

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

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

Let's get started .

Your data will be in INDIA data center.

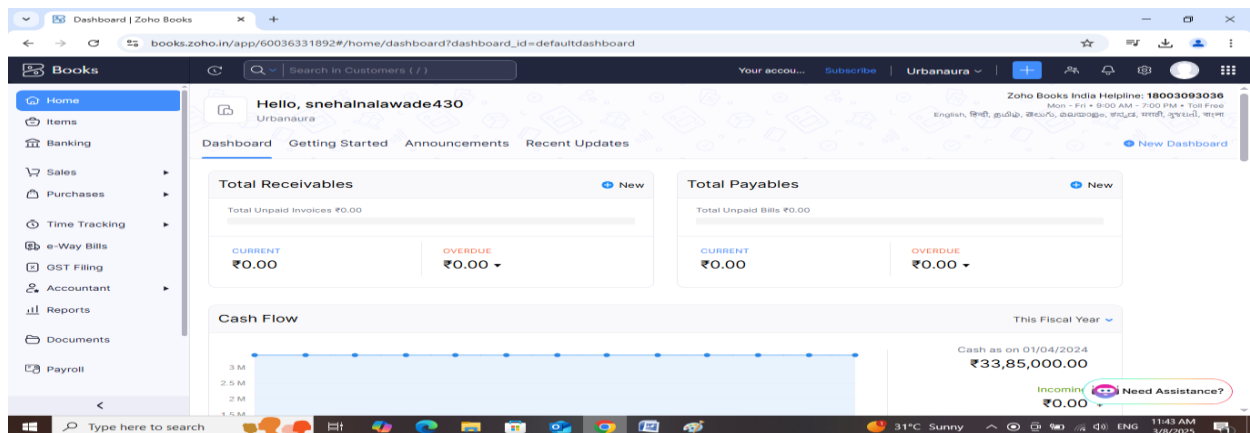
☐ I would like to receive marketing communication from Zoho and Zoho's regional partners for future product updates, services and events.

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#).

Create my account

*No credit card required

Activity:2: Introduction:



Activity:3: Lets get started:

Lets Assume Urbanaura Interiors os offering below services:

1. Residential Interior Design- Selling Price Rs.10000/- per sft.
2. Commerical Interior Design- Selling Price Rs.20000/- per sft.
3. Furniture & Fixture items(Cost price is Rs-1000/-per unit)
4. Decorative Accessories(CP is Rs-500/- per unit)
5. Construction & Renovation Materials (CP is Rs1000/- per unit)

Milestone :2 Service Creation:

Activity 1: Creation:

ITEMS> NEW

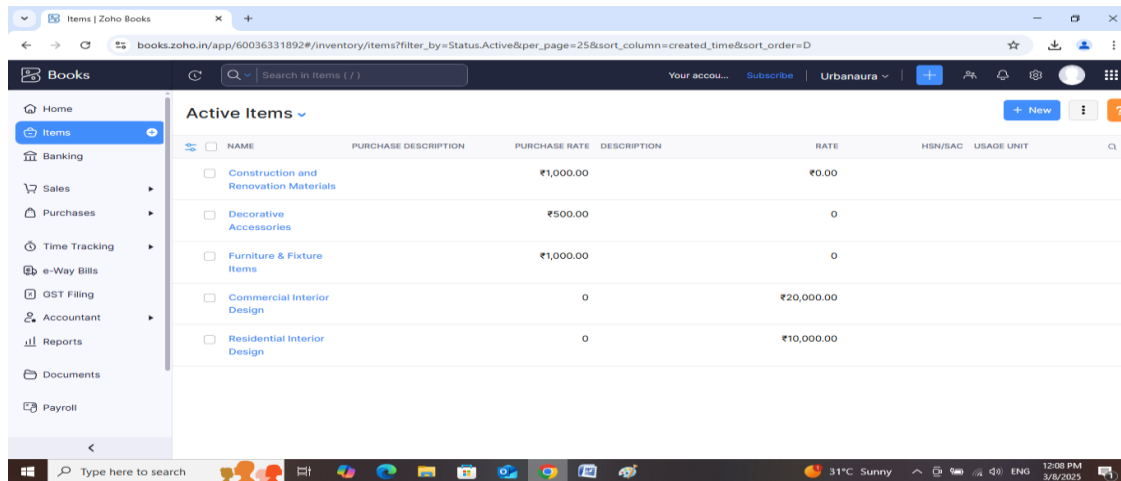
1. Construction & Renovation Materials (CP is Rs1000/- per unit)

The screenshot shows the 'Edit Item' form in Zoho Books. The browser address bar indicates the URL: `books.zoho.in/app/60036331892#/inventory/items/227361600000038299/edit`. The form is titled 'Edit Item' and has a sidebar on the left with navigation options like Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main form area is divided into several sections:

- Type:** Radio buttons for 'Goods' (selected) and 'Service'. The 'Name*' field contains 'Construction and Renovation Materials'.
- Unit:** A dropdown menu.
- HSN Code:** A text field with a search icon.
- Tax Preference:** A dropdown menu set to 'Taxable'.
- Sales Information:** Includes 'Selling Price' (INR 0), 'Account' (Select an account), and 'Description'.
- Purchase Information:** Includes 'Cost Price*' (INR 1000), 'Account*' (Cost of Goods Sold), 'Description', and 'Preferred Vendor'.
- Default Tax Rates:** Includes 'Intra State Tax Rate' (GST18 [18%]) and 'Inter State Tax Rate' (GST18 [18%]).

At the bottom of the form, 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 and enable inventory.' Below this note are 'Save' and 'Cancel' buttons. The Windows taskbar at the bottom shows the date as 3/8/2025 and the time as 12:03 PM.

Activity 2: Review of Items after Addition:



The screenshot shows the 'Active Items' page in Zoho Books. The left sidebar contains navigation links: Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main area displays a table of active items with columns: NAME, PURCHASE DESCRIPTION, PURCHASE RATE, DESCRIPTION, RATE, HSN/SAC, and USAGE UNIT. There are five items listed, each with a checkbox in the NAME column.

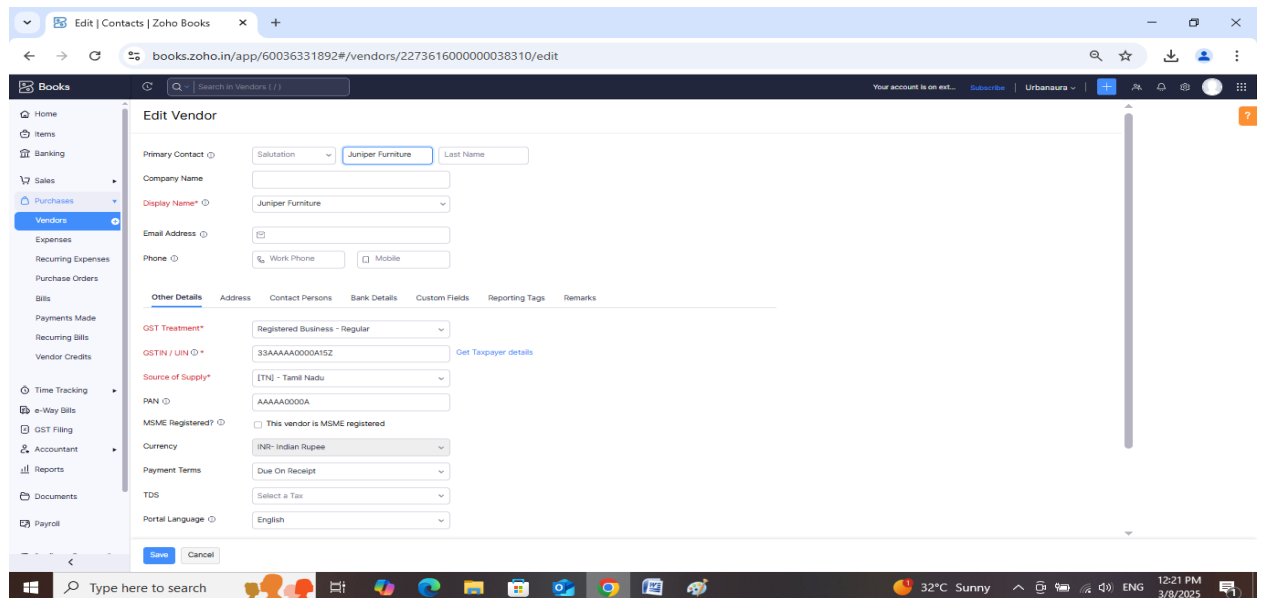
NAME	PURCHASE DESCRIPTION	PURCHASE RATE	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
<input type="checkbox"/> Construction and Renovation Materials		₹1,000.00		₹0.00		
<input type="checkbox"/> Decorative Accessories		₹500.00		0		
<input type="checkbox"/> Furniture & Fixture Items		₹1,000.00		0		
<input type="checkbox"/>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

Milestone : 3 : Vendors:

Activity 1: Vendors Creation:

1. Juniper Furniture (GST registered)
2. Raj Kamal Decorative (GST registered)
3. ConstructionEdge Solution (Non registered)

Purchase>Vendors>Create New Vendors and add respective fields:

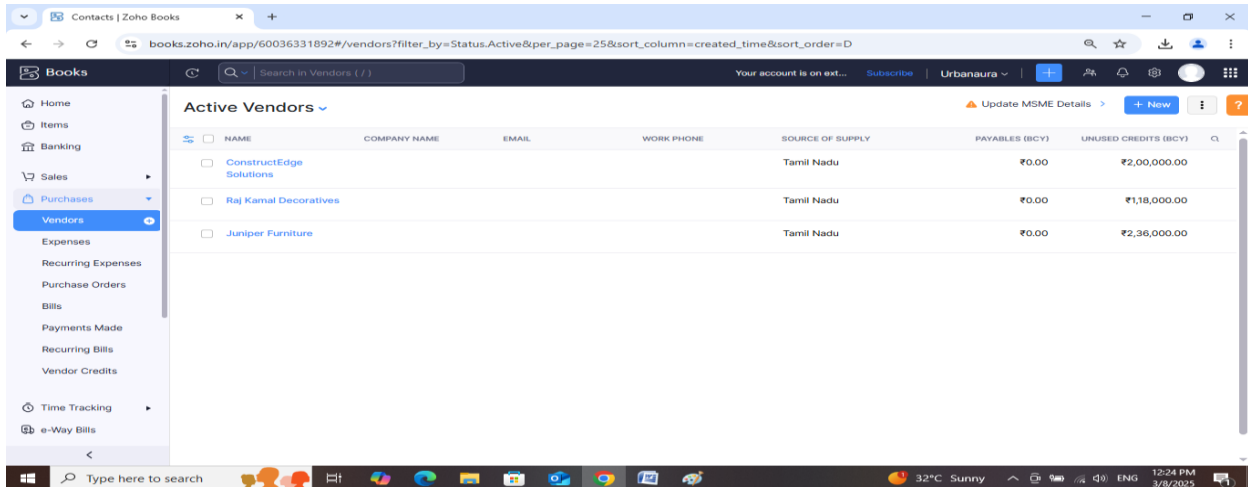


The screenshot shows the 'Edit Vendor' form in Zoho Books. The left sidebar contains navigation links: Home, Items, Banking, Sales, Purchases (selected), Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main area displays the 'Edit Vendor' form with the following fields:

- Primary Contact: Juniper Furniture (Last Name)
- Company Name: Juniper Furniture
- Display Name: Juniper Furniture
- Email Address: [Empty]
- Phone: [Empty] (Work Phone) [Empty] (Mobile)
- Other Details: Address, Contact Persons, Bank Details, Custom Fields, Reporting Tags, Remarks
- GST Treatment: Registered Business - Regular
- GSTIN / UIN: 33AAAAA0000A15Z (Get Taxpayer details)
- Source of Supply: ITN - Tamil Nadu
- PAN: AAAA0000A
- MSME Registered: [] This vendor is MSME registered
- Currency: INR - Indian Rupee
- Payment Terms: Due On Receipt
- TDS: Select a Tax
- Portal Language: English

Buttons: Save, Cancel

Activity: 2: Review of Vendors List:



The screenshot shows the 'Active Vendors' list in Zoho Books. The table has columns for NAME, COMPANY NAME, EMAIL, WORK PHONE, SOURCE OF SUPPLY, PAYABLES (BCY), and UNUSED CREDITS (BCY). Three vendors are listed: ConstructEdge Solutions, Raj Kamal Decoratives, and Juniper Furniture, all from Tamil Nadu.

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/> ConstructEdge Solutions				Tamil Nadu	₹0.00	₹2,00,000.00
<input type="checkbox"/> Raj Kamal Decoratives				Tamil Nadu	₹0.00	₹1,18,000.00
<input type="checkbox"/> Juniper Furniture				Tamil Nadu	₹0.00	₹2,36,000.00

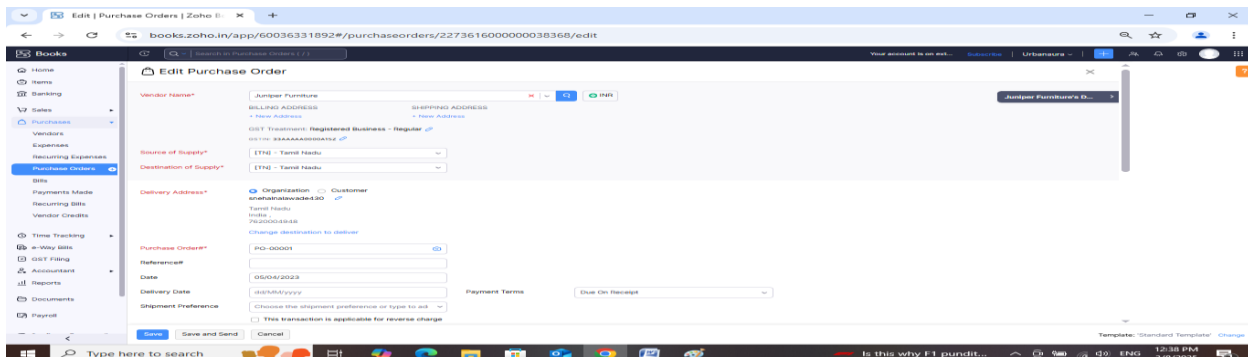
Milestone : 4 : Purchase :

Activity 1:Purchase Order Creation:

- 05/04/2023 Juniper Furnitures- Furnitures & Fixture items-Qty200 @Rs. 1000/- each
- 05/04/2023 Raj Kamal Decorative Accessories-Qty 200
- 05/04/2023 ConstructionEdge Solution – construction & Revovation Materials- Qty 200.

Purchase>Purchase Order>Create New>Provide the respective details:

- Juniper Furnitures- Furnitures & Fixture items-Qty200 @Rs. 1000/- each



The screenshot shows the 'Edit Purchase Order' form in Zoho Books. The form includes fields for Vendor Name (Juniper Furniture), Billing Address, Shipping Address, Source of Supply (Tamil Nadu), Destination of Supply (Tamil Nadu), Delivery Address, Purchase Order Number (PO-00001), Reference#, Date (05/04/2023), Delivery Date (05/04/2023), and Shipment Preference (Choose the shipment preference or type to add). The form also has a 'Save and Send' button and a 'Cancel' button.

Activity: 2: Review of Purchase Order List:

DATE	PURCHASE ORDER#	REFERENCE#	VENDOR NAME	STATUS	BILLED STATUS	AMOUNT	DELIVERY DATE
05/04/2023	PO-00003		ConstructEdge Solutions	DRAFT		₹2,00,000.00	
05/04/2023	PO-00002		Raj Kamal Decoratives	DRAFT		₹1,18,000.00	
05/04/2023	PO-00001		Juniper Furniture	DRAFT		₹2,36,000.00	

Milestone: 5: Customers:

Activity: 1: Customer Creation:

1. TechWise Constructions Pvt Ltd (GST Registered)

The screenshot displays the Zoho Books web application interface. On the left is a sidebar menu with options: Home, Items, Banking, Sales (selected), Customers (active), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, and Purchases. The main area is titled 'Active Customers' and contains a table with the following data:

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

At the bottom of the image, a Windows taskbar is visible with the search bar, task view icon, and several application icons. The system clock shows 11:51 AM on 3/10/2025, with a temperature of 32°C and 'Haze' weather.

Milestone: 6: Sales:

Activity: 1: Sales Order Creation:

1. 05/04/2023 TechWise Constructions- Commerical Interior for 250 sft- paid through bank on 15/04/2023.
2. 10/04/2023 Dream Homes- Residential Interior Designing for 100 sft.

SALES> SALES ORDER> CREATE NEW and fill the necessary field>SAVE> Mark as Confirmed.

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

The screenshot shows the 'Edit Sales Order' form in Zoho Books. The form is for a sales order created on 05/04/2023 for TechWise Construction Pvt Ltd. The total amount is ₹ 59,00,000.00 and the total quantity is 250. The form includes fields for Customer Name, Billing Address, Shipping Address, GST Treatment, GSTIN, Place of Supply, Sales Order#, Reference#, Sales Order Date, Expected Shipment Date, Payment Terms, Delivery Method, and Salesperson. The 'Save' button is highlighted.

Customer Name* TechWise Construction Pvt Ltd

BILLING ADDRESS + New Address

SHIPPING ADDRESS + New Address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A1SZ

Place of Supply* [TN] - Tamil Nadu

Sales Order#* SO-00001

Reference#

Sales Order Date* 05/04/2023

Expected Shipment Date dd/MM/yyyy

Payment Terms Due On Receipt

Delivery Method Select a delivery method or type to add

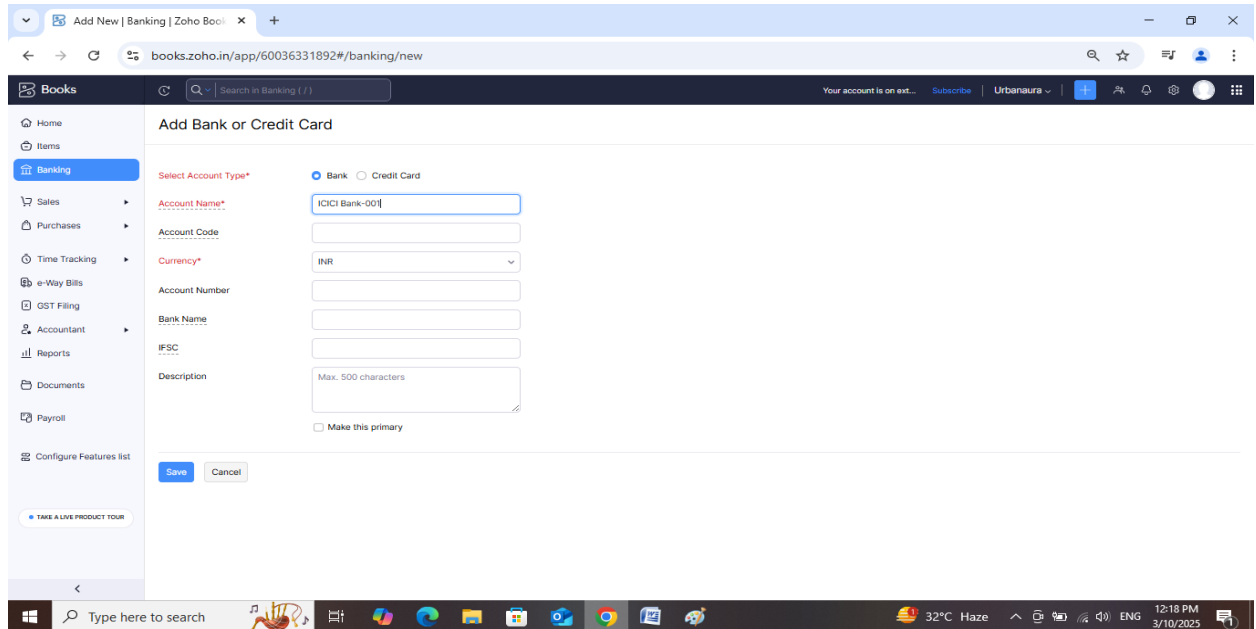
Salesperson Select or Add Salesperson

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

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

Milestone: 7: Bank Account:

Activity: 1: Adding Bank Account:



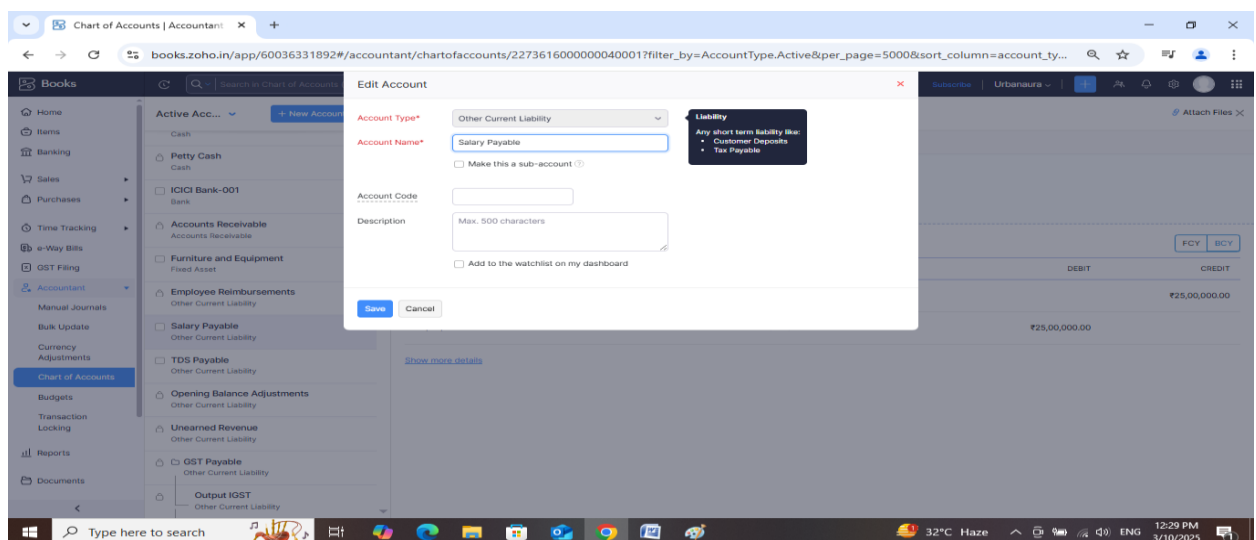
The screenshot shows the 'Add Bank or Credit Card' form in Zoho Books. The form is titled 'Add Bank or Credit Card' and has a sidebar on the left with navigation options like Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main form area has 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-001'), 'Account Code', 'Currency*' (set to 'INR'), 'Account Number', 'Bank Name', 'IFSC', and 'Description' (with a 'Max. 500 characters' limit). There is a checkbox for 'Make this primary' and 'Save' and 'Cancel' buttons at the bottom.

Milestone: 8: Accounts and Ledgers:

Activity: 1: Creation of New Accounts/ Ledgers:

1. Salary Payable under other current liabilities.

ACCOUNTANT>CHARTS OF ACCOUNT>+NEW ACCOUNT



The screenshot shows the 'Edit Account' form in Zoho Books. The form is titled 'Edit Account' and has a sidebar on the left with navigation options like Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main form area has a 'Select Account Type*' section with a dropdown menu showing 'Other Current Liability'. Below this are input fields for 'Account Name*' (containing 'Salary Payable'), 'Account Code', and 'Description' (with a 'Max. 500 characters' limit). There is a checkbox for 'Add to the watchlist on my dashboard' and 'Save' and 'Cancel' buttons at the bottom. A tooltip on the right side of the form says 'liability Any short term liability like: Customer Deposits, Tax Payable'.

Milestone: 9: Journal Entries:

Activity: 1: Recording of Journal Entries:

1. Employee salaries of total Rs 2500000/- paid through bank on 30/04/2023.

ACCOUNTANT>ADD MANUAL JOURNALS

Edit Journal

Date* 30/04/2023

Journal# 1

Reference#

Notes* Being Salary Payable for the Month of Apr-2023

Journal Type ☐ Cash based journal

Currency INR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salaries and Employee Wages	Being Salary Payable for the Month of Apr-2023	Select Contact	2500000	
Salary Payable	Being Salary Payable for the Month of Apr-2023	Select Contact		2500000
Sub Total			25,00,000.00	25,00,000.00
Total (₹)			25,00,000.00	25,00,000.00

Save Cancel

Activity: 2: Review of all journals:

Manual Journals

VIEW BY: Status: All Journals Period: All

DATE	JOURNAL#	REFERENCE NUMBER	STATUS	NOTES	AMOUNT	CREATED BY
30/04/2023	1		PUBLISHED		₹25,00,000.00	snehainalawade430
30/04/2023	2		PUBLISHED		₹25,00,000.00	snehainalawade430

Milestone: 10: Expense & Bills:

Activity :1: Expense & Bills Entry:

1. Office Rent Rs. 200000/-excluding GST@ 18% Total invoice Value Rs 236000/- paid in bank on 30/04/2023.
2. Labor Cost Rs.1500000/- paid in bank on 20/04/2023.
3. Other Miscellaneous Expenses Rs. 5000 paid in cash on 30/04/2023.

PURCHASE> EXPENSES>RECORD EXPENSES>SAVE

1. Office Rent Rs. 200000/-excluding GST@ 18% Total invoice Value Rs 236000/- paid in bank on 30/04/2023.

The screenshot displays the 'Edit Expense' interface in Zoho Books. The form is populated with the following details:

- Date:** 30/04/2023
- Expense Account:** Rent Expense
- Amount:** INR - 200000
- Paid Through:** CIC Bank 001
- Expense Type:** Goods (selected), Services
- SAC:** (empty)
- Vendor:** Registered Business - Regular
- Vendor GSTIN:** 33AAAA00004512
- Source of Supply:** TNE - Tamil Nadu
- Destination of Supply:** TNE - Tamil Nadu
- Reverse Charge:** (unchecked)
- Tax:** GST 18% (selected)
- Amount is:** Tax Inclusive (selected), Tax Exclusive
- Invoice#:** (empty)
- Notes:** (empty, with a character limit of 500)
- Customer Name:** Select or add a customer

The interface includes a sidebar with navigation links (Home, Items, Banking, Sales, Purchases, Vendors, Expenses, Reports, Documents, Payroll, Configure Features) and a top navigation bar. A 'Drag or Drop your Receipts' box is visible on the right side of the form.

Activity :2: Review of expense & bills:

The screenshot shows the Zoho Books interface with the 'All Expenses' page selected. The left sidebar contains navigation options: Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses (with a sub-menu), Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, and Vendor Credits. The main area displays a table of expenses with columns: DATE, EXPENSE ACCOUNT, REFERENCE#, VENDOR NAME, PAID THROUGH, CUSTOMER NAME, STATUS, and AMOUNT. Three transactions are listed:

DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT
30/04/2023	Other Expenses	03		Petty Cash		NON-BILLABLE	₹5,000.00
20/04/2023	Labor	Labur 02		ICICI Bank-001		NON-BILLABLE	₹5,00,000.00
30/04/2023	Rent Expense	Rent 01		ICICI Bank-001		NON-BILLABLE	₹2,36,000.00

Milestone: 11: Bank Entries:

Activity:1: Recording of Bank Transaction:

The Below are the Bank Transaction occurred during the month:

Date	Particulars	Debit	Credit	Balance
01/04/2023	Capital Deposit		100000	100000
10/04/2023	Petty Cash Withdrawal	10000		90000
15/04/2023	Amount received from TechWise Construction		5900000	5990000
20/04/2023	Amount received from Growmore Careers		1180000	7170000
25/04/2023	Paid to Juniper Furnitures	236000		6934000
25/04/2023	Paid to Raj kamal Decoratives	118000		6816000
25/04/2023	Paid to ConstructEdge Solutions	200000		6616000
30/04/2023	Rent paid	236000		6380000
30/04/2023	Labor Cost paid	1500000		4880000
30/04/2023	Salary Paid	2500000		2380000

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

Particulars	Transaction Type
Capital Deposit	Money In- Owner's Contribution
Cash Withdrawal for petty cash	Money Out- Transfer to another account
Paid to Supplier/ Vendors	Money Out-0 Vendor Payment
Amount received from customer	Money In-Customer Payment

For Customer Payment:

The screenshot shows the Zoho Books Banking interface. On the left, a table lists transactions for 'ICICI Bank-001'. The table has columns: DATE, REFERENCE, TYPE, STATUS, DEPOSITS, WITHDRAWALS, and RUNNING BALANCE. The transactions are:

DATE	REFERENCE	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
20/04/2023	Vendor: Raj Kamal Decoratives	Customer Payment	Manually Added	₹11,80,000.00		₹66,70,000.00
20/04/2023	Labor 02	Labor	Manually Added		₹5,00,000.00	₹54,90,000.00
15/04/2023	Customer: TechWise Construction Pvt Ltd	Customer Payment	Manually Added	₹59,00,000.00		₹59,90,000.00
10/04/2023	To Account: Petty Cash	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

On the right, the 'Customer Payment' form is open. It includes fields for:

- Customer*: TechWise Construction Pvt Ltd
- Amount Received*: INR 5900000
- Bank Charges (if any): 0
- Date*: 15/04/2023
- Payment #*: 1
- Reference*:
- Received Via: Bank Transfer
- Description: Max. 500 characters
- Retained Tax?: ☐
- Attachments: Upload File (You can upload a maximum of 5 files, 10MB each)

Buttons for 'Save' and 'Cancel' are at the bottom right of the form.

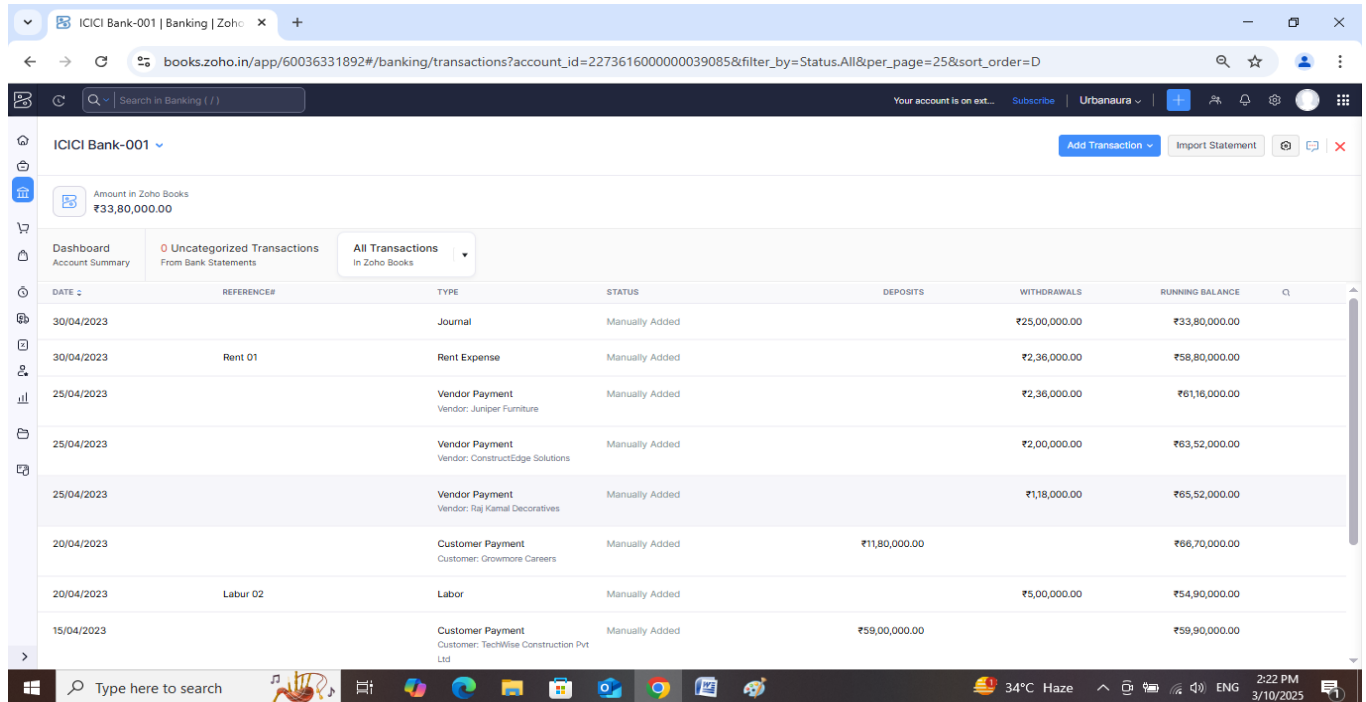
For petty cash:

The screenshot shows the Zoho Books Petty Cash interface. On the left, a table lists transactions for 'Petty Cash'. The table has columns: DATE, REFERENCE, TYPE, STATUS, DEPOSITS, WITHDRAWALS, and RUNNING BALANCE. The transactions are:

DATE	REFERENCE	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
30/04/2023	03	Other Expenses	Manually Added		₹5,000.00	₹5,000.00
10/04/2023		Transfer Fund From Account: ICICI Bank-001	Manually Added	₹10,000.00		₹10,000.00

On the right, the 'Add Transaction' button is visible. The interface also shows the 'Petty Cash' dashboard with an account summary of ₹5,000.00.

For ICICI-001 Bank:



The screenshot displays the Zoho Books interface for the ICICI Bank-001 account. The top navigation bar includes the account name, a search bar, and various utility icons. Below the navigation bar, the account balance is shown as ₹33,80,000.00. The main section features a dashboard with tabs for 'Dashboard', 'Uncategorized Transactions', and 'All Transactions'. The 'All Transactions' tab is active, showing a list of transactions with columns for DATE, REFERENCE, TYPE, STATUS, DEPOSITS, WITHDRAWALS, and RUNNING BALANCE. The transactions are listed in descending order of date, starting from 30/04/2023. The table includes entries for Journal, Rent Expense, Vendor Payment, and Customer Payment, with their respective amounts and running balances.

DATE	REFERENCE	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
30/04/2023		Journal	Manually Added		₹25,00,000.00	₹33,80,000.00
30/04/2023	Rent 01	Rent Expense	Manually Added		₹2,36,000.00	₹58,80,000.00
25/04/2023		Vendor Payment Vendor: Juniper Furniture	Manually Added		₹2,36,000.00	₹61,16,000.00
25/04/2023		Vendor Payment Vendor: ConstructEdge Solutions	Manually Added		₹2,00,000.00	₹63,52,000.00
25/04/2023		Vendor Payment Vendor: Raj Kamal Decoratives	Manually Added		₹1,18,000.00	₹65,52,000.00
20/04/2023		Customer Payment Customer: Growmore Careers	Manually Added	₹11,80,000.00		₹66,70,000.00
20/04/2023	Labur 02	Labor	Manually Added		₹5,00,000.00	₹54,90,000.00
15/04/2023		Customer Payment Customer: TechWise Construction Pvt Ltd	Manually Added	₹59,00,000.00		₹58,90,000.00

Milestone: 12: Financial Reports:

From the navigate panel go to **REPORT> SELECT REPORT>**, then select the desired period in the data field & generate report.

Financial Reports likes profit & loss statements, Balance sheets, Cash Flow Statement:

❖ Activity:1: Profit & Loss Statement:

Urbanaura

Profit and Loss

Basis: Accrual

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

Account	Total
Operating Income	
Total for Operating Income	0.00
Cost of Goods Sold	
Labor	5,00,000.00
Total for Cost of Goods Sold	5,00,000.00
Gross Profit	-5,00,000.00
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	-32,05,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	-32,05,000.00

**Amount is displayed in your base currency INR



❖ Activity: 2: Balance Sheet:

The screenshot shows the Zoho Books interface for the 'Balance Sheet' report. The report is for 'Urbanaura' as of '30/04/2023'. The 'Report Basis' is set to 'Accrual'. The report is filtered to show 'Current Assets'. The report is displayed in a table format with columns for 'ACCOUNT' and 'TOTAL'. The report is titled 'Balance Sheet' with 'Basis : Accrual' and 'As of 30/04/2023'. The report is titled 'Balance Sheet' with 'Basis : Accrual' and 'As of 30/04/2023'. The report is titled 'Balance Sheet' with 'Basis : Accrual' and 'As of 30/04/2023'.

ACCOUNT	TOTAL
Assets	
Current Assets	

❖ Activity: 3: GSTR- Summary:

The screenshot shows the Zoho Books interface for the 'GSTR-3B Summary' report. The report is for 'Urbanaura' from '01/04/2023 To 30/04/2023'. The report is filtered to show 'Date Range : Custom'. The report is displayed in a table format with columns for 'Nature of Supply', 'Taxable Value', 'Integrated Tax', 'Central Tax', 'State/UT Tax', and 'CESS Tax'. The report is titled 'GSTR-3B Summary' with 'From 01/04/2023 To 30/04/2023'. The report is titled 'GSTR-3B Summary' with 'From 01/04/2023 To 30/04/2023'. The report is titled 'GSTR-3B Summary' with 'From 01/04/2023 To 30/04/2023'.

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)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹0.00	₹0.00			₹0.00

❖ Activity: 4: Tax Summary:

Urbanaura

Tax Summary

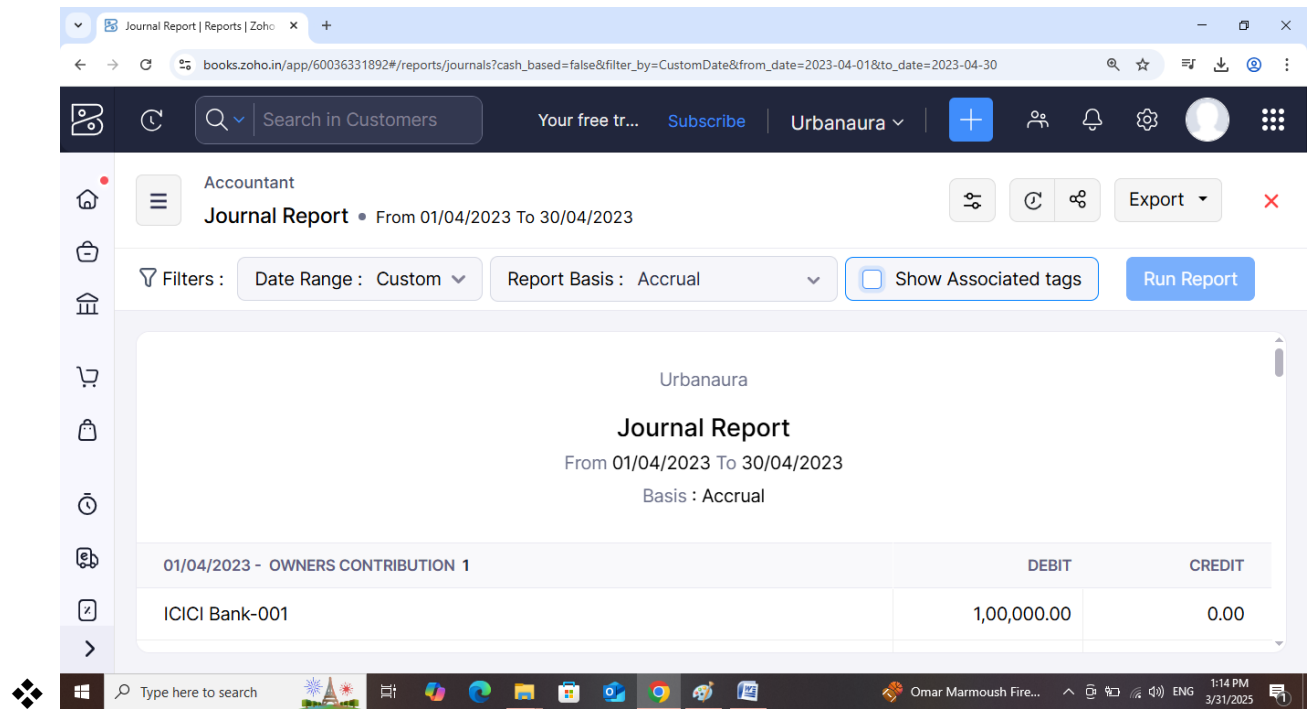
Basis: Accrual

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

Tax Name	Tax Percentage	Taxable Amount	Tax Amount
SGST9	9	₹-2,00,000.00	₹-18,000.00
SGST0	0	₹-5,05,000.00	₹0.00
CGST9	9	₹-2,00,000.00	₹-18,000.00
CGST0	0	₹-5,05,000.00	₹0.00
TOTAL			₹-36,000.00

**Amount is displayed in your base currency INR

❖ Activity: 5: Journal Report:



The screenshot displays the Zoho Books web application interface for generating a Journal Report. The browser address bar shows the URL: `books.zoho.in/app/60036331892#/reports/journals?cash_based=false&filter_by=CustomDate&from_date=2023-04-01&to_date=2023-04-30`. The application header includes a search bar, navigation icons, and user information for 'Urbanaura'. The main content area is titled 'Journal Report' for the period 'From 01/04/2023 To 30/04/2023' with a 'Basis : Accrual'. Filter options include 'Date Range : Custom', 'Report Basis : Accrual', and a checkbox for 'Show Associated tags'. A 'Run Report' button is present. The report table shows a debit entry for 'ICICI Bank-001' on '01/04/2023 - OWNERS CONTRIBUTION 1'.

Accountant

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

Filters : Date Range : Custom Report Basis : Accrual ☐ Show Associated tags [Run Report](#)

Urbanaura

Journal Report
From 01/04/2023 To 30/04/2023
Basis : Accrual

	DEBIT	CREDIT
01/04/2023 - OWNERS CONTRIBUTION 1		
ICICI Bank-001	1,00,000.00	0.00

Windows taskbar: Type here to search, 1:14 PM 3/31/2025

❖ Activity: 6: AR Aging Summary By Invoice Due Date:

Urbanaura
AR Aging Summary
As of 09/04/2023

Customer Name	Current	1 - 15 Days	16 - 30 Days	31 - 45 Days	> 45 Days	Total	Total (FCY)
TOTAL	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	

❖ Activity: 7: AP Aging Summary By Bill Due Date:

Urbanaura

AP Aging Summary

As of 24/04/2023

Vendor Name	Current	1 - 15 Days	16 - 30 Days	31 - 45 Days	> 45 Days	Total	FCY
Total	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	