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CLASS : III - B.COM(CCA)

SEMESTER : V

GROUP : 11

PREPARATION AND MAINTANENCE OF
ZOH0 BOOKS FOR URBANAREA INTERIORS

Milestone 6: Sales

Activity 1: Sale order creation

Urban Aura Interiors received below sales order from the mentioned customer:

1.05/04/2023 Techwise Constructions - Commercial interior for 250 sqft - Paid through bank on 15/04/2023.

To create sales order from navigation Panel go to Sales > Sales order > creat New and fill the necessary fields > save > Mark as Confirmed.

Books	Search				
<div> <div>Home</div> <div>Items</div> <div>Banking</div> <div>sales</div> <div>Customer Quotes</div> <div>Sales order</div> <div>Delivery challans</div> <div>Invoices</div> <div>Payment received</div> <div>Recurring invoices</div> <div>Credit notes</div> <div>Purchase</div> <div>Time Tracking</div> <div>GST Filling</div> </div>	<div> <div>New Sales order</div> <div>customer name* Techwise Constructions Pvt Ltd</div> <div>Place of Supply TN - Tamil Nadu</div> <div>Sales order SO-00001</div> <div>Sales order date 05/04/2023</div> </div>	VQ	INR		
	ITEM DETAILS	QUANTITY	RATE	TAX	Amount
	Commercial Interior Design	250	20000	GST [18%]	50,00,000.00
	Add a description to your item				
	Type or click to select an item	1.00	0.00	GST [18%]	0.00
	Add another line	Sub total			50,00,000.00
		Discount			0.00
		CGST [9%]			4,50,000.00
		SGST 9[9%]			4,50,000.00
	Customer Notes				
	Enter any notes displayed				
	Save as draft	Save and send	Cancel		

Activity 2 : sales order to sale invoice conversion

After creation of the sales order mark the order as completed and convert into ~~form~~ invoice to convert it automatically in to invoice :

Books	Q search	Urbanura Interiors						
<ul style="list-style-type: none"> Home Items Banking Sales Customers Quotes Sales orders Delivery challan Invoices Payment received Recurring invoices Credit notes Purchase Time tracking e-way bill GST Filling Accountant 	<p>All sales order + New</p> <p>Directwise conversion</p> <p>259,00,000.00</p>	<p>SO - 00001</p> <p>Edit Email convert to Invoice</p> <p>Convert</p> <p>Convert to Invoice</p> <p>Insert voice</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Confirmed</p> <p>Urban Pura Interiors Pvt Ltd SALES ORDER</p> <p>Tamil nadu Sales order#</p> <p>India</p> <p>GSTIN 33AABAA000A15Z</p> <p>Bill TO</p> <p>tech wise</p> <p>GSTIN 33AABAA000A15Z</p> <p>Ship TO order Date :</p> <p>GSTIN 33AABAA000A15A 05/0A/2023</p> <p>Place of supply:</p> <p>Tamil nadu (33)</p> </div> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Item description</th> <th>HSN/SAC</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Item description	HSN/SAC	Amount			
Item description	HSN/SAC	Amount						

Books	Search	UrbanAuto Invoice														
Home	Directwise Construction	INV-000001														
Items	₹ 59,00,000.00	edit	send	Share	PDF/print	Record Payment										
Banking		<input checked="" type="checkbox"/> send the invoice Send Invoice														
Sales ▼		Associated Sales Order 1														
Customer		<div style="border: 1px solid black; padding: 5px;"> <p>Urban Auto Batteries Pvt Ltd</p> <p>Tamil Nadu</p> <p>India</p> <p style="text-align: right;">TAX INVOICE</p> <table border="1" style="width: 100%;"> <tr> <td>Invoice Date : 05/01/2023</td> <td>Place of Supply :</td> </tr> <tr> <td>Terms : Due on Receipt</td> <td>Tamil Nadu (33)</td> </tr> <tr> <td>Due Date : 05/01/2023</td> <td></td> </tr> <tr> <td>PO : 50-00001</td> <td></td> </tr> <tr> <td>Bill to</td> <td>Ship to</td> </tr> </table> </div>					Invoice Date : 05/01/2023	Place of Supply :	Terms : Due on Receipt	Tamil Nadu (33)	Due Date : 05/01/2023		PO : 50-00001		Bill to	Ship to
Invoice Date : 05/01/2023	Place of Supply :															
Terms : Due on Receipt	Tamil Nadu (33)															
Due Date : 05/01/2023																
PO : 50-00001																
Bill to	Ship to															
Sales order																
Delivery																
Invoice																
Payment received																
Credit notes																
Purchase																
Time tracking																
e-way bill																

Books	Search	Invoice Status has been changed to send				
Home	Directwise Construction	INV-000001				
Items	₹ 59,00,000.00	edit	send	Share	Reminders	PDF Record
Banking		<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Record Payment</p> <p>Record Payment for the invoice</p> <p>If you've received a partial or full payment from the customer towards this invoice.</p> </div>				
Sales ▼						
Customer						
Sales order						
Delivery						
Invoices						
Credit notes						

Activity 3 : Direct sale invoices :

The below are the direct sale transactions occurred and payments were received in cash.

1. 10-04-2028 Dream Homes - Residential interior Designing 100844

to create new invoice from navigation panel to go to sales > invoice > create new and add the customer details and item details in the respective fields > click on save as draft > mark sent.

Books	Q Search		trial expires in 4 days	
Home items banking Sales Customers	New invoice			
	customer name :	Dream Homes		
	Place of supply :	(TN) - Tamil Nadu		
Invoices	invoice	INV000002		
Quotes	invoice date	05/04/2028		
Sales order	salesperson	Select to add salesperson		
	Terms	Due on receipt		
	Date	05/04/2023		

Books	Q Search	trial expires in 4 days				
Home items banking Sales order Delivery	ITEM DETAILS		QUALITY	RATE	TAX	Amount
	Residential interior Design Add a description to your item		100	10000	GST [18%]	10,00,000.00
	Type or click to select an item		1.00	0.00	GST [18%]	0.00
Invoices			Sub total			10,00,000.00
Credit notes			Discount		0%	0.00
Purchase			CGST [9%]			90,000.00
time tracking			SGST [9%]			90,000.00
			TDS 0 TCS		Select tax	0.00
			Total (2)			11,80,000.00
	Save as draft		Save & send			

Activity 5: Reconciliation of Open Invoices

For over due Invoices receipts need to be mapped as and when amount received in the bank account.

Books	Q Search		UrbanAura Interiors			
Home	All Invoices					
Items	D DATE	Invoice	ORDER NUMBER	Customer Name	Status	Due Date
banking	05/04/2023	INV 000002		Shree Hanra	Due today	5/8/23
Sales	05/04/2023	INV 000001	SO-00001	Richa Kishore	Due today	5/8/23
Customer						
Quotes						
Sales order						
Invoices						
Purchase						
Time Tracking						

Milestone 7: Bank Account

Activity 1: Adding Bank Account

UrbanAura Interiors has opened an account in ICICI Bank with A/c no 001. To add the bank account go to banking from the navigation panel and select add bank manually and fill the necessary fields and save.

(6)

Home items	Add Bank or credit card	
banking	Select Account type	<input checked="" type="radio"/> Bank <input type="radio"/> credit card
Sales	Account name	<input type="text" value="ICICI Bank -001"/>
Purchase	Account Code	<input type="text"/>
Time tracking	Currency	<input type="text" value="INR"/>
2-way Bills	Account Number	<input type="text" value="000001"/>
Gst Bills	Bank Name	<input type="text" value="ICICI Bank"/>
Documents	IFSC	<input type="text"/>
Accountant >	<input type="button" value="SAVE"/> <input type="button" value="cancel"/>	

Milestone 8 : Accounts & Ledgers :

Activity 1 : creation of new Accounts / Ledgers :

To create new Account from navigation panels go to Accountants > Chart of Accounts > + New Account, select the account type and provide the account name and save.

There will be pre created Accounts in the zoho books we need to create the additional Accounts as per our requirement.

Create the below Ledgers :

1. Salary Payable under Other Current liabilities.

7

create Account

Account type ☒ other current liability ✓

Account name

☐ Make this sub-account

Account code

Description

Milestone 9 : Journal entries :

Activity 1 : Recording of Journal entries

The below are the transactions occurred at the end of month.

1. Employee salaries of total Rs. 25,00,000/- paid through bank on 30th April 2023.

To add the journal entry from navigation panel go to accountant > Add manual Journals Provide the necessary fields and after save and publish to post the entry.

Books	New Journal	
Home items banking sales Purchase time tracking e-way bill GST Filing	Date	30/04/2023
	Journal #	1
	Reference	
	Notes	Being Salary Payable for AP-2023
	Journal type	<input type="checkbox"/> Cash based Journal
	Currency	INR - Indian Rupee

	Account	Description	Contract (INR)	Debits	Credits
Bulk update currency adjustments	Salaries and employee wages		Select Contract	25,00,000	
	Salary payable		Select Contract		25,00,000
Chart of Accounts	Add another line				
Budgets		Sub total	25,00,000.00		
Reports		Total (₹)	25,00,000.00		
Documents	Save	Cancel			

Books	Journal	+ New Journal
Home items banking sales Purchase time tracking e-way bills GST Filing	Notes	Journal Date 30/04/23 Amount 25,00,000.00
	Amount	Contract Debits Credits
	Salary payable	25,00,000.00
	Total	25,00,000.00 25,00,000.00

Milestone 10 : expense & bills

Activity 1 : Expense & bills Entry

Below are the expenses incurred :

1. Office rent Rs. 2,00,000/- excluding GST @ 18% Total Invoice value Rs 2,36,000/- Paid in bank on 30-04-2023.
2. Labour Cost Rs 15,00,000/- Paid in bank on 20-04-2023.
3. Other miscellaneous expenses Rs 5000/- Paid in cash on 30-04-2023.

To create expenses entry from navigation panel go to Purchases > Expenses > Record Expenses, add the expense by providing the necessary fields and save.

	Edit Expense		
Home	Date	30/04/2023	<div>Drag or Drop your receipts</div> <div>upload your files</div>
Items	Expense Account	Rent Expense	
Banking	Expense type	goods services	
Sales	SAC		
Purchase	Amount	INR ✓ 200000	
Vendors	Paid through	Rent Payable	
Expenses	GST Treatment	Registered business regular	
Bills	Vendor GSTIN	33A AAAA0000A152	
Time Tracking	Source of Supply	[TN] - Tamil Nadu	
E-way bills	Destination of Supply	[TN] - Tamil Nadu	

Purchase venders	Tax	GST 18 [18%]		x	v
		Tax amount = 36000.00 INR			
Expenses		Eligible For ITC			
Recurring expenses	Amount is	<input type="radio"/> Tax Inclusive <input checked="" type="radio"/> Tax Exclusive			
Bills	Invoice	Rent 01			
Payments made	Notes	Max 500 characters			
vender credits					
Time tracking	customer name				
e-way bills	Reporting Tage	Associate Tage			
GST Filing					
Accountant		<input type="button" value="Save (alt+S)"/> <input type="button" value="Save and new (alt+N)"/> <input type="button" value="Cancel"/>			