

# 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.

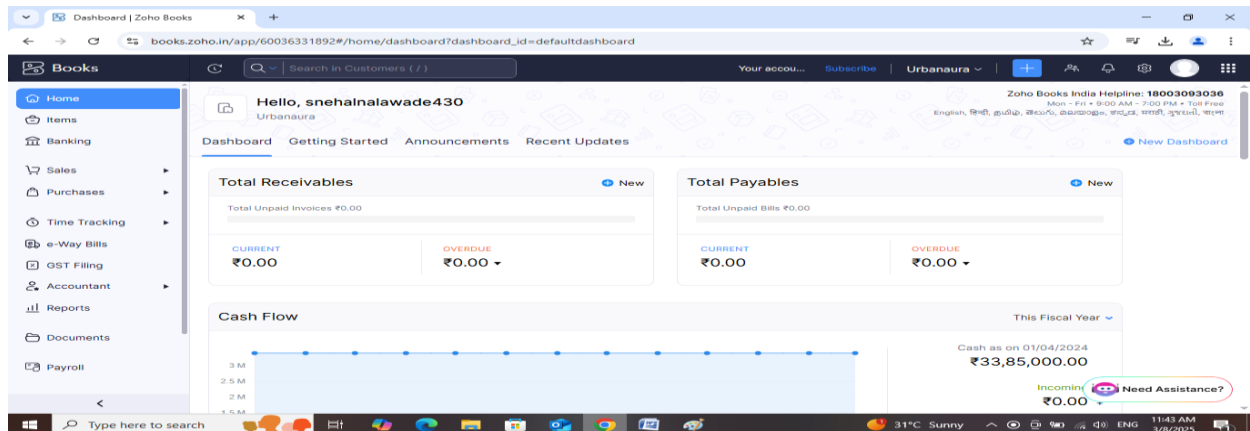
☐ I would like to receive marketing communication from Zoho and Zoho's regional partners for future product updates, services and events.

☐ 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

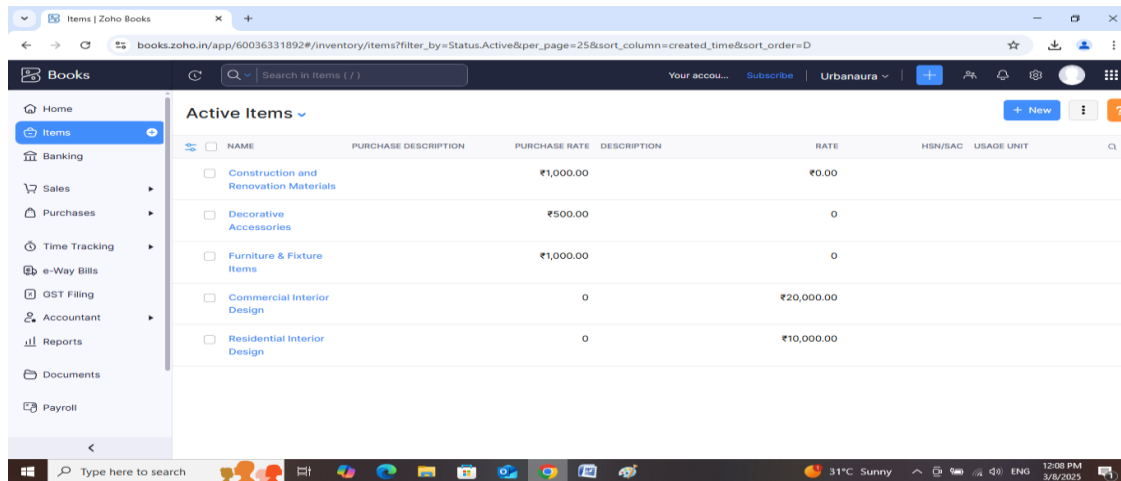
1. Construction & Renovation Materials (CP is Rs1000/- per unit)

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: Home, Items (selected), 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'. Below it, 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:** A section with a checkbox that is unchecked. It includes fields for 'Selling Price' (set to INR 0), 'Account' (a dropdown menu), and 'Description'.
- Purchase Information:** A section with a checked checkbox. It includes fields for 'Cost Price\*' (set to INR 1000), 'Account\*' (a dropdown menu set to 'Cost of Goods Sold'), 'Description', and 'Preferred Vendor'.
- Default Tax Rates:** Two dropdown menus for 'Intra State Tax Rate' and 'Inter State Tax Rate', both set to '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 and time as 12:03 PM on 3/8/2025, along with weather information (31°C Sunny) and system icons.

## Activity 2: Review of Items after Addition:



The screenshot shows the 'Active Items' page in Zoho Books. 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 area displays a table of active items with columns for NAME, PURCHASE DESCRIPTION, PURCHASE RATE, DESCRIPTION, RATE, HSN/SAC, and USAGE UNIT. There are five items listed, each with a checkbox in the first column.

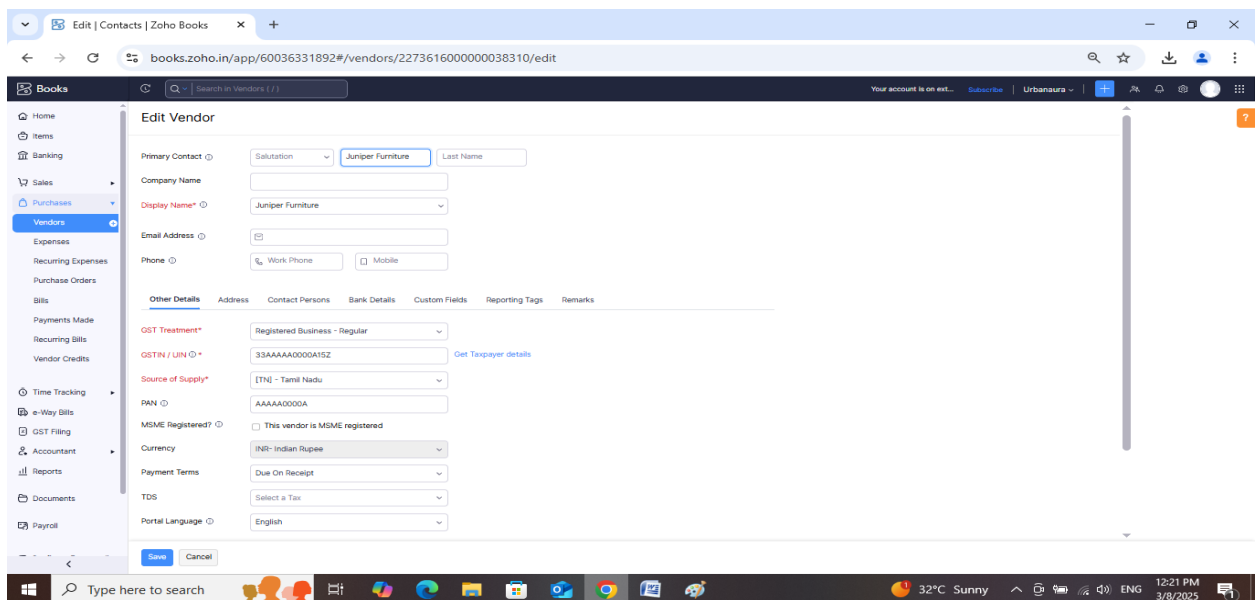
	NAME	PURCHASE DESCRIPTION	PURCHASE RATE	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
<input type="checkbox"/>	Construction and Renovation Materials		₹1,000.00		₹0.00		
<input type="checkbox"/>	Decorative Accessories		₹500.00		0		
<input type="checkbox"/>	Furniture & Fixture Items		₹1,000.00		0		
<input type="checkbox"/>	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 options: 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 various fields for vendor information.

**Edit Vendor**

Primary Contact:  Last Name:

Company Name:

Display Name:

Email Address:

Phone:

**Other Details**

GST Treatment:

GSTIN / UIN:  [Get Taxpayer details](#)

Source of Supply:

PAN:

MSME Registered: ☐ This vendor is MSME registered

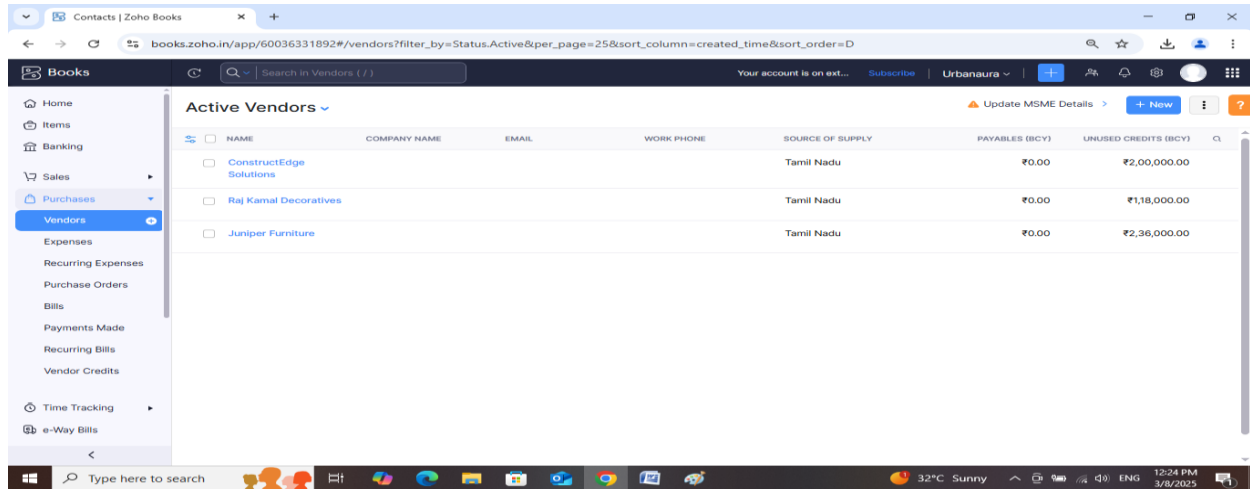
Currency:

Payment Terms:

TDS:

Portal Language:

## Activity: 2: Review of Vendors List:



The screenshot shows the 'Active Vendors' list in Zoho Books. The table lists three vendors: ConstructEdge Solutions, Raj Kamal Decoratives, and Juniper Furniture. Each vendor entry includes a checkbox, name, company name, email, work phone, source of supply, payables (BCY), and unused credits (BCY).

<input type="checkbox"/>	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

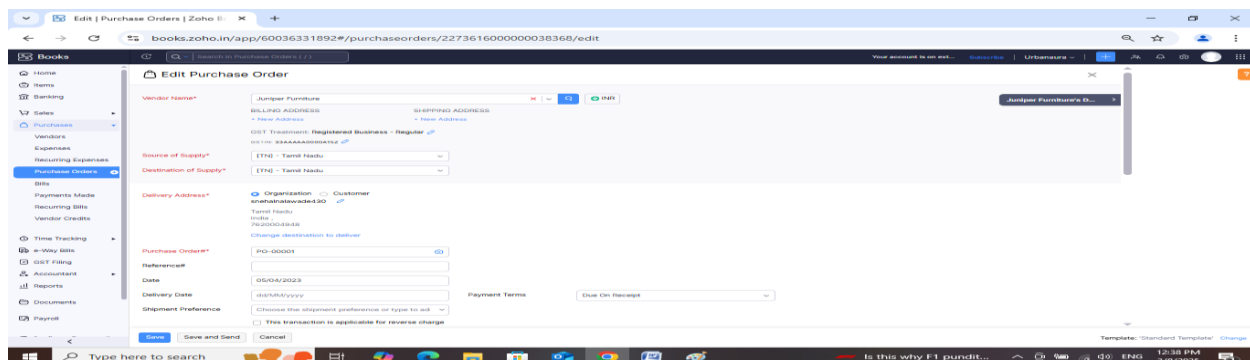
## Milestone : 4 : Purchase :

### 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 is for a purchase order from Juniper Furniture. It includes fields for Vendor Name, Billing Address, Shipping Address, Source of Supply, Destination of Supply, Delivery Address, Purchase Order Number, Reference, Date, Delivery Date, and Shipment Preference. The form is partially filled out with the details of the purchase order.

Field	Value
Vendor Name	Juniper Furniture
Billing Address	1234 Main Street, Chennai, India
Shipping Address	1234 Main Street, Chennai, India
Source of Supply	Tamil Nadu
Destination of Supply	Tamil Nadu
Delivery Address	1234 Main Street, Chennai, India
Purchase Order	PO-0001
Reference	
Date	05/04/2023
Delivery Date	05/04/2023
Shipment Preference	Standard

**Item Table**

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Furniture & Fixture Items	Cost of Goods Sold	200	1000	GST18 (18%)	2,00,000.00

**Sub Total**  
Total Quantity: 200  
2,00,000.00

**Tax Details:**  
 Discount: 0 %  
 CGST9 (9%): 18,000.00  
 SGST9 (9%): 18,000.00  
 Total Tax Amount: 36,000.00 INR  
 TDS / TCS: - 0.00  
 Adjustment: 0  
**Total (₹): 2,36,000.00**

**Customer Notes:**  
Will be displayed on purchase order

**Terms & Conditions:**  
Attach File(s) to Purchase Order

Buttons: Save, Save and Send, Cancel

## Activity: 2: Review of Purchase Order List:

**All Purchase Orders**

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)

## 2. Dream Homes ( Non- GST Registered)

### SALES>CUSTOMERS>CREATE>NEW CUSTOMER

. TechWise Constructions Pvt Ltd ( GST Registered)

The screenshot shows the 'Edit Customer' form in Zoho Books. The browser address bar indicates the URL: `books.zoho.in/app/60036331892#/contacts/227361600000039003/edit`. The form is for a Business customer named 'TechWise Construction Pvt Ltd'. The 'GST Treatment' is set to 'Registered Business - Regular' with a GSTIN of '33AAAA00000405Z'. The 'Place of Supply' is 'Tamil Nadu'. The 'Tax Performance' is 'Taxable'. The 'Currency' is 'INR - Indian Rupee'. The 'Payment Terms' are 'Due On Receipt'. The 'Portal Language' is 'English'. The 'Documents' section shows an 'Upload File' button with a note: 'You can upload a maximum of 10 files, 10MB each'. The 'Customer Owner' field has a note: 'Assign a user as the customer owner to provide access only to the data of this customer. Learn More'. The form has 'Save' and 'Cancel' buttons at the bottom.

Customer Type: ☒ Business ☐ Individual

Primary Contact:

Company Name:

Display Name:

Email Address:

Phone:

Other Details: Address, Contact Persons, Custom Fields, Reporting Tags, Remarks

GST Treatment: ☒ Registered Business - Regular ☐ Unregistered Business - Regular ☐ Non-GST Business - Regular ☐ Non-GST Business - Unregistered

GSTIN / UIN:  [Get Taxpayer details](#)

Business Legal Name:

Business Trade Name:

Place of Supply:

PAN:

Tax Performance: ☒ Taxable ☐ Tax exempt

Currency:

Payment Terms:

Portal Language:

Documents:  You can upload a maximum of 10 files, 10MB each

Customer Owner: Assign a user as the customer owner to provide access only to the data of this customer. [Learn More](#)

## Activity: 2: Review the Customers List:

The screenshot shows the 'Active Customers' list in Zoho Books. The browser address bar indicates the URL: `books.zoho.in/app/60036331892#/contacts?filter_by=Status.Active&per_page=25&sort_column=created_time&sort_order=D`. The table lists three active customers: 'Growmore Careers', 'Dream Homes', and 'TechWise Construction Pvt Ltd'. The columns are: NAME, COMPANY NAME, EMAIL, WORK PHONE, PLACE OF SUPPLY, RECEIVABLES (BCY), and UNUSED CREDITS (BCY). The 'TechWise Construction Pvt Ltd' customer has a balance of ₹59,00,000.00.

<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

## 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**

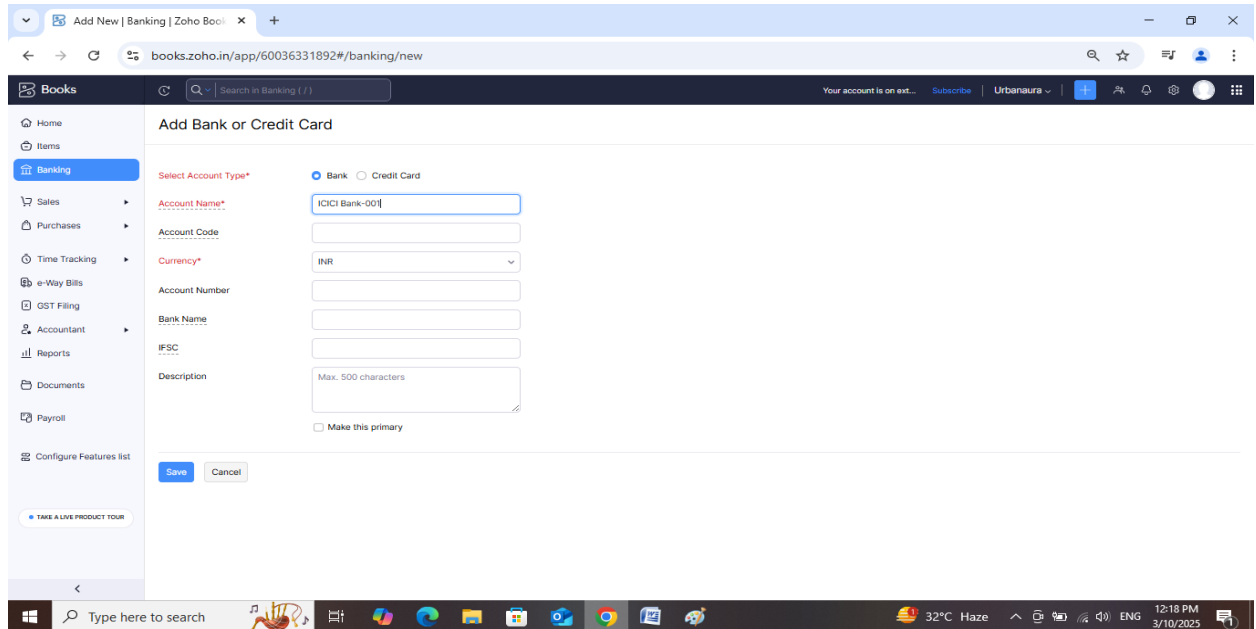
**Total Amount:** ₹ 59,00,000.00  
**Total Quantity:** 250





## Milestone: 7: Bank Account:

### Activity: 1: Adding Bank Account:



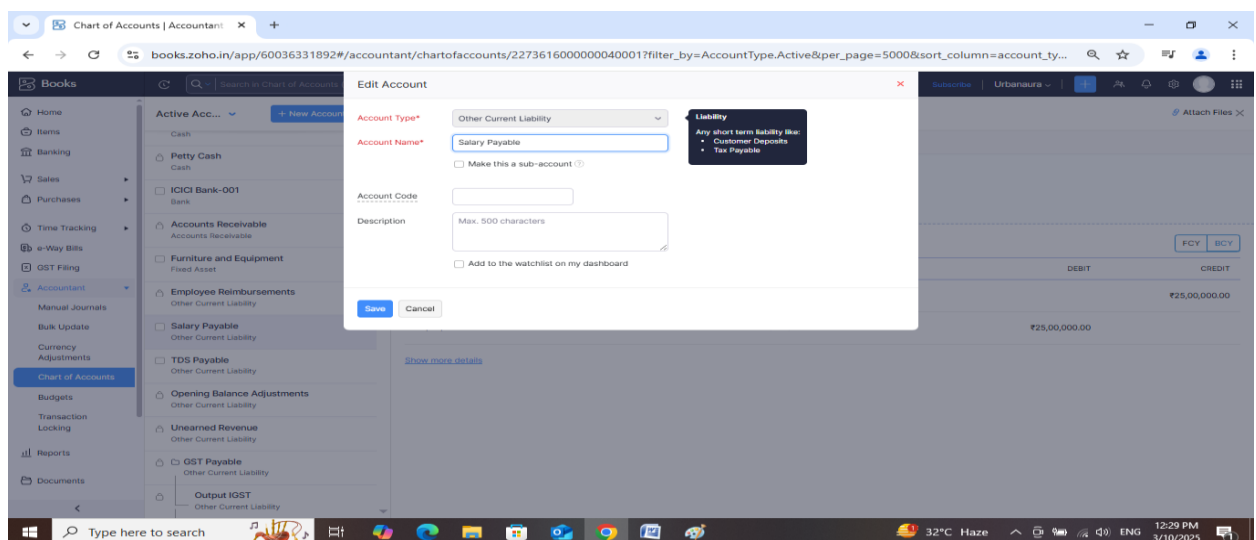
The screenshot shows the 'Add Bank or Credit Card' form in Zoho Books. The form is titled 'Add Bank or Credit Card' and has a sidebar on the left with navigation options like Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main form area has a 'Select Account Type\*' section with 'Bank' selected. Below this are fields for 'Account Name\*' (filled with '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 'Other Current Liability' selected. Below this are fields for 'Account Name\*' (filled with '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 '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

Buttons: 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 Zoho Books 'Edit Expense' interface. 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 over Services)
- SAC:** (empty)
- Vendor:** Registered Business - Regular
- Vendor GSTIN:** 33AAAA00004572
- Source of Supply:** TNE - Tamil Nadu
- Destination of Supply:** TNE - Tamil Nadu
- Reverse Charge:** (unchecked)
- Tax:** GST 18% (Tax Amount: 36000.00 INR)
- Amount is:** Tax Inclusive (selected over Tax Exclusive)
- Invoice#:** Rent 01
- Notes:** (empty, with a character limit of 500)
- Customer Name:** Select or add a customer

The interface includes a sidebar with navigation links and a bottom taskbar showing the system time and date.

## Activity :2: Review of expense & bills:

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 for ICICI Bank-001. The left sidebar contains navigation options like Dashboard, Account Summary, and Transactions. The main area displays a list of transactions with columns for DATE, REFERENCE, TYPE, STATUS, DEPOSITS, WITHDRAWALS, and RUNNING BALANCE. The right panel shows the 'Customer Payment' form with fields for Customer\*, Amount Received\*, Bank Charges (if any), Date\*, Payment #\*, Reference#, Received Via, Description, Retained Tax?, and Attachments.

DATE	REFERENCE	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
20/04/2023		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 Payment	Manually Added	₹59,00,000.00		₹59,90,000.00
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

**For petty cash:**

The screenshot shows the Zoho Books Petty Cash interface. The left sidebar contains navigation options like Dashboard, Account Summary, and Transactions. The main area displays a list of transactions with columns for DATE, REFERENCE, TYPE, STATUS, DEPOSITS, WITHDRAWALS, and RUNNING BALANCE.

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	Manually Added	₹10,000.00		₹10,000.00

For ICICI-001 Bank:

ICICI Bank-001 | Banking | Zoho

books.zoho.in/app/60036331892#/banking/transactions?account\_id=2273616000000039085&filter\_by=Status.All&per\_page=25&sort\_order=D

Search in Banking ( / )

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

ICICI Bank-001

[Add Transaction](#) | [Import Statement](#)

Amount in Zoho Books  
₹33,80,000.00

Dashboard  
Account Summary

0 Uncategorized Transactions  
From Bank Statements

All Transactions  
In Zoho Books

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

Type here to search

34°C Haze 2:22 PM 3/10/2025

## Milestone: 12: Financial Reports:

**Activity:1:** Financial Reports like 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
<b>Operating Income</b>	
Total for Operating Income	0.00
<b>Cost of Goods Sold</b>	
Labor	5,00,000.00
Total for Cost of Goods Sold	5,00,000.00
<b>Gross Profit</b>	-5,00,000.00
<b>Operating Expense</b>	
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
<b>Operating Profit</b>	-32,05,000.00
<b>Non Operating Income</b>	
Total for Non Operating Income	0.00
<b>Non Operating Expense</b>	
Total for Non Operating Expense	0.00
<b>Net Profit/Loss</b>	-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 table has two columns: 'ACCOUNT' and 'TOTAL'. The report title is 'Balance Sheet' with the basis 'Accrual' and the date 'As of 30/04/2023'. The report is titled 'Urbanaura Balance Sheet'.

ACCOUNT	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	

## ❖ 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 titled 'GSTR-3B Summary' with the date range 'From 01/04/2023 To 30/04/2023'. The report is titled 'Urbanaura GSTR-3B Summary'.

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)	₹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

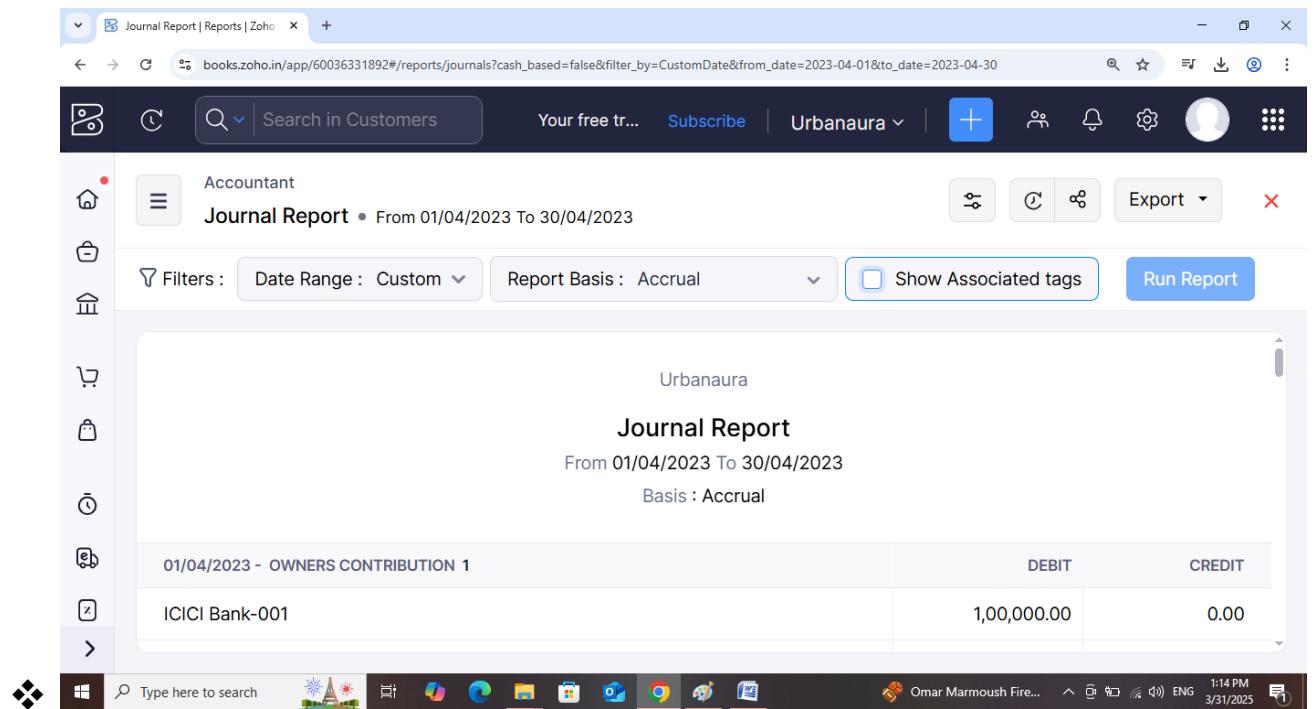
Basis: Accrual

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
<b>TOTAL</b>			<b>₹-36,000.00</b>

\*\*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 links, 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, Omar Marmoush Fire...

### ❖ 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	