST Treatment	Registered Business - Regular
GSTIN	27ABCDE1234A13A
Source of Supply	Maharashtra
PAN	ABCDE1234A

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	₹2,36,000.00	₹0.00

[Enter Opening Balance](#)

**Expenses** This chart is displayed in the organization's base currency. Last 6 Months ▾ Accrual ▾

Date	Value (K)
Sep 2024	0.00
Oct 2024	0.00
Nov 2024	0.00
Dec 2024	0.00
Jan 2025	0.00
Feb 2025	0.00
Mar 2025	2.36

Books		Search in Vendors ( / )	Your account is on ext... <a href="#">Subscribe</a>	UrbanAura Interiors	<a href="#">+ New</a>	<a href="#">...</a>
Home	3				<a href="#">Update MSME Details</a>	<a href="#">...</a>

Active Vendors

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
ConstructEdge Solutions	ConstructEdge Solutions			Maharashtra	₹2,00,000.00	₹0.00
Raj Kamal Decoratives	Raj Kamal Decoratives			Maharashtra	₹1,18,000.00	₹0.00
Juniper Furnitures	Juniper Furnitures			Maharashtra	₹2,36,000.00	₹0.00

## Milestone 4. Purchases

### Activity 1. Purchase Order Creation

- Purchases
- Purchase order
- Create new
- Provide the details
- Click on save as draft

New Purchase Order

Vendor Name*	Juniper Furnitures	<a href="#">X</a>	<a href="#">Open Purchase Orders</a>	<a href="#">INR</a>
BILLING ADDRESS	<a href="#">+ New Address</a>			
SHIPPING ADDRESS	<a href="#">+ New Address</a>			
GST Treatment: Registered Business - Regular <a href="#">🔗</a>				
GSTIN: 33ASDFG1234A12A <a href="#">🔗</a>				
Source of Supply*	[TN] - Tamil Nadu			
Destination of Supply*	[TN] - Tamil Nadu			
Delivery Address*	<input checked="" type="radio"/> Organization <input type="radio"/> Customer Rinal Bhandari <a href="#">🔗</a> Tamil Nadu India ,			
Change destination to deliver				
Purchase Order#*	PO-00002			
<a href="#">Save as Draft</a> <a href="#">Save and Send</a> <a href="#">Cancel</a>				

## Activity 2. Purchase order to Bills conversion

Mark the purchase order as “mark as issue” and then click on “convert to bill” to convert it on the same purchase order date and then “save it open”

Books

All Purchas... +New : PO-00001

Juniper Furnitures ₹2,36,000.00

PO-00001 • 05/04/2023 CLOSED

Bill Status: BILLED

PURCHASE ORDER

# PO-00001

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Furniture & Fixture items	\$302	200.00	1,000.00	2,00,000.00

Books

All Purchas... +New : PO-00001

Juniper Furnitures ₹2,36,000.00

PO-00001 • 05/04/2023 CLOSED

GSTIN 33ASDFG1234A12A  
bhandarinal3@gmail.com

Date : 05/04/2023

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Furniture & Fixture items	\$302	200.00	1,000.00	2,00,000.00

Sub Total 2,00,000.00

CGST (9%) 18,000.00

SGST (9%) 18,000.00

Total ₹2,36,000.00

Authorized Signature \_\_\_\_\_

Template : 'Standard Template' Change

01

[Attach Files](#) | [Comments & History](#)

[Edit](#) [PDF](#) [:](#)

**Paid**

**UrbanAura Interiors 2**  
Tamil Nadu  
India  
GSTIN 33ASDFG1234A12A  
bhandaririnal3@gmail.com

**BILL**  
Bill# 01

Balance Due  
**₹0.00**

Order Number : PO-00001  
Bill Date : 05/04/2023  
Due Date : 05/04/2023  
Terms : Due On Receipt

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Furniture & Fixture items	8302	200.00	1,000.00	2,00,000.00
			ft		
				<b>Sub Total</b>	<b>2,00,000.00</b>

[Books](#)

[All Bills](#) [+New](#) [:](#)

01

Search in Bills ( / )

Your account is on ext... [Subscribe](#) | [UrbanAura Interior...](#) [Attach Files](#) [Comments & History](#)

**All Bills**

	Bill From	Due Date
<input type="checkbox"/> ConstructEdge Solutions	<a href="#">PAID</a>	05/04/2023
<input type="checkbox"/> Raj KamRaj Kamal Decorativ...	<a href="#">PAID</a>	05/04/2023
<input type="checkbox"/> Juniper Furnitures	<a href="#">PAID</a>	05/04/2023

**Bill Details**

**Bill From**  
**Juniper Furnitures**  
GSTIN 33ASDFG1234A12A

**Bill Date :** 05/04/2023  
**Due Date :** 05/04/2023  
**Terms :** Due On Receipt

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Furniture & Fixture items	8302	200.00	1,000.00	2,00,000.00
			ft		
				<b>Sub Total</b>	<b>2,00,000.00</b>
				<b>CGST9 (9%)</b>	<b>18,000.00</b>
				<b>SGST9 (9%)</b>	<b>18,000.00</b>
				<b>Total</b>	<b>₹2,36,000.00</b>
				<b>Payments Made</b>	<b>(-) 2,36,000.00</b>
				<b>Balance Due</b>	<b>₹0.00</b>

Authorized Signature \_\_\_\_\_

## Activity 3 Direct Vendor Purchase bills Creation

- Purchase
- Bills
- Create new
- Details
- Save as open

The screenshot shows the 'New Bill' creation screen in Zoho Books. The left sidebar is visible with categories like Home, Items, Banking, Sales, Purchases, Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, and GST Filing. The 'Bills' category is selected. The main form has fields for Vendor Name (Raj KamRaj Kamal Decorativesal Decoratives), BILLING ADDRESS (+ New Address), GST Treatment (Registered Business - Regular), GSTIN (33ASDFG1234A12A), Source of Supply (TN - Tamil Nadu), Destination of Supply (TN - Tamil Nadu), Bill# (Bill#\*), Order Number, Bill Date (dd/MM/yyyy), Due Date (22/03/2025), Payment Terms (Due On Receipt), and a checkbox for reverse charge. At the bottom are buttons for Save as Draft, Save as Open, and Cancel.

## Activity 4: Reconciliation

The screenshot shows the 'All Bills' list in Zoho Books. The left sidebar is visible with categories like Home, Items, Banking, Sales, Purchases, Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, and Recurring Bills. The 'Bills' category is selected. The main area displays a table of bills with columns: DATE, BILL#, REFERENCE NUMBER, VENDOR NAME, STATUS, DUE DATE, AMOUNT, and BALANCE DUE. The table contains three entries:

DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
05/04/2023	03		ConstructEdge Solutions	PAID	05/04/2023	₹2,00,000.00	₹0.00
05/04/2023	02		Raj KamRaj Kamal Decorativesal Decoratives	PAID	05/04/2023	₹1,18,000.00	₹0.00
05/04/2023	01	PO-00001	Juniper Furnitures	PAID	05/04/2023	₹2,36,000.00	₹0.00

## Milestone 5 : Customers

1. TechWise construction Pvt ltd
2. Dream homes

SALES>CUSTOMERS>CREATE NEW CUSTOMER

New Customer

Fetch Customer Details From GSTN >

Customer Type  Business  Individual

Primary Contact  Salutation  Techwise contruction  Last Name

Company Name: Techwise contruction

Display Name\*: Techwise contruction

Email Address:

Phone:  Work Phone  Mobile

Other Details

GST Treatment\*: Registered Business - Regular

GSTIN / UIN  [Get Taxpayer details](#)

Business Legal Name:

Save Cancel

## Activity 2. Review the customer list

Active C...	Overview	Comments	Transactions	Mails	Statement
<input type="checkbox"/> DreamHomes ₹.00	You can request your contact to directly update the GSTIN by sending an email. <a href="#">Send email</a>				
<input type="checkbox"/> Techwise construction pvt ltd ₹.00	Payment due period <b>Due On Receipt</b>				

DreamHomes

Overview Comments Transactions Mails Statement

DreamHomes

Billing Address: No Billing Address + New Address

Shipping Address: No Shipping Address + New Address

OTHER DETAILS

Customer Type: Individual  
Default Currency: INR  
GST Treatment: Unregistered Business  
Place of Supply: Tamil Nadu  
Tax Preference: Taxable  
Portal Status: \* Disabled

CURRENCY OUTSTANDING RECEIVABLES UNUSED CREDITS

INR- Indian Rupee ₹.00 ₹.00

Enter Opening Balance

Income: This chart is displayed in the organization's base currency. Last 6 Months ▾ Accrual ▾

5 K  
4 K  
3 K  
2 K  
1 K  
0

Sep 2024 Oct 2024 Nov 2024 Dec 2024 Jan 2025 Feb 2025 Mar 2025

Total Income (Last 6 Months) - ₹.00

Active Customers		Actions		Customer Details				Financial Status	
	Name	Actions		Company Name	Email	Work Phone	Place of Supply	Receivables (B/CY)	Unused Credits (B/CY)
<input type="checkbox"/>	DreamHomes	<a href="#">Edit</a>	<a href="#">Delete</a>	DreamHomes			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	Techwise construction pvt ltd	<a href="#">Edit</a>	<a href="#">Delete</a>	Techwise construction pvt ltd			Tamil Nadu	₹0.00	₹0.00

## **Milestone 6. Sales**

### **Activity 1. Sales Order creation**

05/04/2023 TechWise construction -Commercial Interior for 250 sft paid through bank on 15/04/2023

SALES>SALES ORDER>CREATE NEW

The screenshot shows the 'New Sales Order' creation page. The left sidebar is titled 'Books' and includes 'Sales Orders' under the 'Sales' category. The main form fields are:

- Customer Name\***: Techwise construction pvt ltd
- BILLING ADDRESS**: + New Address
- SHIPPING ADDRESS**: + New Address
- GST Treatment**: Registered Business - Regular
- GSTIN**: 33ASDFG1234A12A
- Place of Supply\***: [TN] - Tamil Nadu
- Sales Order#\***: SO-00002
- Reference#**: (empty)
- Sales Order Date\***: 05/04/2023
- Expected Shipment Date**: dd/MM/yyyy
- Payment Terms**: Due On Receipt

At the bottom, there are buttons for **Save as Draft**, **Save and Send**, and **Cancel**. To the right, it shows **Total Amount: ₹ 5,90,000.00** and **Total Quantity: 0**.

The screenshot shows the 'Item Table' section of the sales order creation page. The left sidebar is identical to the previous screenshot. The main area displays a table with columns: ITEM DETAILS, QUANTITY, RATE, TAX, and AMOUNT.

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Type or click to select an item.	250.00	2000.00	GST18 [18%]	5,00,000.00

Below the table, there are buttons for **Add New Row** and **Add Items in Bulk**. To the right, there are sections for **Sub Total** (5,00,000.00), **Discount** (0 %), and tax breakdowns for CGST9 [9%] and SGST9 [9%], both amounting to 45,000.00. There are also TDS and TCS options. At the bottom, it shows **Total (₹)** 5,90,000.00. The bottom right shows **Total Amount: ₹ 5,90,000.00** and **Total Quantity: 0**.

## Activity 2: Sales order to sale invoice conversion

The screenshot shows the Zoho Books interface. On the left, the sidebar is open with the 'Sales' category selected, specifically 'Sales Orders'. In the main area, a sales order titled 'Techwise construction pvt...' with ID SO-00001 and amount ₹59,00,000.00 is displayed. The status is 'CLOSED'. To the right, a detailed view of the sales order is shown, including the customer information 'UrbanAura Interiors 2', bill-to information 'Techwise construction pvt ltd', and a breakdown of the order items and taxes.

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Commercial Interior Design	998391	250.00	20,000.00	50,00,000.00

**SALES ORDER**  
Sales Order# SO-00001

This screenshot shows the same Zoho Books interface after the conversion. The sidebar now has 'Invoices' selected under 'Sales'. A new invoice is being created with ID INV-000001. The customer is 'Techwise construction pvt...' with ID INV-000001 and amount ₹59,00,000.00. The status is 'PAID'. The right panel displays the converted invoice details, including the customer information 'Techwise construction pvt ltd', bill-to information 'GSTIN 33ASDFG1234A12A', and a breakdown of the order items and taxes.

#	Item & Description	HSN/SAC	Qty	Rate	CGST %	SGST %	Amount
1	Commercial Interior Design	998391	250.00	20,000.00	9%	4,50,000.00	50,00,000.00

**TAX INVOICE**

## Activity 3. Direct sale Invoices

10/04/2023 DreamHomes – Residential Interior Designing

SALES>INVOICE>CREATE NEW

**New Invoice**

Customer Name*	DreamHomes	INR
BILLING ADDRESS	SHIPPING ADDRESS	
+ New Address	+ New Address	
GST Treatment: Unregistered Business		
Place of Supply*	[TN] - Tamil Nadu	
Invoice#*	INV-000003	
Order Number		
Invoice Date*	05/04/2023	Terms Due On Receipt
Salesperson	Select or Add Salesperson	
<input type="button" value="Save as Draft"/> <input type="button" value="Save and Send"/> <input type="button" value="Cancel"/> <span style="float: right;">Make Recurring</span>		
Total Amount: ₹ 1,18,00,000.00 Total Quantity: 0		

**Item Table**

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Type or click to select an item.	100.00	1000.00	GST18 [18%]	1,00,000.00

**Sub Total** 1,00,000.00

Discount 0 % 0.00

COST9 [9%] 9,000.00

SGST9 [9%] 9,000.00

TDS  TCS Select a Tax - 0.00

Adjustment 0.00

**Total (₹)** 1,18,00,000.00

Customer Notes: Thanks for your business. Will be displayed on the invoice

Make Recurring

Total Amount: ₹ 1,18,00,000.00  
 Total Quantity: 0

## Activity 5: Reconciliation

**All Invoices**

	DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DU DATE	AMOUNT	BALANCE DUE
	10/04/2023	INV-000002		DreamHomes	PAID	10/04/2023	₹118,00,000.00	₹0.00
	05/04/2023	INV-000001	SO-00001	Techwise construction pvt ltd	PAID	05/04/2023	₹59,00,000.00	₹0.00

## **Milestone 7: Bank Account**

### **Activity 1. Adding bank account**

The screenshot shows the 'Books' application interface for adding a bank account. The left sidebar has a 'Banking' tab selected, showing various financial categories like Sales, Purchases, and Accountant. The main form is titled 'Add Bank or Credit Card' and asks for the 'Select Account Type\*' (Bank is selected). It includes fields for 'Account Name\*', 'Account Code', 'Currency\*', 'Account Number', 'Bank Name', 'IFSC', and 'Description'. A checkbox 'Make this primary' is also present. At the bottom are 'Save' and 'Cancel' buttons.

Books

Search in Banking ( / )

Your account is on

Home

Items

**Banking**

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Configure Features list

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**

Accountant>Chart of Accounts>+New Account

The screenshot shows a 'Create Account' dialog box. The 'Account Type\*' dropdown is set to 'Other Current Liability'. The 'Account Name\*' field contains 'Salary Payable'. A tooltip for 'Liability' defines it as 'Any short term liability like:' with items 'Customer Deposits' and 'Tax Payable'. The 'Description' field allows for up to 500 characters. There are buttons for 'Save' and 'Cancel' at the bottom.

Create Account

Account Type\* Other Current Liability

Account Name\* Salary Payable

Liability

Any short term liability like:

- Customer Deposits
- Tax Payable

Make this a sub-account ?

Account Code

Description Max. 500 characters

Add to the watchlist on my dashboard

Save Cancel

## **Milestone 9: Journal Entries**

### **Activity 1. Recording of journal entries**

Accountant> Add manual journals

Save and publish

Screenshot of the 'New Journal' page in the accounting software.

**Fields:**

- Date\*: 30/04/2023
- Journal#\*: 3
- Reference# (empty)
- Notes\*: Max. 500 characters (empty)
- Journal Type:  Cash based journal
- Currency: INR- Indian Rupee

**Journal Lines:**

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salaries and Employee Wages	Being salary payable for the month of April 2023	Select Contact	2500000	<input type="checkbox"/> X
Salary Payable	Being salary payable for the month of April 2023	Select Contact	2500000	<input type="checkbox"/> X

**Buttons:** Save and Publish, Save as Draft, Cancel, Make Recurring

Screenshot of the 'Journals' page showing the recorded journal entry.

**Journal Details:**

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

**Journal Preview:**

**JOURNAL #1**

Account	Contact	Debits	Credits
Salaries and Employee Wages		25,00,000.00	
Salary Payable		25,00,000.00	

**Notes:** Being salary payable for the month of April 2023

**Date:** 30/04/2023 **Amount:** ₹25,00,000.00

**Reference Number:** #1

## **Milestone 10. Expenses & Bills entry**

1. Office rent
2. Labour cost
3. Other miscellaneous expenses

Purchases>Expenses>Record Expenses

The screenshot shows the 'Edit Expense' page in Zoho Books. The left sidebar navigation includes Home, Items, Banking, Sales, Purchases, Vendors, Expenses (selected), Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, and GST Filing. The main form fields are: Date\* (30/04/2023), Expense Account\* (Rent Expense), Amount\* (INR 200000), Paid Through\* (ICICI BANK), Expense Type\* (Services selected), SAC (empty), Vendor (empty), GST Treatment\* (Registered Business - Regular), Vendor GSTIN\* (33ASDFG1234A12A), and Source of Supply\* ([TN] - Tamil Nadu). Buttons at the bottom include Save (alt+s), Save and New (alt+n), and Cancel.

Books

Search in Expenses ( / )

Your account is on ext... [Subscribe](#)

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

Edit Expense

Date\* 30/04/2023

Expense Account\* Rent Expense

Amount\* INR 200000

Paid Through\* ICICI BANK

Expense Type\* Services

SAC

Vendor

GST Treatment\* Registered Business - Regular

Vendor GSTIN\* 33ASDFG1234A12A [Get Taxpayer details](#)

Source of Supply\* [TN] - Tamil Nadu

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

**Edit Expense**

Reverse Charge  This transaction is applicable for reverse charge

**Tax\*** GST18 [18%]  Tax Amount = 36000.00 INR

Amount Is  Tax Inclusive  Tax Exclusive

**Invoice#\*** 01

**Notes** Max. 500 characters

**Customer Name** Select or add a customer

**Reporting Tags**

After creating all expenses

**All Expenses**

<input type="checkbox"/>	DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT	<input type="button" value="Q"/>
<input type="checkbox"/>	30/04/2023	Other Expenses		Petty Cash		NON-BILLABLE		₹5,000.00	
<input type="checkbox"/>	24/04/2023	Labor		ICICI BANK		NON-BILLABLE		₹15,00,000.00	
<input type="checkbox"/>	30/04/2023	Rent Expense	01	ICICI BANK		NON-BILLABLE		₹2,36,000.00	

## **Milestone 11: Bank entries**

For customer payment – go to Banking >Select the bank account >Add transaction >select customer payment .

The screenshot shows the Zoho Books Banking module for the ICICI BANK account. The 'Expense' category is selected in the transaction type dropdown. The transaction table lists various entries, including vendor payments and a customer advance. The running balance starts at ₹23,80,000.00 and decreases to ₹53,16,000.00.

Date	Reference#	Type	Status	Deposit	Running Balance
30/04/2023		Journal	Manually Added		₹23,80,000.00
30/04/2023	01	Rent Expense	Manually Added		₹48,80,000.00
25/04/2023		Vendor Payment	Manually Added		₹51,16,000.00
25/04/2023		Vendor Payment	Manually Added		₹53,16,000.00
25/04/2023		Vendor Payment	Manually Added	₹2,36,000.00	₹54,34,000.00
24/04/2023		Labor	Manually Added	₹15,00,000.00	₹56,70,000.00

For customer payment

The screenshot shows the Zoho Books Banking module for the ICICI BANK account. The 'Customer Payment' category is selected in the transaction type dropdown. The transaction table lists various entries, including vendor payments and a customer advance. The running balance starts at ₹23,80,000.00 and decreases to ₹53,16,000.00.

Date	Reference#	Type	Status	Deposit	Running Balance
30/04/2023		Journal	Manually Added		₹23,80,000.00
30/04/2023	01	Rent Expense	Manually Added		₹48,80,000.00
25/04/2023		Vendor Payment	Manually Added		₹51,16,000.00
25/04/2023		Vendor Payment	Manually Added		₹53,16,000.00
25/04/2023		Vendor Payment	Manually Added	₹2,36,000.00	₹54,34,000.00
24/04/2023		Labor	Manually Added	₹15,00,000.00	₹56,70,000.00

## Customer Payment

**Customer\*** Techwise construction pvt ltd

**Amount Received\*** INR

**Bank Charges (if any)**

**Date\*** 22/03/2025

**Payment #\*** 4

**Reference#**

**Received Via** Cash

**Description** Max. 500 characters

**Retained Tax?**

There are no unpaid invoices associated with this customer.

## For Vendor payment

The screenshot shows the Zoho Books Banking module interface. On the left, there's a sidebar for 'ICICI BANK' with an account number. The main area displays a list of transactions:

- 0 Uncategorized Transactions From Bank Statements
- All Transactions In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	RUNNING BALANCE
30/04/2023		Journal	Manually Added		₹23,80,000.00
30/04/2023	01	Rent Expense	Manually Added		₹48,80,000.00
25/04/2023		Vendor Payment Vendor: ConstructEdge Solutions	Manually Added		₹51,16,000.00
25/04/2023		Vendor Payment Vendor: Raj KamRaj Kamal Decorativesal Decoratives	Manually Added		₹53,16,000.00
25/04/2023		Vendor Payment Vendor: Juniper Furnitures	Manually Added	₹2,36,000.00	₹54,34,000.00
24/04/2023		Labor	Manually Added	₹15,00,000.00	₹56,70,000.00

A dropdown menu on the right lists various transaction types under 'MONEY IN':

- Customer Advance
- Customer Payment
- Transfer From Another Account
- Interest Income
- Other Income
- Expense Refund
- Deposit From Other Accounts
- Owner's Contribution
- Vendor Credit Refund** (highlighted in blue)
- Vendor Payment Refund

## Vendor Payment

Vendor*	Juniper Furnitures
Payment #*	4
Amount*	INR
Date*	22/03/2025
Reference#	
Paid Via	Cash
Description	Max. 500 characters

There are no bills for this vendor.

[Save](#)

[Cancel](#)

Banking							Search in Banking ( / )	Your account is on ext... <a href="#">Subscribe</a>	UrbanAura Interior... <a href="#">View</a>	<a href="#">+</a>	<a href="#">S</a>	<a href="#">B</a>	<a href="#">N</a>	<a href="#">G</a>	<a href="#">M</a>
<a href="#"></a>	<a href="#"></a>	<a href="#"></a>	<a href="#"></a>	<a href="#">ICICI BANK</a>	<a href="#">▼</a>	Account Number: xxxx0001				<a href="#">Add Transaction</a>	<a href="#">Import Statement</a>	<a href="#"></a>	<a href="#"></a>	<a href="#"></a>	
<a href="#"></a>	<a href="#"></a>	<a href="#"></a>	<a href="#"></a>	Amount in Zoho Books		₹23,80,000.00									
<a href="#"></a>	<a href="#">Dashboard</a>	<a href="#">0 Uncategorized Transactions</a>	<a href="#">From Bank Statements</a>	All Transactions	<a href="#">▼</a>	In Zoho Books									
<a href="#"></a>	<a href="#">DATE</a>	<a href="#">REFERENCE#</a>		<a href="#">TYPE</a>		<a href="#">STATUS</a>		<a href="#">DEPOSITS</a>		<a href="#">WITHDRAWALS</a>		<a href="#">RUNNING BALANCE</a>		<a href="#">Q</a>	
	30/04/2023			Journal		Manually Added			₹25,00,000.00		₹23,80,000.00				
	30/04/2023	01		Rent Expense		Manually Added			₹2,36,000.00		₹48,80,000.00				
	25/04/2023			Vendor Payment		Manually Added			₹2,00,000.00		₹51,16,000.00				
	25/04/2023			Vendor Payment		Manually Added			₹1,18,000.00		₹53,16,000.00				
	25/04/2023			Vendor Payment		Manually Added			₹2,36,000.00		₹54,34,000.00				
	24/04/2023			Labor		Manually Added			₹15,00,000.00		₹56,70,000.00				
<a href="#"></a>															
<a href="#">Dashboard</a>	<a href="#">0 Uncategorized Transactions</a>	<a href="#">From Bank Statements</a>		All Transactions	<a href="#">▼</a>	In Zoho Books									
<a href="#"></a>	<a href="#">DATE</a>	<a href="#">REFERENCE#</a>		<a href="#">TYPE</a>		<a href="#">STATUS</a>		<a href="#">DEPOSITS</a>		<a href="#">WITHDRAWALS</a>		<a href="#">RUNNING BALANCE</a>		<a href="#">Q</a>	
	24/04/2023			Labor		Manually Added			₹15,00,000.00		₹56,70,000.00				
	20/04/2023			Customer Payment		Manually Added			₹11,80,000.00		₹71,70,000.00				
	15/04/2023			Customer Payment		Manually Added			₹59,00,000.00		₹59,00,000.00				
	10/04/2023			Transfer Fund		Manually Added			₹10,000.00		₹90,000.00				
	01/04/2023			Owners Contribution		Manually Added			₹1,00,000.00		₹1,00,000.00				

## **Milestone 12. Financial Reports**

Reports like profit and loss account , Balance sheet and cash flow statement

For 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 'Books' software interface. On the left, there's a navigation sidebar with various icons and labels: Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports (which is selected and highlighted in blue), Documents, Payroll, and Configure Features list. Below the sidebar is a search bar labeled 'Search in Customers ( / )'. At the top right, it says 'Your account is on ext... Subscribe | UrbanAura Interior...' and has a user profile icon. The main area is titled 'Reports Center' and contains a search bar 'Search reports'. Underneath is a table titled 'All Reports' with columns 'REPORT NAME', 'TYPE', and 'CREATED BY'. The table lists several system-generated reports under the category '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), and Business Performance Ratios. All reports are categorized as 'System Generated'.

REPORT NAME	TYPE	CREATED BY
Profit and Loss	Profit and Loss	System Generated
Profit and Loss (Schedule III)	Profit and Loss (Schedule III)	System Generated
Horizontal Profit and Loss	Horizontal Profit and Loss	System Generated
Cash Flow Statement	Cash Flow Statement	System Generated
Balance Sheet	Balance Sheet	System Generated
Horizontal Balance Sheet	Horizontal Balance Sheet	System Generated
Balance Sheet (Schedule III)	Balance Sheet (Schedule III)	System Generated
Business Performance Ratios	Business Performance Ratios	System Generated

## Activity 1. Profit and loss account

### UrbanAura Interiors 2

#### Profit and Loss

Basis: Accrual

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

Account	Total
<b>Operating Income</b>	
Sales	60,00,000.00
<b>Total for Operating Income</b>	<b>60,00,000.00</b>
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	5,00,000.00
Labor	15,00,000.00
<b>Total for Cost of Goods Sold</b>	<b>20,00,000.00</b>
	<b>Gross Profit</b>
	<b>40,00,000.00</b>
<b>Operating Expense</b>	
Other Expenses	5,000.00
Rent Expense	2,00,000.00
Salaries and Employee Wages	25,00,000.00
<b>Total for Operating Expense</b>	<b>27,05,000.00</b>
	<b>Operating Profit</b>
	<b>12,95,000.00</b>
<b>Non Operating Income</b>	
<b>Total for Non Operating Income</b>	<b>0.00</b>
<b>Non Operating Expense</b>	
<b>Total for Non Operating Expense</b>	<b>0.00</b>
	<b>Net Profit/Loss</b>
	<b>12,95,000.00</b>

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

## Activity 2. Balance sheet

### UrbanAura Interiors 2

#### Balance Sheet

Basis: Accrual

As of 30/04/2023

Account	Total
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash</b>	
Petty Cash	5,000.00
<b>Total for Cash</b>	<b>5,000.00</b>
<b>Bank</b>	
ICICI BANK	23,80,000.00
<b>Total for Bank</b>	<b>23,80,000.00</b>
<b>Other current assets</b>	
Input Tax Credits	0.00
Input CGST	45,000.00
Input SGST	45,000.00
<b>Total for Input Tax Credits</b>	<b>90,000.00</b>
<b>Total for Other current assets</b>	<b>90,000.00</b>
<b>Total for Current Assets</b>	<b>24,75,000.00</b>
<b>Other Assets</b>	
<b>Total for Other Assets</b>	<b>0.00</b>
<b>Fixed Assets</b>	
<b>Total for Fixed Assets</b>	<b>0.00</b>
<b>Total for Assets</b>	<b>24,75,000.00</b>
<b>Liabilities &amp; Equities</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
GST Payable	0.00
Output CGST	5,40,000.00
Output SGST	5,40,000.00
<b>Total for GST Payable</b>	<b>10,80,000.00</b>
<b>Total for Current Liabilities</b>	<b>10,80,000.00</b>

## Activity 3 GST Reports

**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)	₹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>	<b>₹60,00,000.00</b>	<b>₹0.00</b>	<b>₹5,40,000.00</b>	<b>₹5,40,000.00</b>	<b>₹0.00</b>

### 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)	₹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>	<b>₹60,00,000.00</b>	<b>₹0.00</b>	<b>₹5,40,000.00</b>	<b>₹5,40,000.00</b>	<b>₹0.00</b>

## Activity 4. Journal reports

UrbanAura Interiors 2		
Journal Report		
Basis: Accrual		
From 01/04/2023 To 30/04/2023		
01/04/2023 - Owners Contribution 1	Debit	Credit
ICICI BANK	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
05/04/2023 - Bill 02 (Raj KamRaj Kamal Decorativesal Decoratives)	Debit	Credit
Cost of Goods Sold	1,00,000.00	0.00
Input CGST	9,000.00	0.00
Input SGST	9,000.00	0.00
Accounts Payable	0.00	1,18,000.00
	1,18,000.00	1,18,000.00
05/04/2023 - Bill 03 (ConstructEdge Solutions)	Debit	Credit
Cost of Goods Sold	2,00,000.00	0.00
Accounts Payable	0.00	2,00,000.00
	2,00,000.00	2,00,000.00
05/04/2023 - Invoice INV-000001 (Techwise construction pvt ltd)	Debit	Credit
Accounts Receivable	59,00,000.00	0.00
Output CGST	0.00	4,50,000.00
Output SGST	0.00	4,50,000.00
Sales	0.00	50,00,000.00
	59,00,000.00	59,00,000.00
10/04/2023 - Invoice INV-000002 (DreamHomes)	Debit	Credit
Accounts Receivable	11,80,000.00	0.00
Output CGST	0.00	90,000.00
Output SGST	0.00	90,000.00
Sales	0.00	10,00,000.00
	11,80,000.00	11,80,000.00
10/04/2023 - Transfer Fund 1	Debit	Credit
Petty Cash	10,000.00	0.00
ICICI BANK	0.00	10,000.00
	10,000.00	10,000.00
15/04/2023 - Customer Payment 3 (Techwise construction pvt ltd)	Debit	Credit
ICICI BANK	59,00,000.00	0.00
Unearned Revenue	0.00	59,00,000.00
	59,00,000.00	59,00,000.00
15/04/2023 - Invoice Payment INV-000001 (Techwise construction pvt ltd)	Debit	Credit
Unearned Revenue	59,00,000.00	0.00
Accounts Receivable	0.00	59,00,000.00
	59,00,000.00	59,00,000.00
20/04/2023 - Invoice Payment INV-000002 (DreamHomes)	Debit	Credit
ICICI BANK	11,80,000.00	0.00
Accounts Receivable	0.00	11,80,000.00
	11,80,000.00	11,80,000.00
24/04/2023 - Expense 2	Debit	Credit
Lebor	15,00,000.00	0.00
ICICI BANK	0.00	15,00,000.00
	15,00,000.00	15,00,000.00

## Activity 5. Trial Balance

### UrbanAura Interiors 2

#### Trial Balance

Basis: Accrual

As of 30/04/2023

Account	Net Debit	Net Credit
<b>Assets</b>		
ICICI BANK	23,80,000.00	0.00
Input Tax Credits	0.00	0.00
Input CGST	45,000.00	0.00
Input SGST	45,000.00	0.00
<b>Total for Input Tax Credits</b>	<b>90,000.00</b>	<b>0.00</b>
Petty Cash	5,000.00	0.00
<b>Liabilities</b>		
GST Payable	0.00	0.00
Output CGST	0.00	5,40,000.00
Output SGST	0.00	5,40,000.00
<b>Total for GST Payable</b>	<b>0.00</b>	<b>10,80,000.00</b>
<b>Equities</b>		
Owner's Equity	0.00	1,00,000.00
<b>Income</b>		
Sales	0.00	60,00,000.00
<b>Expense</b>		
Cost of Goods Sold	5,00,000.00	0.00
Labor	15,00,000.00	0.00
Other Expenses	5,000.00	0.00
Rent Expense	2,00,000.00	0.00
Salaries and Employee Wages	25,00,000.00	0.00
<b>Total for Trial Balance</b>	<b>71,80,000.00</b>	<b>71,80,000.00</b>

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