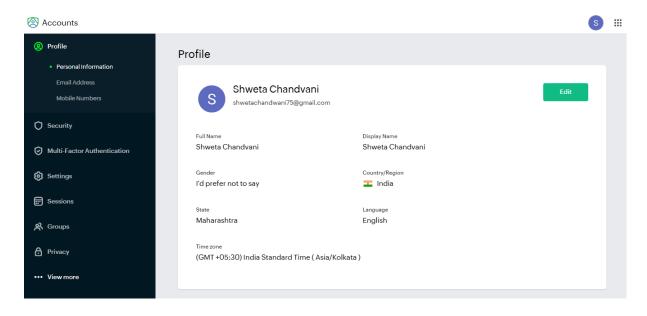
### **UrbanAura Interiors**

### Milestone 1: Set up your account

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



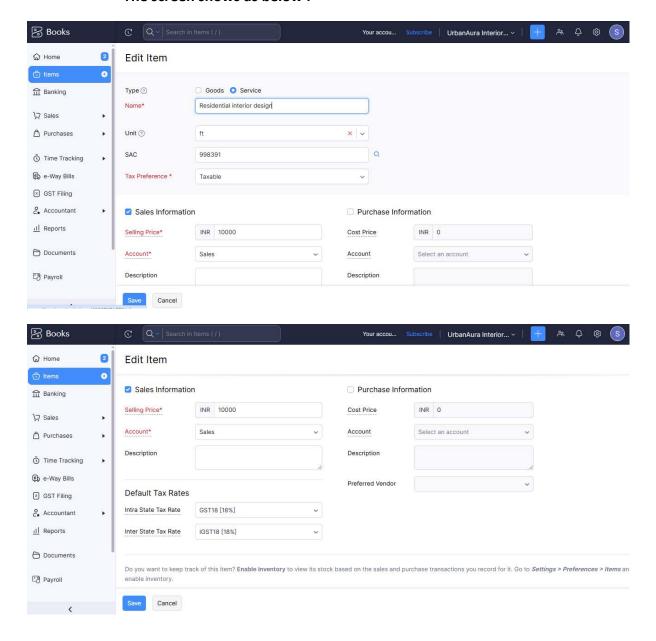
#### Milestone 2: Item creation

### **Activity 1: Creation**

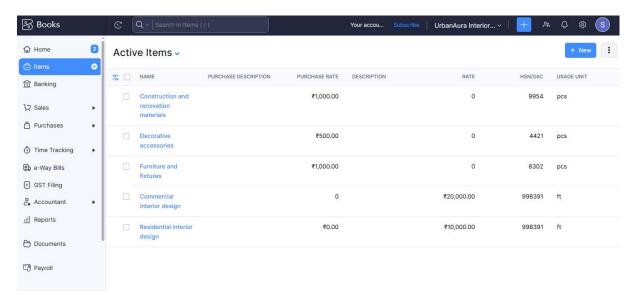
To create new goods and services the steps used are as follows :-

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

The screen shows as below :-



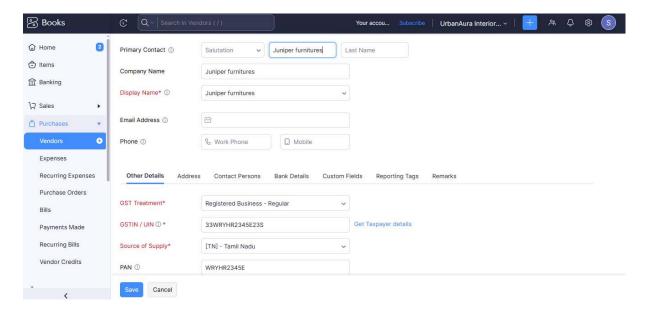
## Activity 2: Review of the items after adding all the goods and services:-



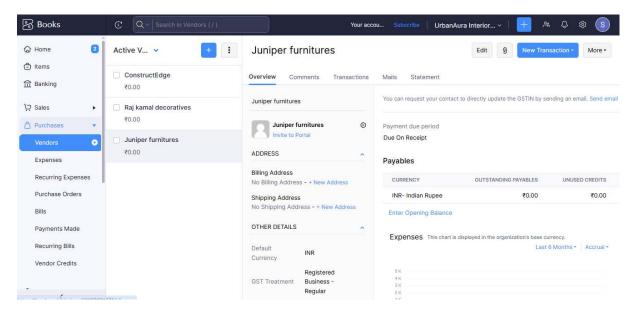
#### Milestone 3:- Vendors

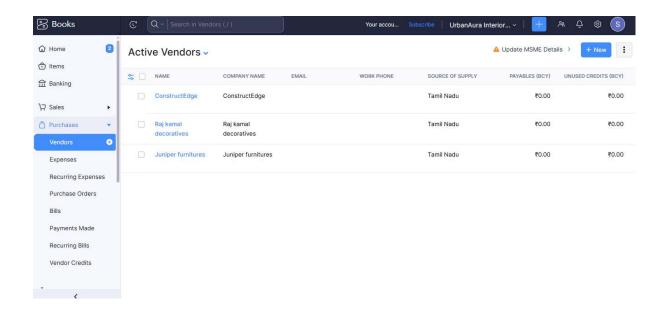
### Activity 1:- To create the new vendors the steps are as follows :-

- Purchases
- Vendors
- Create new vendor



### Activity 2:- Review of vendor list:-

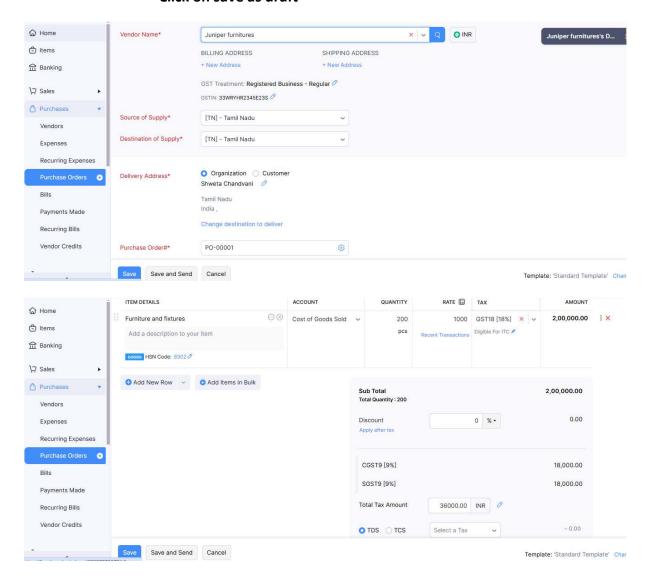




#### Milestone 4:- Purchase

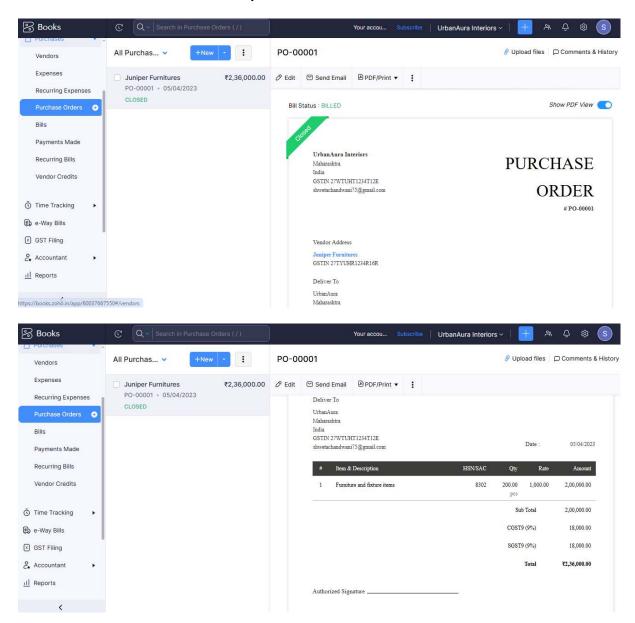
### **Activity 1:- Purchase order creation steps**

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



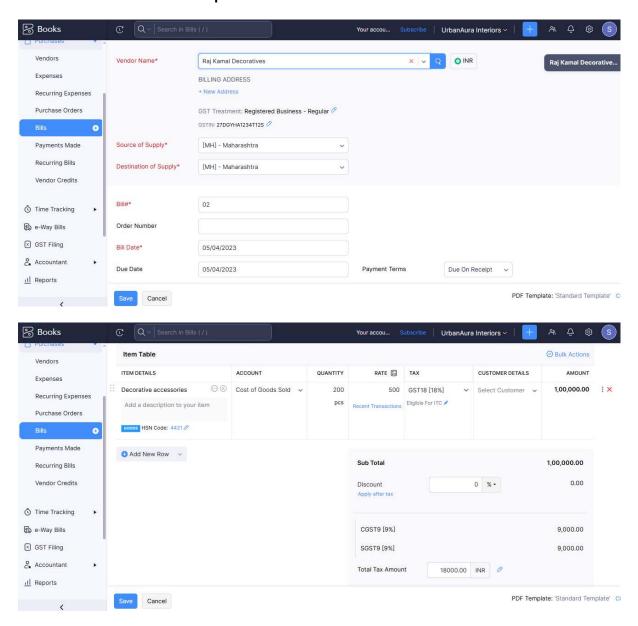
### Activity 2:-Steps of Purchase order to purchase bill conversion

 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".

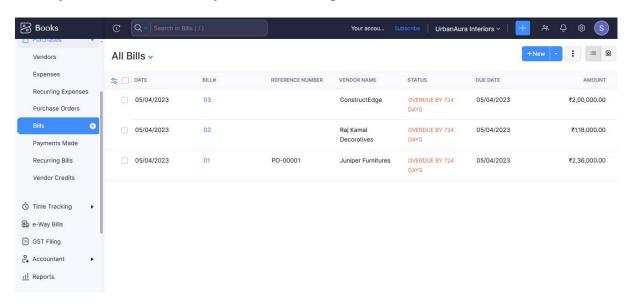


### Activity 3:- Direct vendor purchase bills creation

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



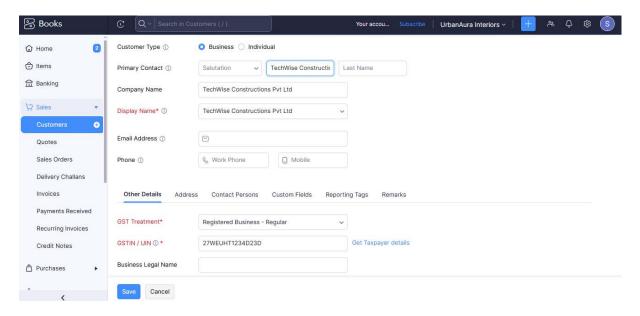
## Activity 4:- Reconciliation of open & outstanding bills



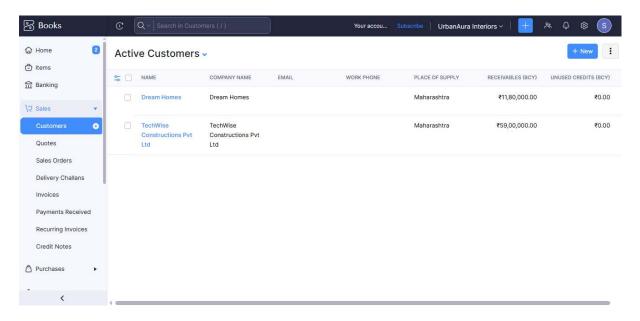
#### **Milestone 5:- Customers**

### **Activity 1:- Steps for Customer creation**

- Sales
- Customers
- Create new



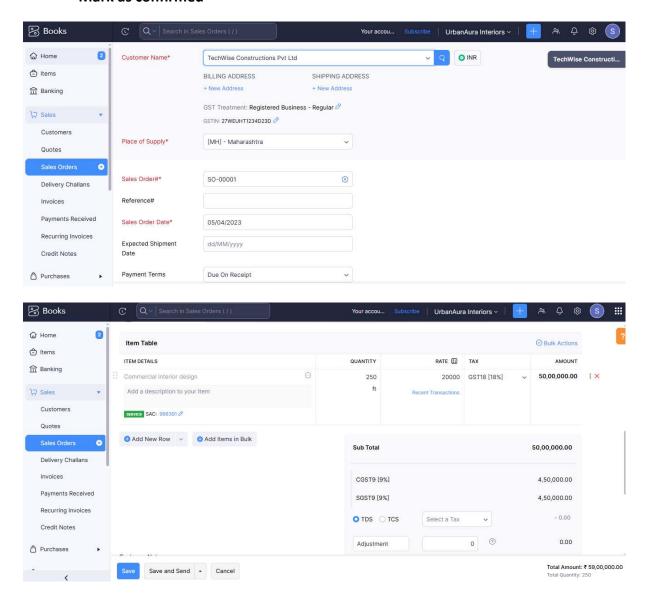
### **Activity 2:- Review of customer list**



#### Milestone 6:-Sales

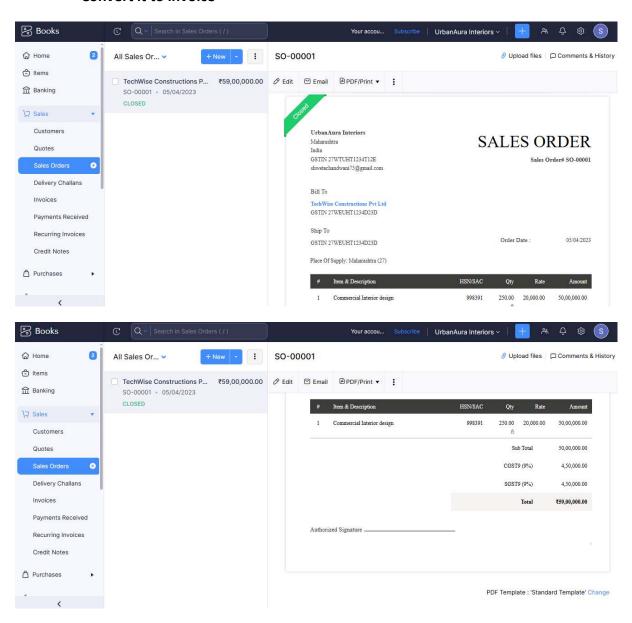
### Activity 1:- Steps for Sales order creation

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

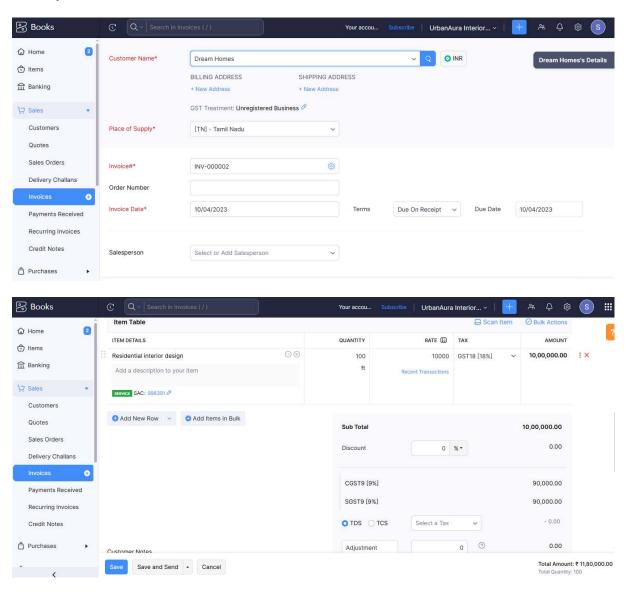


### Activity 2:- Sales order to sales order conversion

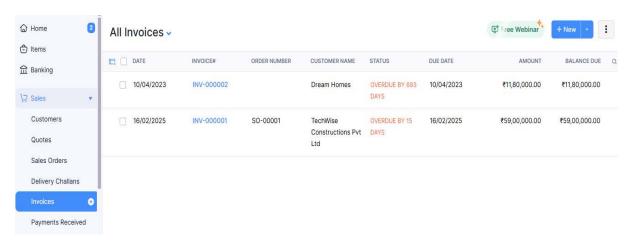
#### • Convert it to invoice



### **Activity 3:- Direct sales invoice**



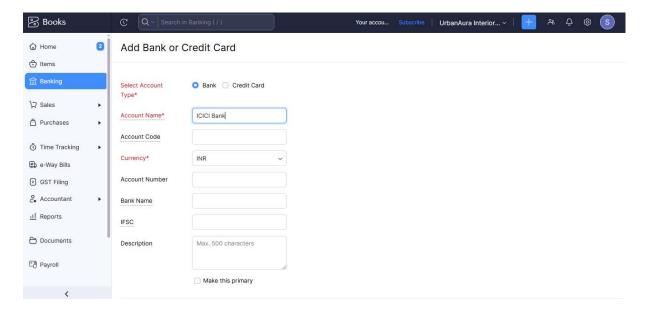
### **Activity 5:- Reconciliation of open bills**



### Milestone 7:- Bank account

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

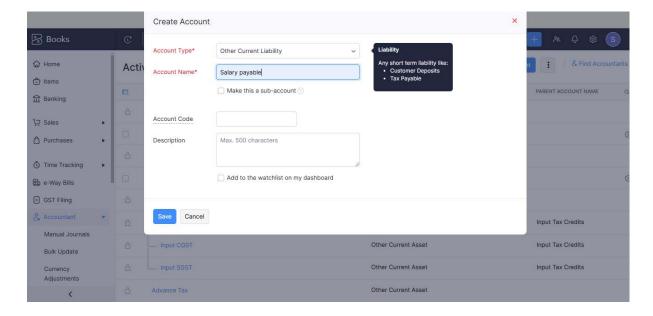
- Go to banking
- Select add account manually



### Milestone 8:- Accounts & ledgers

## Activity 1:-Steps for creation of new accounts

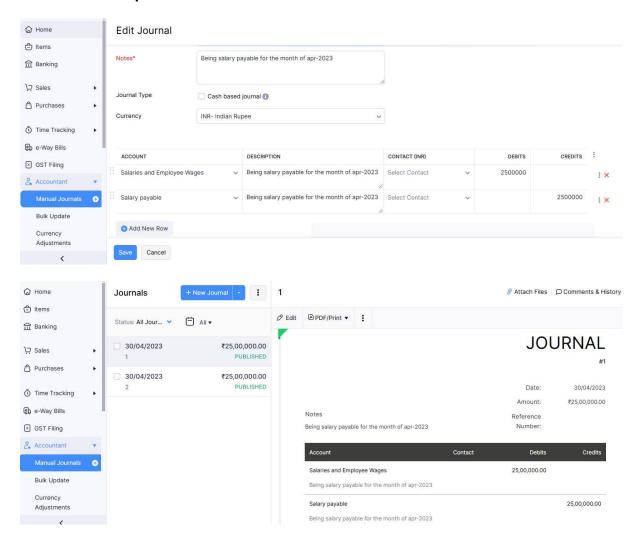
- Accountant
- Chart of accounts
- New account



#### Milestone 9:- Journal entries

## Activity 1:- Steps to record journal entries

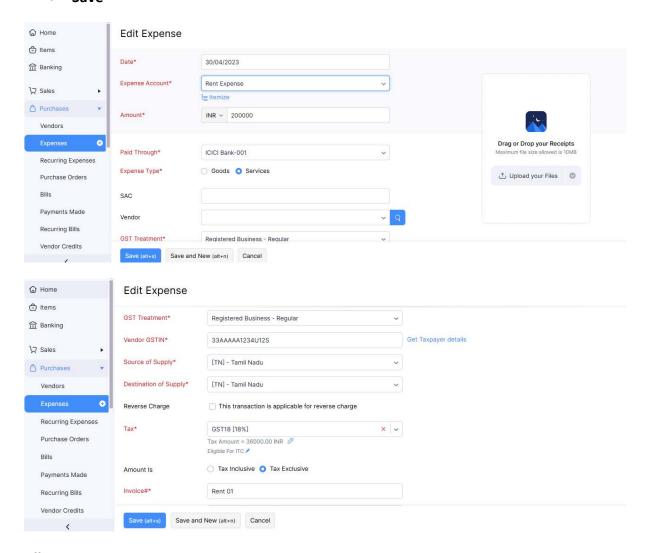
- Accountant
- Manual journals
- Save and publish



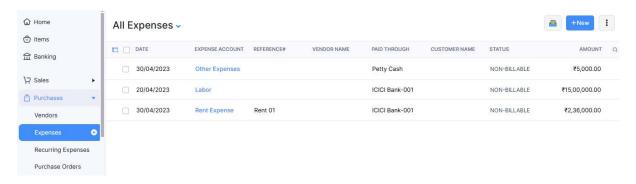
### Milestone 10:- Expenses and bills

## Activity 1:- Steps for expenses and bills entry

- Purchases
- Expenses
- Record
- Save



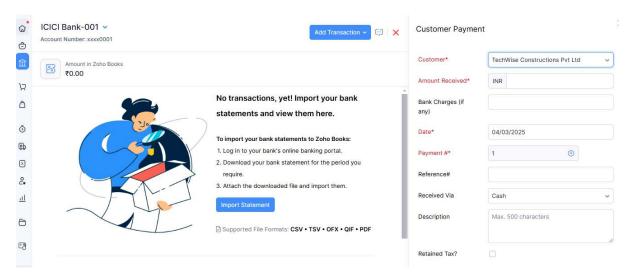
### All expenses:-



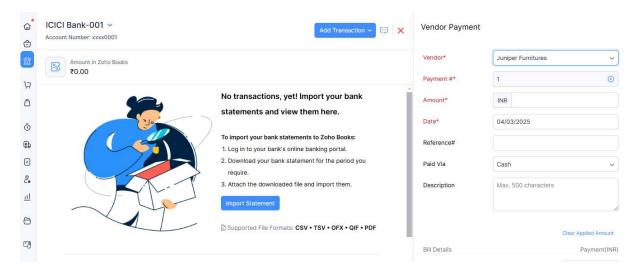
#### Milestone 11:- Bank entries

### Activity 1:- Steps for recording bank transactions:-

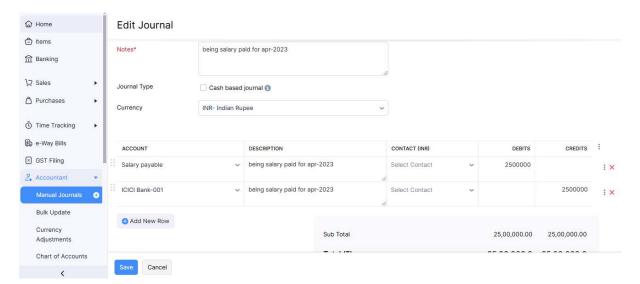
 For customer payment:- Go to banking>select the bank account>add transaction>select customer payment



• For vendor payment: Select Vendor payment



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



## 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

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

<sup>\*\*</sup>Amount is displayed in your base currency INR

# **Activity 2:- Balance sheet**

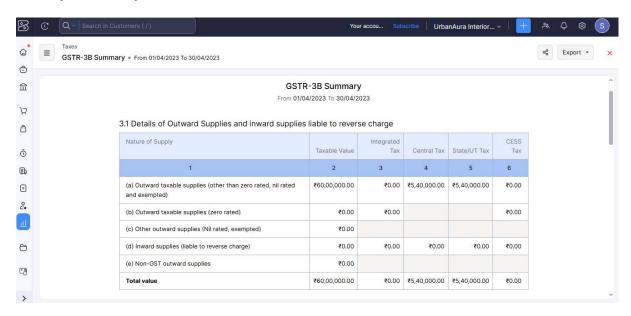
## UrbanAura Interiors 2

### 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**



## **Activity 4:- Journal reports**

#### UrbanAura Interiors 2 Journal Report Basis: Accrual From 01/04/2023 To 30/04/2023

Company of the section will be	200	
01/04/2023 - Owners Contribution 1  ICICI BANK	Debit 1,00,000.00	Credit 0.00
		1,00,000.00
Owner's Equity	1,00,000.00	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
InputSGST	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
- New York	2,00,000.00	2,00,000.00
05/04/2023 - Invoice INV-00001 (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-00002 (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
10/04/2023 - Transfer Fund 1 Petty Cash	10,000.00	0.00
ICICI BANK	0.00	10,000.00
ICICI BANK	10.000.00	10,000.00
15/04/2023 - Customer Payment 3 (Techwise construction pvt (td)	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
	11,80,000.00	0.00
ICICI BANK		
	0.00	
ICICI BANK	0.00	11,80,000.00
ICICI BANK	0.00	
ICICI BANK Accounts Receivable	<b>0.00</b> 11,80,000.00	11,80,000.00
ICICI BANK Accounts Receivable 24/04/2023 - Expense 2	0.00 11,80,000.00 Debit	11,80,000.00 Credit

# **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

<sup>\*\*</sup>Amount is displayed in your base currency INR