





UrbanAura Interiors

Milestone 1: Set up your account

Activity 1 : Sign up for zoho books account and login.

 Accounts





 Profile


Personal Information


Email Address


Mobile Numbers


 Security


 Multi-Factor Authentication

 Settings


 Sessions

 Groups


 Privacy

 View more

Profile

 Shweta Chandvani
shwetachandwani75@gmail.com

Edit

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

Milestone 2: Item creation

Activity 1 : Creation

To create new goods and services the steps used are as follows :-

- Go to items
- “+New”
- Item name
- HSN code
- Units i.e ft
- Selling/Purchase info
- Tax rates

The screen shows as below :-

The screenshot shows the 'Edit Item' form in the Books application. The left sidebar contains navigation options: Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main form area is titled 'Edit Item' and includes the following fields:

- Type:** Radio buttons for 'Goods' and 'Service' (selected).
- Name*:** Text input field containing 'Residential interior design'.
- Unit:** Text input field containing 'ft'.
- SAC:** Text input field containing '998391'.
- Tax Preference*:** Dropdown menu set to 'Taxable'.
- Sales Information:** A section with a checked checkbox, containing:
 - Selling Price*:** Text input field with 'INR 10000'.
 - Account*:** Dropdown menu set to 'Sales'.
 - Description:** Text input field.
- Purchase Information:** A section with an unchecked checkbox, containing:
 - Cost Price:** Text input field with 'INR 0'.
 - Account:** Dropdown menu set to 'Select an account'.
 - Description:** Text input field.

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

This screenshot shows the 'Edit Item' form with additional fields visible. The 'Sales Information' section is expanded, showing the 'Default Tax Rates' section with the following fields:

- Intra State Tax Rate:** Dropdown menu set to 'GST18 [18%]'.
- Inter State Tax Rate:** Dropdown menu set to 'IGST18 [18%]'.

The 'Purchase Information' section remains unchanged. Below the tax rates, there is a 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 > Items* an enable inventory.'

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

Activity 2 : Review of the items after adding all the goods and services:-

Books

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Search in Items (/)

Active Items

+ New

<input type="checkbox"/>	NAME	PURCHASE DESCRIPTION	PURCHASE RATE	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
<input type="checkbox"/>	Construction and renovation materials		₹1,000.00		0	9954	pcs
<input type="checkbox"/>	Decorative accessories		₹500.00		0	4421	pcs
<input type="checkbox"/>	Furniture and fixtures		₹1,000.00		0	8302	pcs
<input type="checkbox"/>	Commercial interior design		0		₹20,000.00	998391	ft
<input type="checkbox"/>	Residential interior design		₹0.00		₹10,000.00	998391	ft

Milestone 3:- Vendors

Activity 1:- To create the new vendors the steps are as follows :-

- Purchases
- Vendors
- Create new vendor

Books | Search in Vendors (/ /) | Your account... | Subscribe | UrbanAura Interior... | + | [User Icon] | [Bell Icon] | [Settings Icon] | [S]

Primary Contact

Salutation: [Juniper furnitures] | Last Name: []

Company Name: [Juniper furnitures]

Display Name*: [Juniper furnitures]

Email Address: []

Phone: [Work Phone] [Mobile]

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

GST Treatment*: [Registered Business - Regular]

GSTIN / UIN*: [33WRYHR2345E23S] | [Get Taxpayer details](#)

Source of Supply*: [TN] - Tamil Nadu

PAN: [WRYHR2345E]

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

Activity 2:- Review of vendor list:-

Books | Search in Vendors (/ /) | Your account... | Subscribe | UrbanAura Interior... | + | [User Icon] | [Bell Icon] | [Settings Icon] | [S]

Active V... | + | []

Juniper furnitures | Edit | [] | [New Transaction](#) | More

Overview | Comments | Transactions | Mails | Statement

Juniper furnitures

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

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

OTHER DETAILS

Default Currency: INR

GST Treatment: Registered Business - Regular

Payables

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

[Enter Opening Balance](#)

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

5 K
4 K
3 K
2 K
1 K

Books

Search in Vendors (/)

Your account | [Subscribe](#) | UrbanAura Interior... | [+](#) | [👤](#) | [🔔](#) | [⚙️](#) | [S](#)

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Active Vendors

Update MSME Details

New

	NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/>	ConstructEdge	ConstructEdge			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	Raj kamal decoratives	Raj kamal decoratives			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	Juniper furnitures	Juniper furnitures			Tamil Nadu	₹0.00	₹0.00

Milestone 4:- Purchase

Activity 1:- Purchase order creation steps

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

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Vendor Name*

Juniper furnitures

BILLING ADDRESS

+ New Address

SHIPPING ADDRESS

+ New Address

GST Treatment: Registered Business - Regular

GSTIN: 33WRYHR2345E23S

Source of Supply*

[TN] - Tamil Nadu

Destination of Supply*

[TN] - Tamil Nadu

Delivery Address*

Organization

Shweta Chandvani

Tamil Nadu

India ,

Change destination to deliver

Customer

Purchase Order#*

PO-00001

Save

Save and Send

Cancel

Template: 'Standard Template' Chan

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

ITEM DETAILS

ACCOUNT

QUANTITY

RATE

TAX

AMOUNT

Furniture and fixtures

Cost of Goods Sold

200

1000

GST18 [18%]

2,00,000.00

Add a description to your item

pcs

Recent Transactions

Eligible For ITC

6000S HSN Code: 8302

Add New Row

Add Items in Bulk

Sub Total

2,00,000.00

Total Quantity : 200

Discount

0

%

0.00

Apply after tax

CGST9 [9%]

18,000.00

SGST9 [9%]

18,000.00

Total Tax Amount

36000.00

INR

TDS

TCS

Select a Tax

- 0.00

Save

Save and Send

Cancel

Template: 'Standard Template' Chan

Activity 2:-Steps of Purchase order to purchase bill conversion

- Mark the purchase order as “Mark as issued” and then click on “Convert to bill” to convert it on the same PO date as bill date and then “Save it open”.

The screenshot shows the Zoho Books interface for a purchase order (PO-00001) for Juniper Furnitures. The bill status is 'BILLED' and the bill is marked as 'Closed'. The vendor address is Juniper Furnitures, GSTIN 27TYUHR1234R16R. The bill is dated 05/04/2023.

Bill Status: BILLED

UrbanAura Interiors
Maharashtra
India
GSTIN 27WUHT1234T12E
shivetchandwani75@gmail.com

PURCHASE ORDER
PO-00001

Vendor Address
Juniper Furnitures
GSTIN 27TYUHR1234R16R

Deliver To
UrbanAura
Maharashtra

The screenshot shows the Zoho Books interface for a purchase order (PO-00001) for Juniper Furnitures. The bill status is 'BILLED' and the bill is marked as 'Closed'. The bill is dated 05/04/2023. The bill details include a table with columns: #, Item & Description, HSN/SAC, Qty, Rate, and Amount. The total amount is ₹2,36,000.00.

Bill Status: BILLED

UrbanAura Interiors
Maharashtra
India
GSTIN 27WUHT1234T12E
shivetchandwani75@gmail.com

PURCHASE ORDER
PO-00001

Vendor Address
Juniper Furnitures
GSTIN 27TYUHR1234R16R

Deliver To
UrbanAura
Maharashtra

Date : 05/04/2023

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Furniture and fixture items	8302	200.00	1,000.00	2,00,000.00
			pcs		
	Sub Total				2,00,000.00
	CGST9 (9%)				18,000.00
	SGST9 (9%)				18,000.00
	Total				₹2,36,000.00

Authorized Signature _____

Activity 3:- Direct vendor purchase bills creation

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

Books | Search in Bills (/) | Your account... | Subscribe | UrbanAura Interiors | + | S

Purchases

- Vendors
- Expenses
- Recurring Expenses
- Purchase Orders
- Bills**
- Payments Made
- Recurring Bills
- Vendor Credits

Vendors

- Time Tracking
- e-Way Bills
- GST Filing
- Accountant
- Reports

Bills Form:

Vendor Name* Raj Kamal Decoratives **Raj Kamal Decorative...**

BILLING ADDRESS
[+ New Address](#)

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

GSTIN: 27DGYHA1234T12S [Q](#)

Source of Supply* [MH] - Maharashtra

Destination of Supply* [MH] - Maharashtra

Bill#* 02

Order Number

Bill Date* 05/04/2023

Due Date 05/04/2023

Payment Terms Due On Receipt

PDF Template: 'Standard Template' [Q](#)

Books | Search in Bills (/) | Your account... | Subscribe | UrbanAura Interiors | + | S

Purchases

- Vendors
- Expenses
- Recurring Expenses
- Purchase Orders
- Bills**
- Payments Made
- Recurring Bills
- Vendor Credits

Vendors

- Time Tracking
- e-Way Bills
- GST Filing
- Accountant
- Reports

Item Table [Bulk Actions](#)

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Decorative accessories <input type="button" value="Q"/> <input type="button" value="Q"/>	Cost of Goods Sold <input type="text"/>	200 pcs	500	GST18 [18%] <input type="text"/> Recent Transactions	Select Customer <input type="text"/>	1,00,000.00 <input type="button" value="X"/>
Add a description to your item						
<input type="button" value="GOODS"/> HSN Code: 4421 Q						
+ Add New Row <input type="text"/>						

Sub Total 1,00,000.00

Discount % 0.00 [Apply after tax](#)

CGST9 [9%] 9,000.00

SGST9 [9%] 9,000.00

Total Tax Amount [Q](#)

PDF Template: 'Standard Template' [Q](#)

Activity 4:- Reconciliation of open & outstanding bills

Books

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Search in Bills (/)

Your accountSubscribeUrbanAura Interiors

+New

⋮

≡

📄

All Bills

<input type="checkbox"/>	DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT
<input type="checkbox"/>	05/04/2023	03		ConstructEdge	OVERDUE BY 724 DAYS	05/04/2023	₹2,00,000.00
<input type="checkbox"/>	05/04/2023	02		Raj Kamal Decoratives	OVERDUE BY 724 DAYS	05/04/2023	₹1,18,000.00
<input type="checkbox"/>	05/04/2023	01	PO-00001	Juniper Furnitures	OVERDUE BY 724 DAYS	05/04/2023	₹2,36,000.00

Milestone 5:- Customers

Activity 1:- Steps for Customer creation

- Sales
- Customers
- Create new

The screenshot shows the 'Books' application interface. On the left is a sidebar menu with options: Home, Items, Banking, Sales (expanded), Customers (selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, and Purchases. The main area displays the 'Create new Customer' form. At the top, there's a search bar and user account information. The form has two tabs: 'Other Details' (active) and 'Address'. Under 'Other Details', there are fields for 'Customer Type' (Business selected), 'Primary Contact' (Salutation dropdown, Name field), 'Company Name' (TechWise Constructions Pvt Ltd), 'Display Name*' (TechWise Constructions Pvt Ltd), 'Email Address' (with an email icon), and 'Phone' (Work Phone and Mobile fields). Below these are tabs for 'Address', 'Contact Persons', 'Custom Fields', 'Reporting Tags', and 'Remarks'. Further down, there are fields for 'GST Treatment*' (Registered Business - Regular), 'GSTIN / UIN' (27WEUHT1234D23D) with a 'Get Taxpayer details' link, and 'Business Legal Name'. At the bottom are 'Save' and 'Cancel' buttons.

Activity 2:- Review of customer list

The screenshot shows the 'Books' application interface with the 'Active Customers' list. The sidebar menu is the same as in the previous screenshot. The main area shows a table of active customers. At the top right of the table area are '+ New' and a menu icon. The table has columns: NAME, COMPANY NAME, EMAIL, WORK PHONE, PLACE OF SUPPLY, RECEIVABLES (BCY), and UNUSED CREDITS (BCY). There are two customers listed: 'Dream Homes' and 'TechWise Constructions Pvt Ltd'. The 'TechWise Constructions Pvt Ltd' row is highlighted.

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/> Dream Homes	Dream Homes			Maharashtra	₹11,80,000.00	₹0.00
<input type="checkbox"/> TechWise Constructions Pvt Ltd	TechWise Constructions Pvt Ltd			Maharashtra	₹59,00,000.00	₹0.00

Milestone 6:-Sales

Activity 1:- Steps for Sales order creation

- Sales
- Sales order
- Create new
- Details
- Save
- Mark as confirmed

Books Search in Sales Orders (/) Your account... [Subscribe](#) UrbanAura Interiors + 🔔 ⚙️ S

Home **2**

Items

Banking

Sales

Customers

Quotes

Sales Orders +

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Customer Name* TechWise Constructions Pvt Ltd 🔍 INR TechWise Constructi...

BILLING ADDRESS + New Address **SHIPPING ADDRESS** + New Address

OST Treatment: **Registered Business - Regular** 🔗

GSTIN: 27WEUHT1234D23D 🔗

Place of Supply* [MH] - Maharashtra ▼

Sales Order#* SO-00001 ⚙️

Reference#

Sales Order Date* 05/04/2023

Expected Shipment Date dd/MM/yyyy

Payment Terms Due On Receipt ▼

Books Search in Sales Orders (/) Your account... [Subscribe](#) UrbanAura Interiors + 🔔 ⚙️ S ⋮

Home **2**

Items

Banking

Sales

Customers

Quotes

Sales Orders +

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Item Table 🔗 Bulk Actions ?

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Commercial Interior design 🔗	250	20000	GST18 [18%]	50,00,000.00
<input type="text" value="Add a description to your item"/> Recent Transactions				
SERVICE SAC: 998391 🔗				

➕ Add New Row ➕ Add Items in Bulk

Sub Total 50,00,000.00

CGST9 [9%] 4,50,000.00

SGST9 [9%] 4,50,000.00

☒ TDS ☐ TCS Select a Tax ▼ - 0.00

Adjustment ? 0.00

Save **Save and Send** **Cancel**

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

Activity 2:- Sales order to sales order conversion

- Convert it to invoice

Books

Home 2

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

All Sales Or...

+ New

TechWise Constructions P... ₹59,00,000.00
SO-00001 • 05/04/2023
CLOSED

SO-00001

Upload files

Comments & History

UrbanAura Interiors
Maharashtra
India
GSTIN 27WUHT1234T12E
shivtachandwani75@gmail.com

SALES ORDER
Sales Order# SO-00001

Bill To
TechWise Constructions Pvt Ltd
GSTIN 27WEUHT1234D23D

Ship To
GSTIN 27WEUHT1234D23D

Order Date : 05/04/2023

Place Of Supply: Maharashtra (27)

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

Books

Home 2

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

All Sales Or...

+ New

TechWise Constructions P... ₹59,00,000.00
SO-00001 • 05/04/2023
CLOSED

SO-00001

Upload files

Comments & History

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Commercial Interior design	998391	250.00	20,000.00	50,00,000.00
				Sub Total	50,00,000.00
				CGST9 (9%)	4,50,000.00
				SGST9 (9%)	4,50,000.00
				Total	₹59,00,000.00

Authorized Signature _____

PDF Template : 'Standard Template' [Change](#)

Activity 3:- Direct sales invoice

Books | Search in Invoices (/) | Your account... | Subscribe | UrbanAura Interior... | + | [User Icon] | [Settings Icon] | [Logout Icon]

Customer Name* **Dream Homes's Details**

BILLING ADDRESS **SHIPPING ADDRESS**

GST Treatment: Unregistered Business

Place of Supply*

Invoice#*

Order Number

Invoice Date* **Terms** **Due Date**

Salesperson

Books | Search in Invoices (/) | Your account... | Subscribe | UrbanAura Interior... | + | [User Icon] | [Settings Icon] | [Logout Icon]

Item Table

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Residential interior design <input type="button" value="Add a description to your item"/> SERVICE SAC: 998391	100 ft	10000	GST18 [18%]	10,00,000.00

Sub Total 10,00,000.00

Discount % 0.00

CGST9 [9%] 90,000.00

SGST9 [9%] 90,000.00

TDS ☒ **TCS** ☐ - 0.00

Adjustment 0.00

Customer Notes

Total Amount: ₹ 11,80,000.00
Total Quantity: 100

Activity 5:- Reconciliation of open bills

Books | Search in Invoices (/) | Your account... | Subscribe | UrbanAura Interior... | + | [User Icon] | [Settings Icon] | [Logout Icon]

All Invoices

	DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
<input type="checkbox"/>	10/04/2023	INV-000002		Dream Homes	OVERDUE BY 693 DAYS	10/04/2023	₹11,80,000.00	₹11,80,000.00
<input type="checkbox"/>	16/02/2025	INV-000001	SO-00001	TechWise Constructions Pvt Ltd	OVERDUE BY 15 DAYS	16/02/2025	₹59,00,000.00	₹59,00,000.00

Milestone 7:- Bank account

To create a bank account, the steps are as follows:-

- Go to banking
- Select add account manually

The screenshot shows a web application interface for adding a bank account. The left sidebar contains a menu with options: Home, Items, Banking (highlighted), Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main content area is titled 'Add Bank or Credit Card'. It features a 'Select Account Type*' section with radio buttons for 'Bank' (selected) and 'Credit Card'. Below this are input fields for 'Account Name*' (containing 'ICICI Bank'), 'Account Code', 'Currency*' (a dropdown menu showing 'INR'), 'Account Number', 'Bank Name', and 'IFSC'. A 'Description' field with a 'Max. 500 characters' limit is also present. At the bottom, there is a checkbox labeled 'Make this primary'.

Books

Search in Banking (/)

Your account... Subscribe UrbanAura Interior... +

Home 2

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

Account Code

Currency* INR

Account Number

Bank Name

IFSC

Description Max. 500 characters

☐ Make this primary

Milestone 8:- Accounts & ledgers

Activity 1:-Steps for creation of new accounts

- Accountant
- Chart of accounts
- New account

Create Account

Account Type* Other Current Liability

Account Name* Salary payable

☐ Make this a sub-account

Account Code

Description Max. 500 characters

☐ Add to the watchlist on my dashboard

Save **Cancel**

Liability
Any short term liability like:
• Customer Deposits
• Tax Payable

Background Menu:

- Books
- Home
- Items
- Banking
- Sales
- Purchases
- Time Tracking
- e-Way Bills
- GST Filing
- Accountant
- Manual Journals
- Bulk Update
- Currency Adjustments

Background List:

PARENT ACCOUNT NAME	
Input CGST	Other Current Asset
Input SGST	Other Current Asset
Advance Tax	Other Current Asset
Input Tax Credits	Input Tax Credits
Input Tax Credits	Input Tax Credits

Milestone 9:- Journal entries

Activity 1:- Steps to record journal entries

- Accountant
- Manual journals
- Save and publish

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Edit Journal

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

Add New Row

SaveCancel

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Journals

+ New Journal

1

Status: All Jour...

All

30/04/2023	1	₹25,00,000.00	PUBLISHED
30/04/2023	2	₹25,00,000.00	PUBLISHED

Attach Files

Comments & History

Edit

PDF/Print

JOURNAL

#1

Date: 30/04/2023

Amount: ₹25,00,000.00

Notes
Being salary payable for the month of apr-2023

Reference
Number:

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			

Milestone 10:- Expenses and bills

Activity 1:- Steps for expenses and bills entry

- Purchases
- Expenses
- Record
- Save

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Edit Expense

Date*

30/04/2023

Expense Account*

Rent Expense

Itemize

Amount*

INR 200000

Paid Through*

ICICI Bank-001

Expense Type*

☐ Goods ☒ Services

SAC

Vendor

GST Treatment*

Registered Business - Regular

Save (alt+s)

Save and New (alt+n)

Cancel

Drag or Drop your Receipts

Maximum file size allowed is 10MB

Upload your Files

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Edit Expense

GST Treatment*

Registered Business - Regular

Vendor GSTIN*

33AAAAA1234U12S

Get Taxpayer details

Source of Supply*

[TN] - Tamil Nadu

Destination of Supply*

[TN] - Tamil Nadu

Reverse Charge

☐ This transaction is applicable for reverse charge

Tax*

GST18 [18%]

Tax Amount = 36000.00 INR

Eligible For ITC

Amount Is

☐ Tax Inclusive ☒ Tax Exclusive

Invoice#*

Rent 01

Save (alt+s)

Save and New (alt+n)

Cancel

All expenses:-

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

All Expenses

+New

<input type="checkbox"/>	DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT	Q
<input type="checkbox"/>	30/04/2023	Other Expenses			Petty Cash		NON-BILLABLE	₹5,000.00	
<input type="checkbox"/>	20/04/2023	Labor			ICICI Bank-001		NON-BILLABLE	₹15,00,000.00	
<input type="checkbox"/>	30/04/2023	Rent Expense	Rent 01		ICICI Bank-001		NON-BILLABLE	₹2,36,000.00	

Milestone 11:- Bank entries

Activity 1:- Steps for recording bank transactions:-

- **For customer payment:- Go to banking>select the bank account>add transaction>select customer payment**

ICICI Bank-001

Account Number: xxxx0001

Add Transaction

Amount in Zoho Books
₹0.00

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

To import your bank statements to Zoho Books:

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

Import Statement

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

Customer Payment

Customer*

TechWise Constructions Pvt Ltd

Amount Received*

INR

Bank Charges (if any)

Date*

04/03/2025

Payment #*

1

Reference#

Received Via

Cash

Description

Max. 500 characters

Retained Tax?

☐

- **For vendor payment: Select Vendor payment**

ICICI Bank-001

Account Number: xxxx0001

Add Transaction

Amount in Zoho Books
₹0.00

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

To import your bank statements to Zoho Books:

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

Import Statement

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

Vendor Payment

Vendor*

Juniper Furnitures

Payment #*

1

Amount*

INR

Date*

04/03/2025

Reference#

Paid Via

Cash

Description

Max. 500 characters

Clear Applied Amount

Bill Details

Payment(INR)

- For Salary payment pass the journal entry as follows:-

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Edit Journal

Notes* being salary paid for apr-2023

Journal Type ☐ Cash based journal

Currency INR - Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salary payable	being salary paid for apr-2023	Select Contact	2500000	
ICICI Bank-001	being salary paid for apr-2023	Select Contact		2500000
Sub Total			25,00,000.00	25,00,000.00

Save

Cancel

Milestone 12:- Financial Reports

Go to reports ,select the required report and enter the customized date and click on generate reports.

1) Profit and loss account

UrbanAura Interiors 2

Profit and Loss

Basis: Accrual

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

Account	Total
Operating Income	
Sales	60,00,000.00
Total for Operating Income	60,00,000.00
Cost of Goods Sold	
Cost of Goods Sold	5,00,000.00
Labor	15,00,000.00
Total for Cost of Goods Sold	20,00,000.00
Gross Profit	40,00,000.00
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	12,95,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	12,95,000.00

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

Activity 3:-GST Reports

Nature of Supply	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESSTax
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				
Total value	₹60,00,000.00	₹0.00	₹5,40,000.00	₹5,40,000.00	₹0.00

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
Labor		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
Assets		
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
Total for Input Tax Credits	90,000.00	0.00
Petty Cash	5,000.00	0.00
Liabilities		
GST Payable	0.00	0.00
Output CGST	0.00	5,40,000.00
Output SGST	0.00	5,40,000.00
Total for GST Payable	0.00	10,80,000.00
Equities		
Owner's Equity	0.00	1,00,000.00
Income		
Sales	0.00	60,00,000.00
Expense		
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
Total for Trial Balance	71,80,000.00	71,80,000.00

**Amount is displayed in your base currency INR