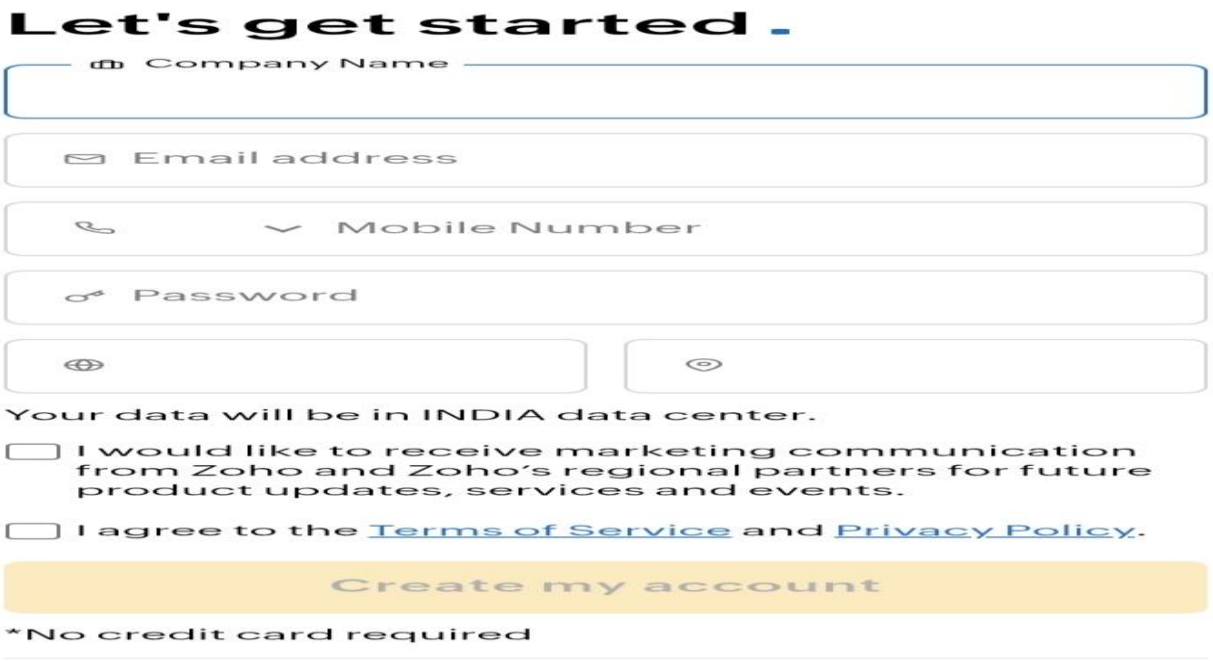
Preparation & Maintanence of

Zoho Books of accounts for

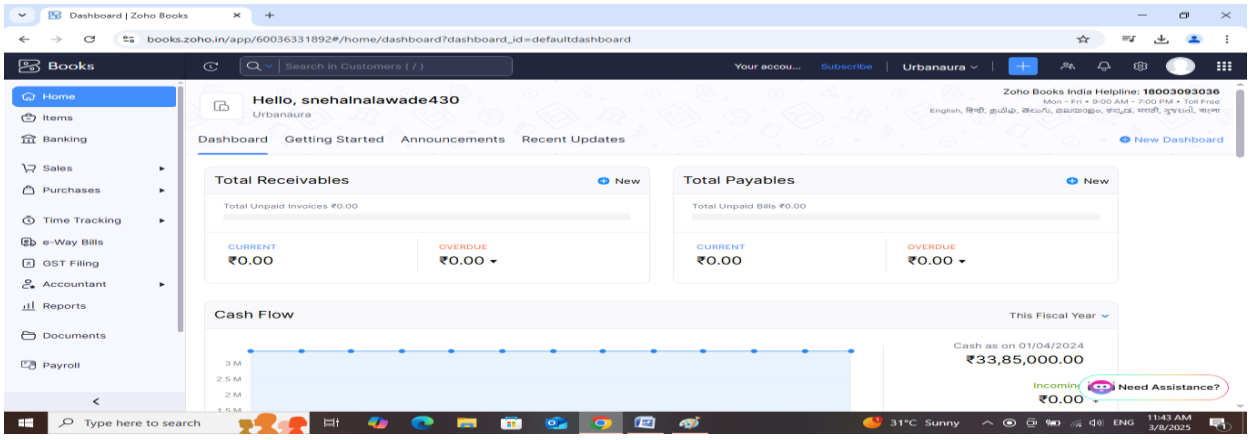
UrabanAura Interiors

(Interior Designing-Industry)

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



Activity:2: Introduction:



Activity:3: Lets get started:

Lets Assume Urbanaura Interiors os offering below services:

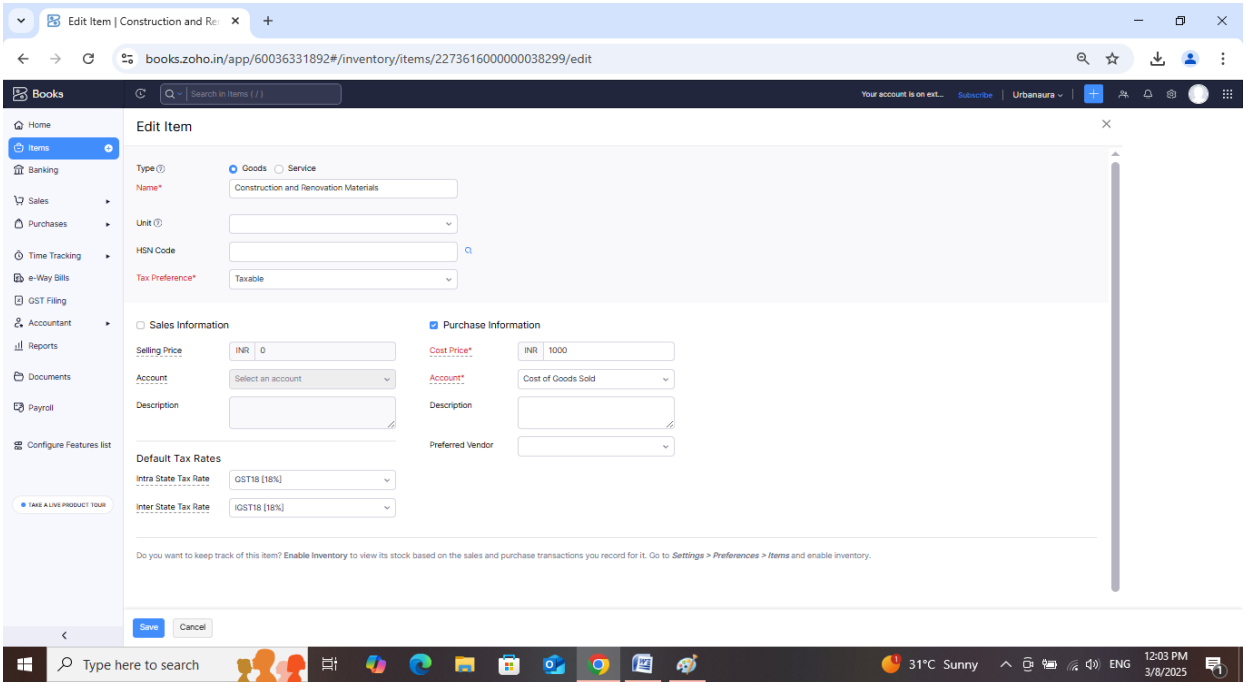
1. Residential Interior Design- Selling Price Rs.10000/- per sft.
2. Commerical Interior Design- Selling Price Rs.20000/- per sft.
3. Furniture & Fixture items(Cost price is Rs-1000/-per unit)
4. Decorative Accessories(CP is Rs-500/- per unit)
5. Construction & Renovation Materials (CP is Rs1000/- per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

Milestone :2 Service Creation:

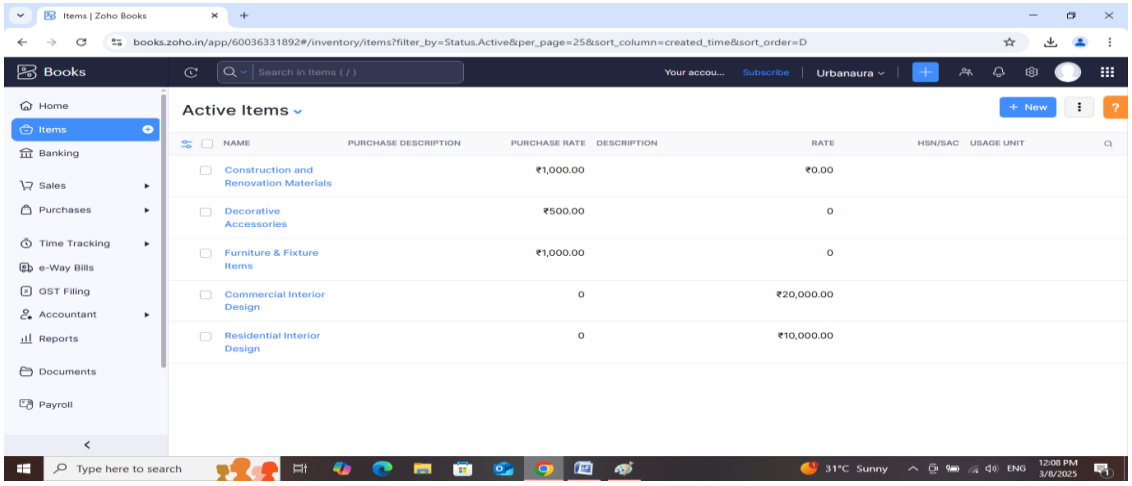
Activity 1: Creation:

ITEMS> NEW

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



Activity 2: **Review of Items after Addition:**

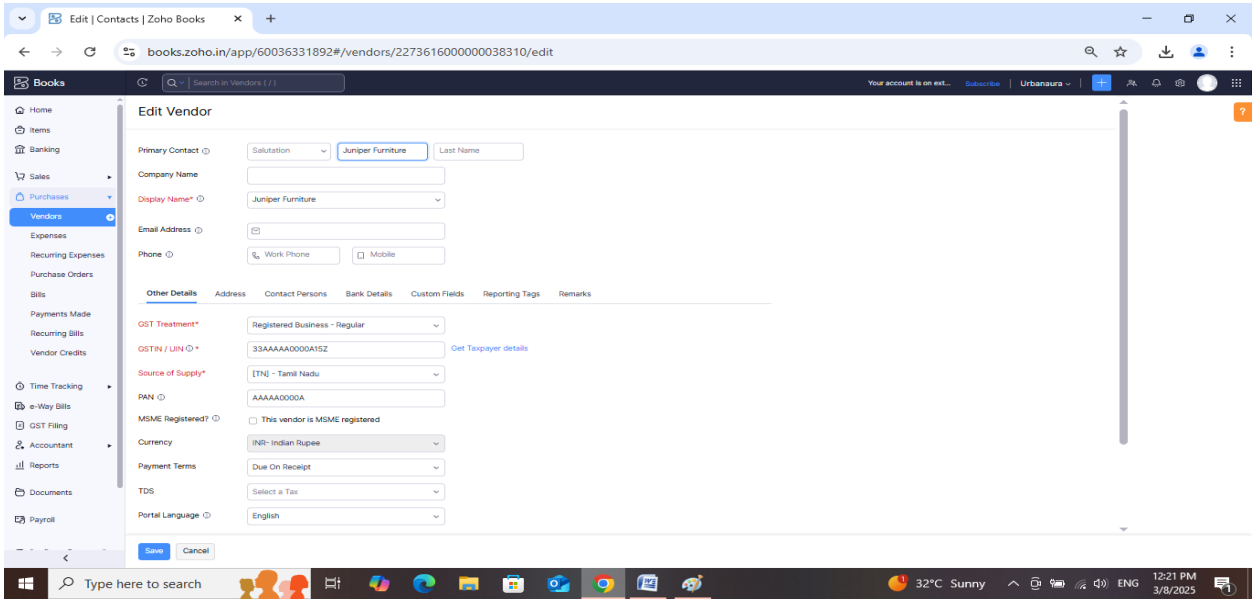


Milestone : 3 : Vendors:

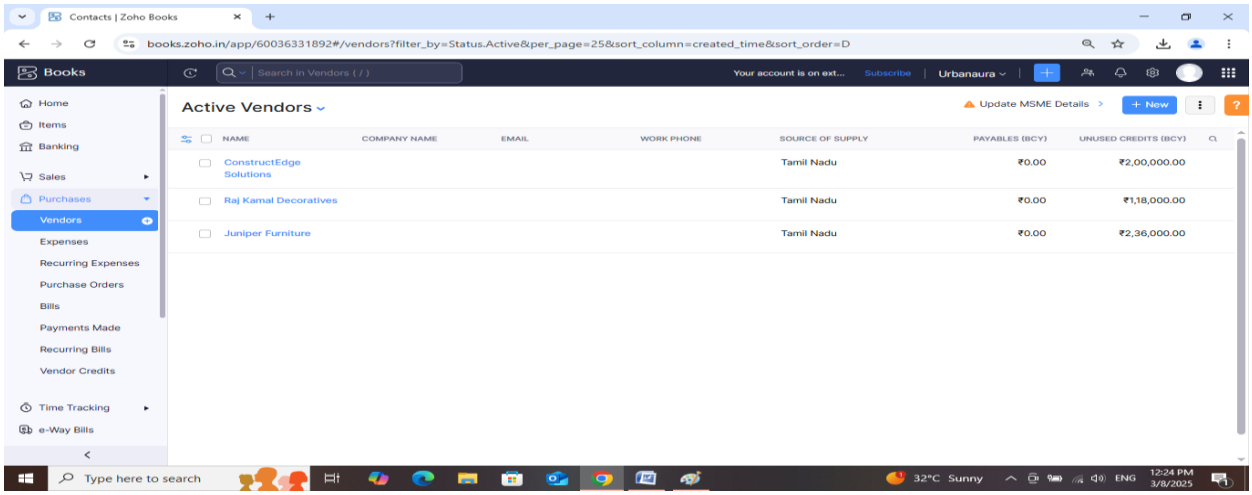
Activity 1: Vendors Creation:

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:



Activity: 2: Review of Vendors List:



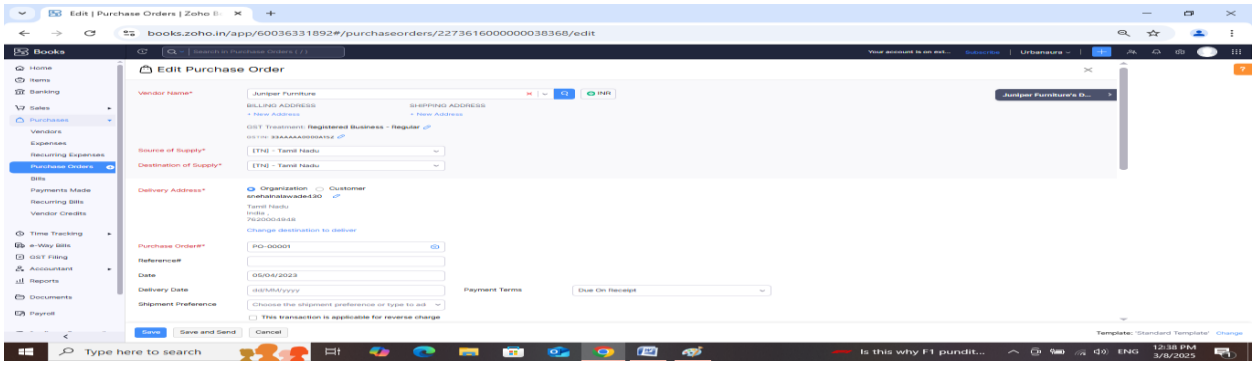
Milestone : 4 : Purchase :

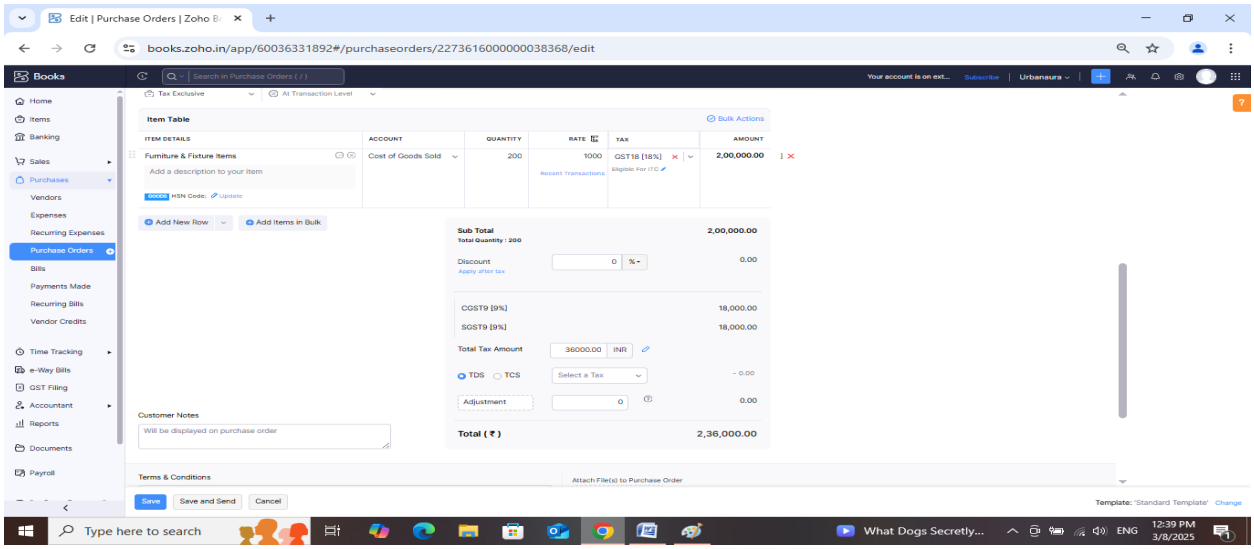
Activity 1:Purchase Order Creation:

1. 05/04/2023 Juniper Furnitures- Furnitures &Fixture items-Qty200 @Rs. 1000/- each
2. 05/04/2023 Raj Kamal Decorative Accessories-Qty 200
3. 05/04/2023 ConstructionEdge Solution – construction & Revovation Materials- Qty 200.

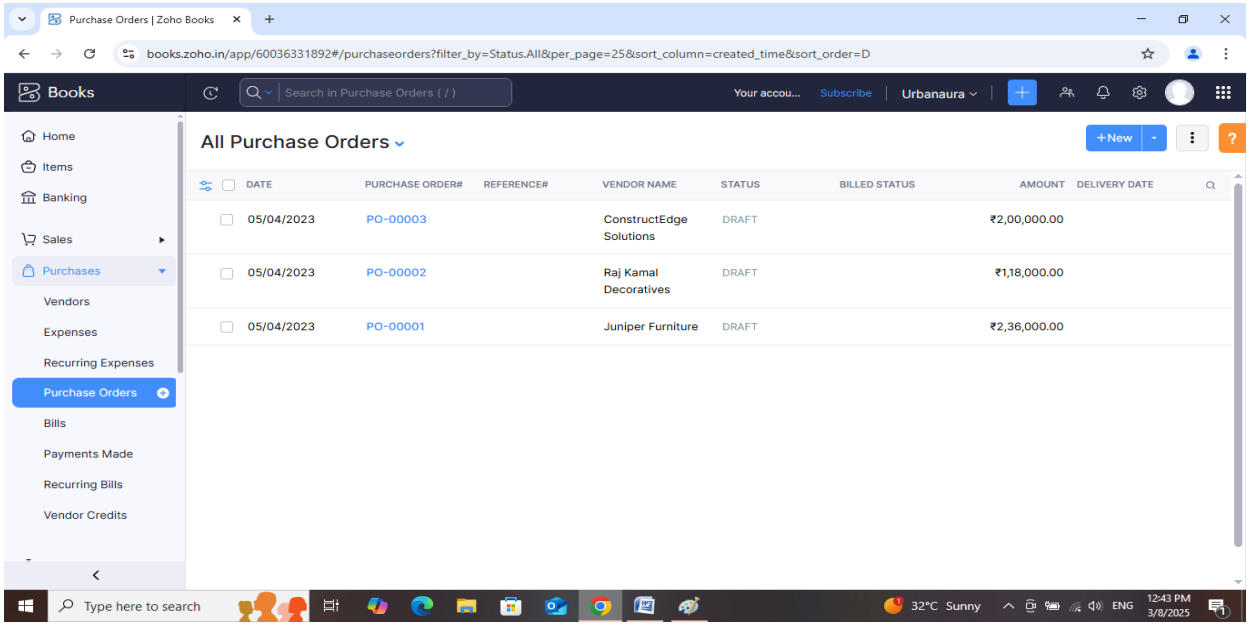
Purchase>Purchase Order>Create New>Provide the respective details:

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





Activity: 2: Review of Purchase Order List:



Milestone: 5: Customers:

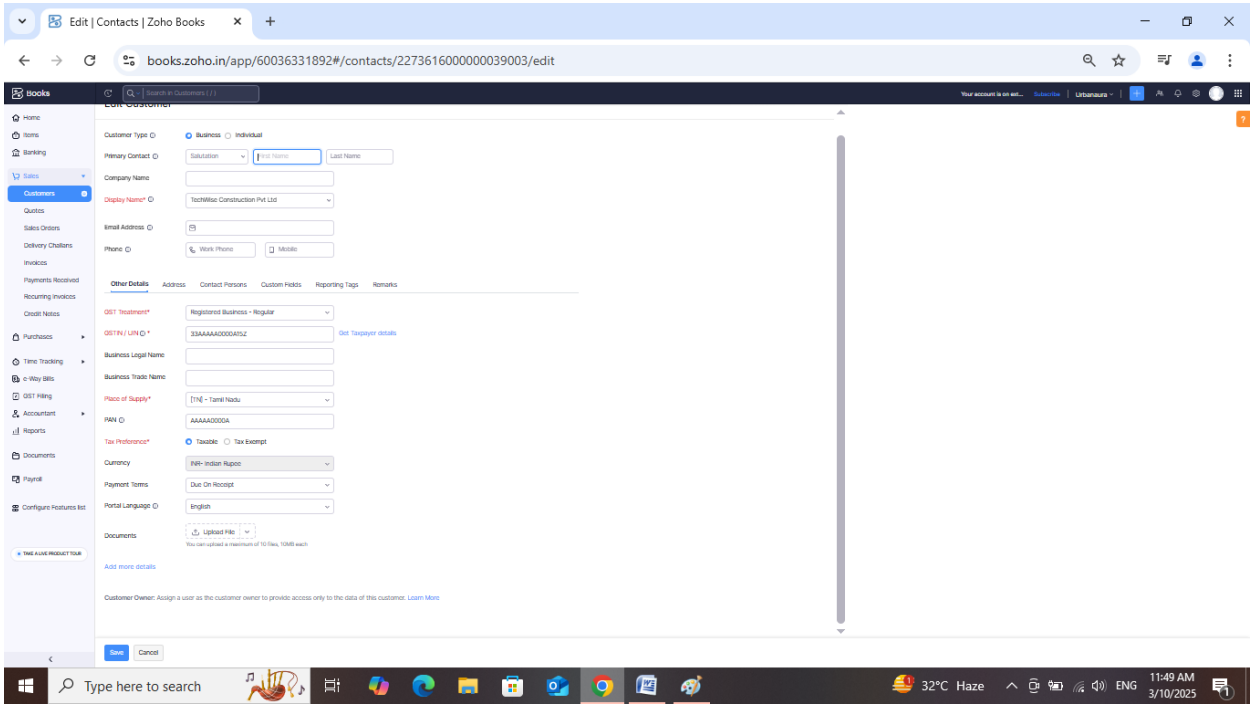
Activity: 1: Customer Creation:

1. TechWise Constructions Pvt Ltd (GST Registered)

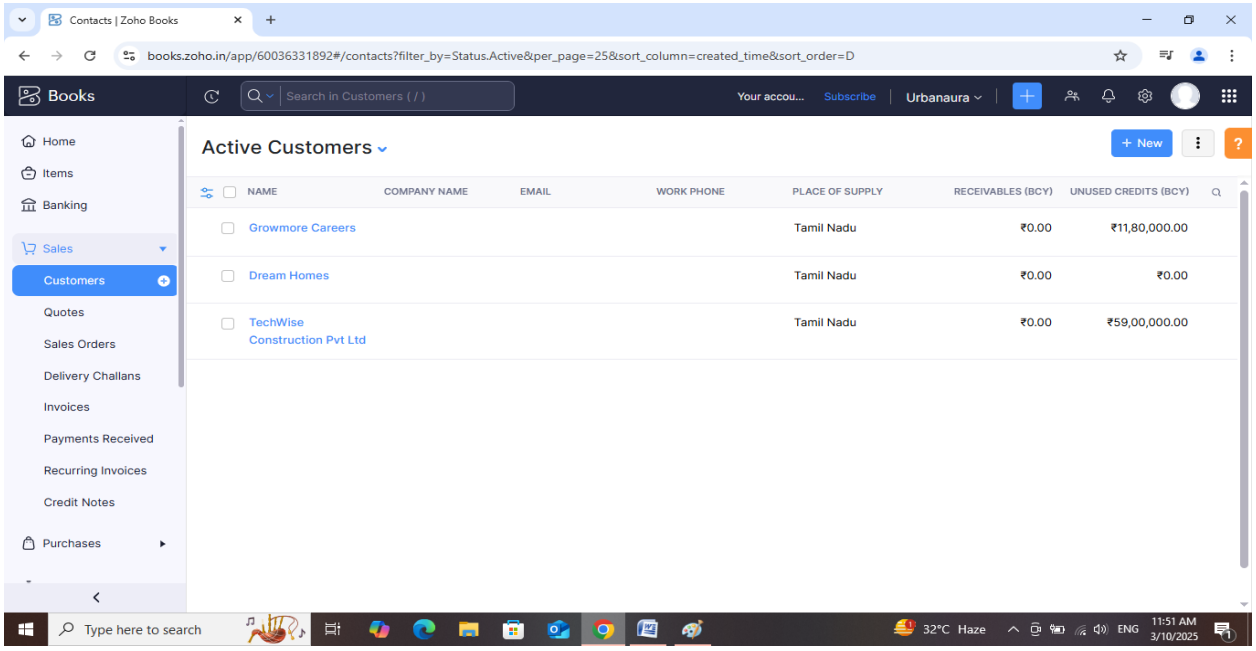
2. Dream Homes (Non- GST Registered)

SALES>CUSTOMERS>CREATE>NEW CUSTOMER

. TechWise Constructions Pvt Ltd (GST Registered)



Activity: 2: Review the Customers List:



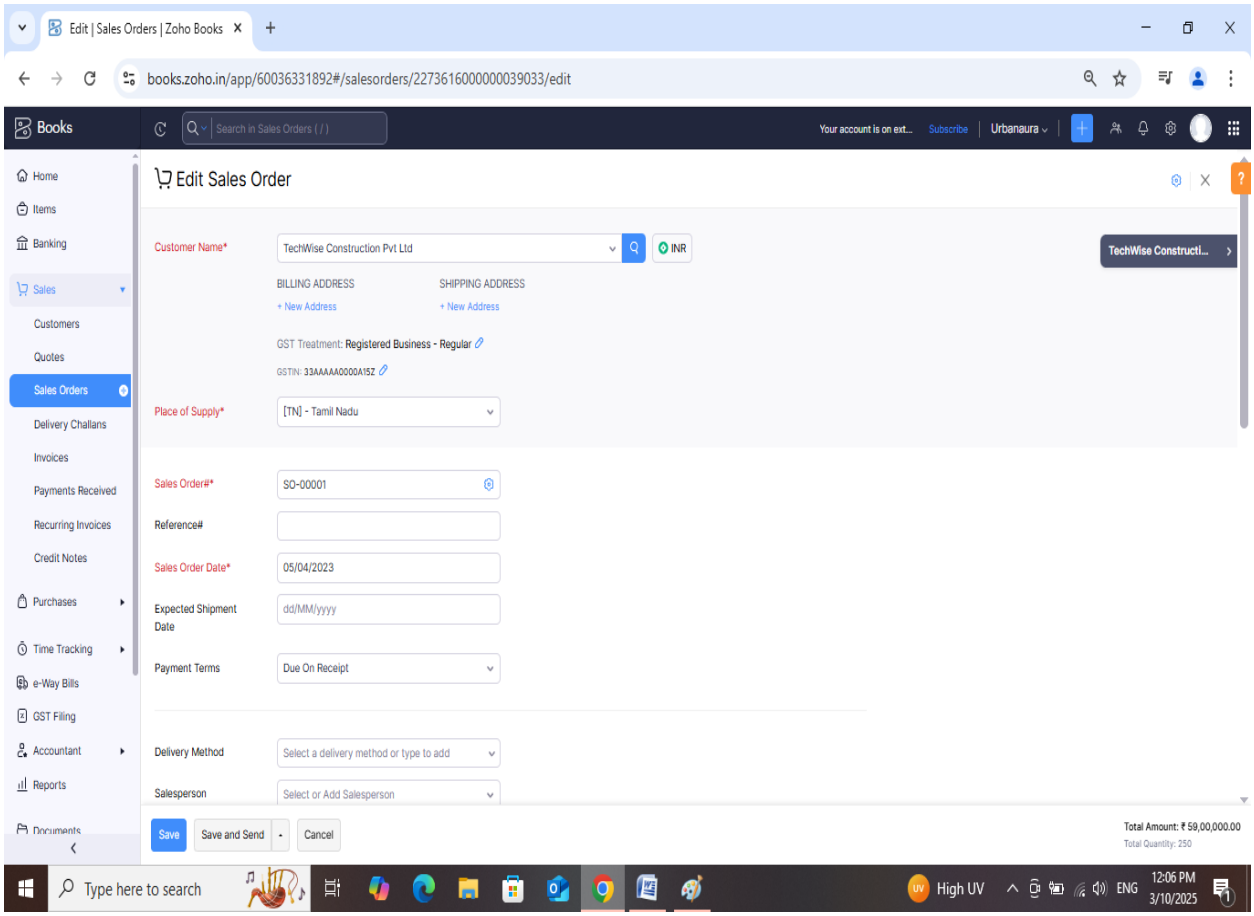
Milestone: 6: Sales:

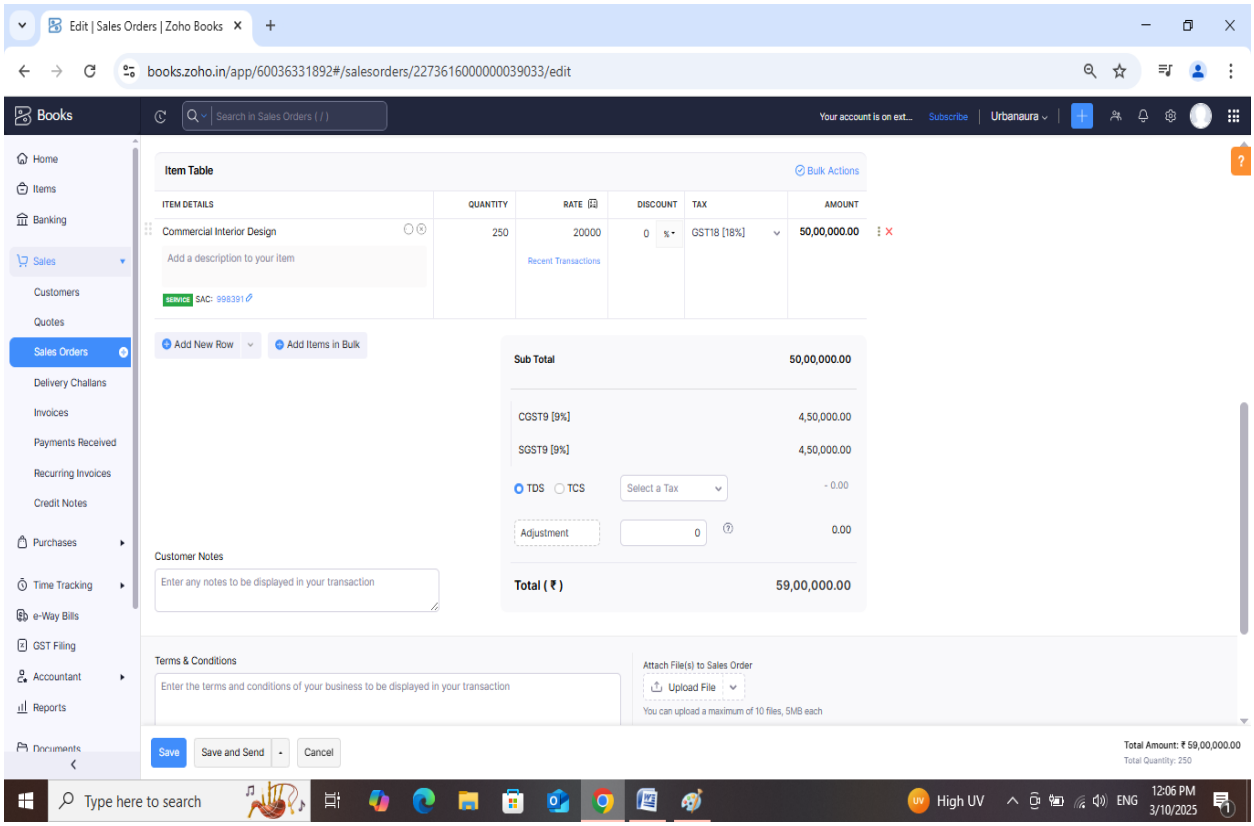
Activity: 1: Sales Order Creation:

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.

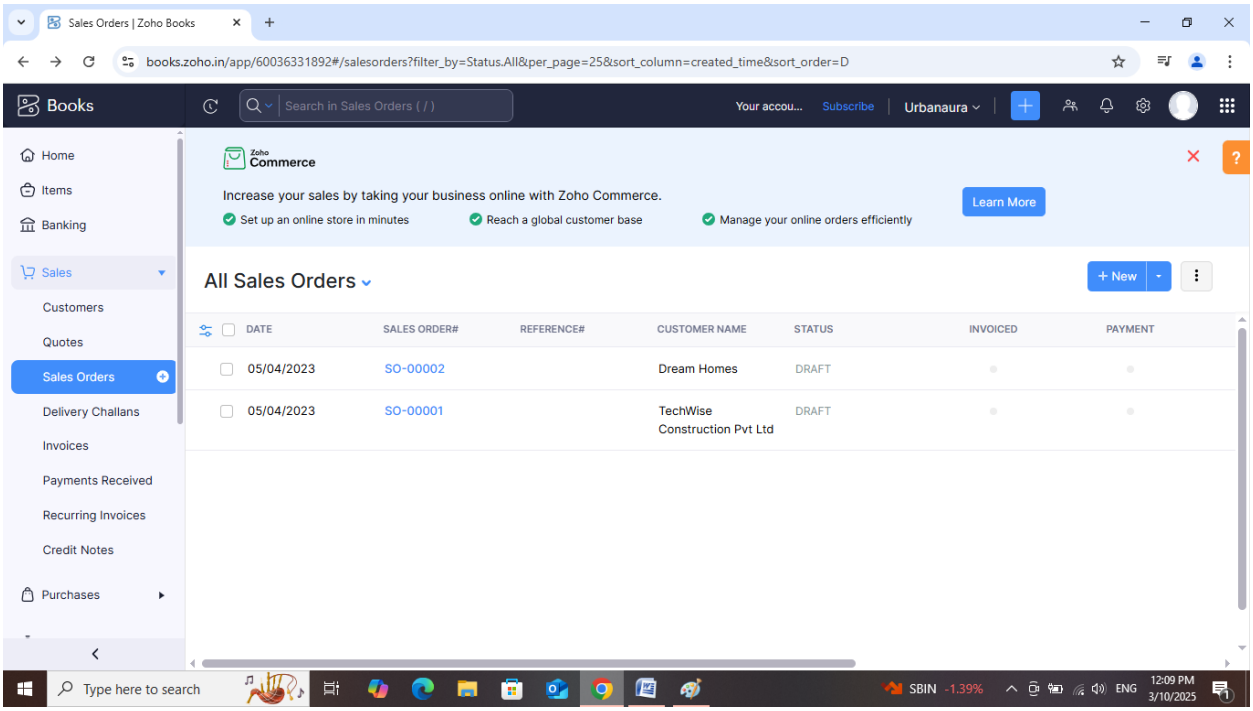
SALES> SALES ORDER> CREATE NEW and fill the necessary field>SAVE> Mark as Confirmed.

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



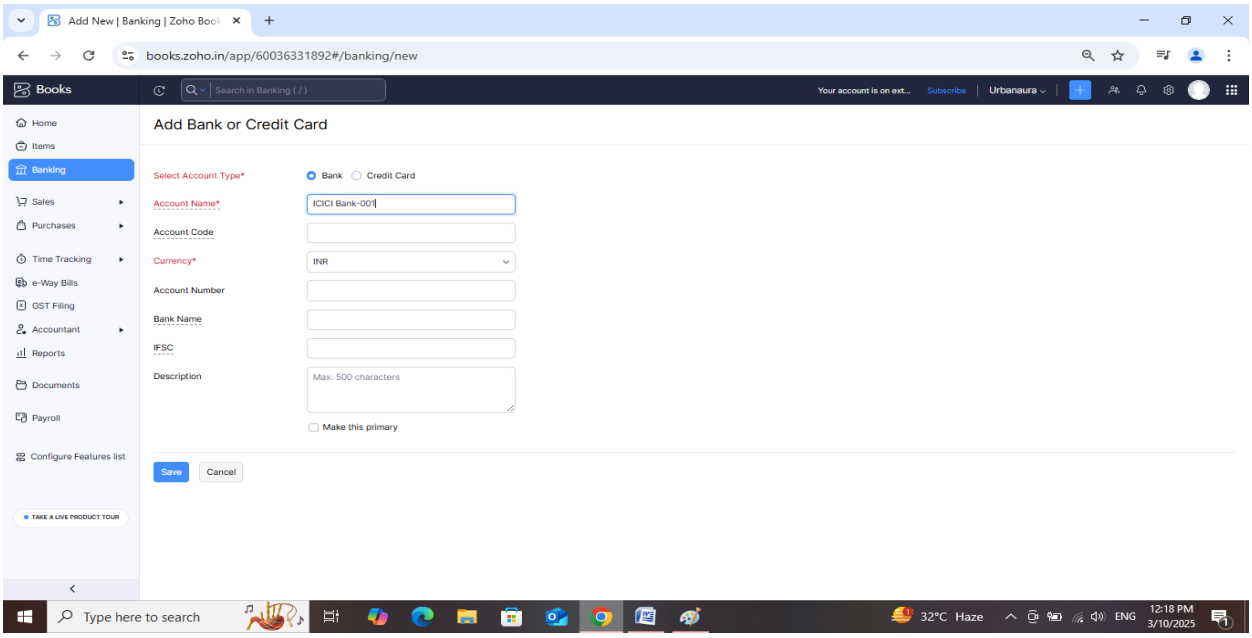


Activity: 2: Review of all Sales Order List:



Milestone: 7: Bank Account:

Activity: 1: Adding Bank Account:

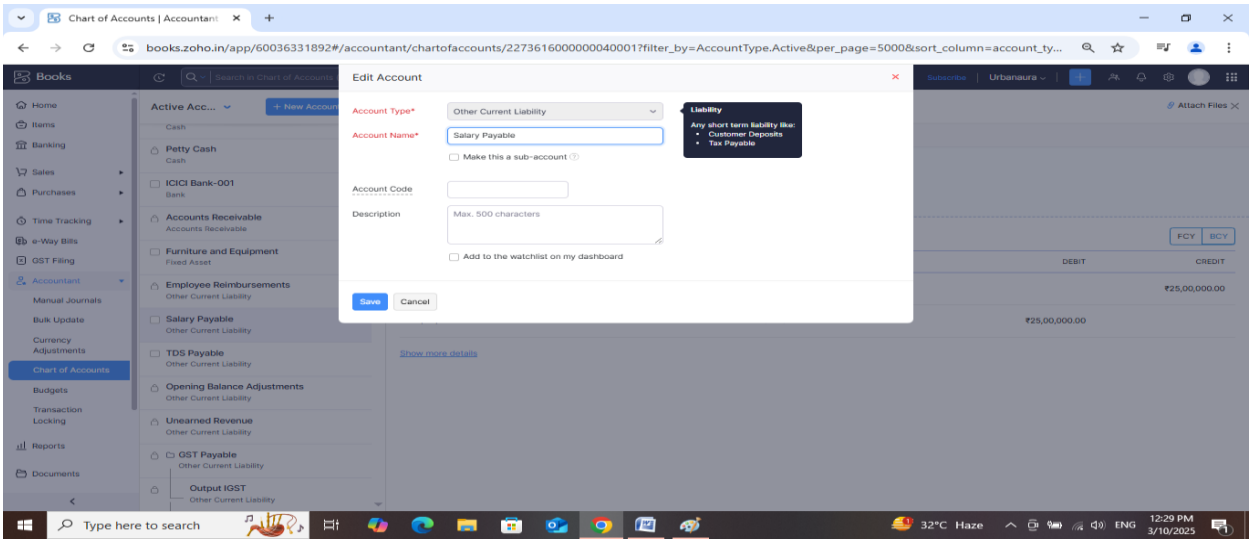


Milestone: 8: Accounts and Ledgers:

Activity: 1: Creation of New Accounts/ Ledgers:

1. Salary Payable under other current liabilities.

ACCOUNTANT>CHARTS OF ACCOUNT>+NEW ACCOUNT

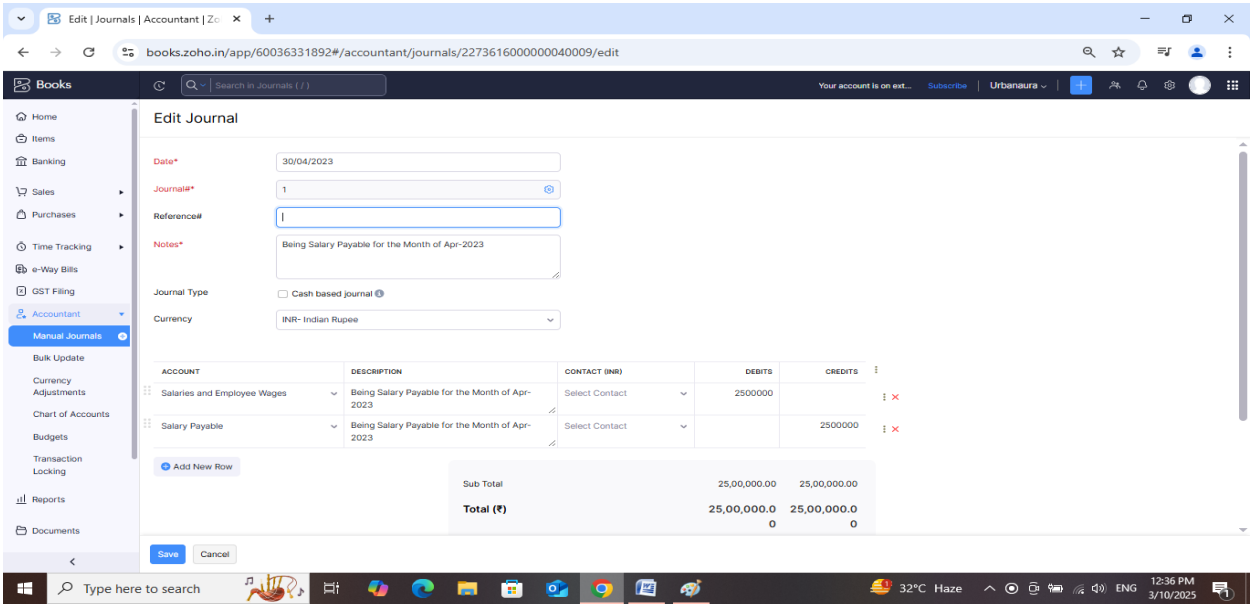


Milestone: 9: Journal Entries:

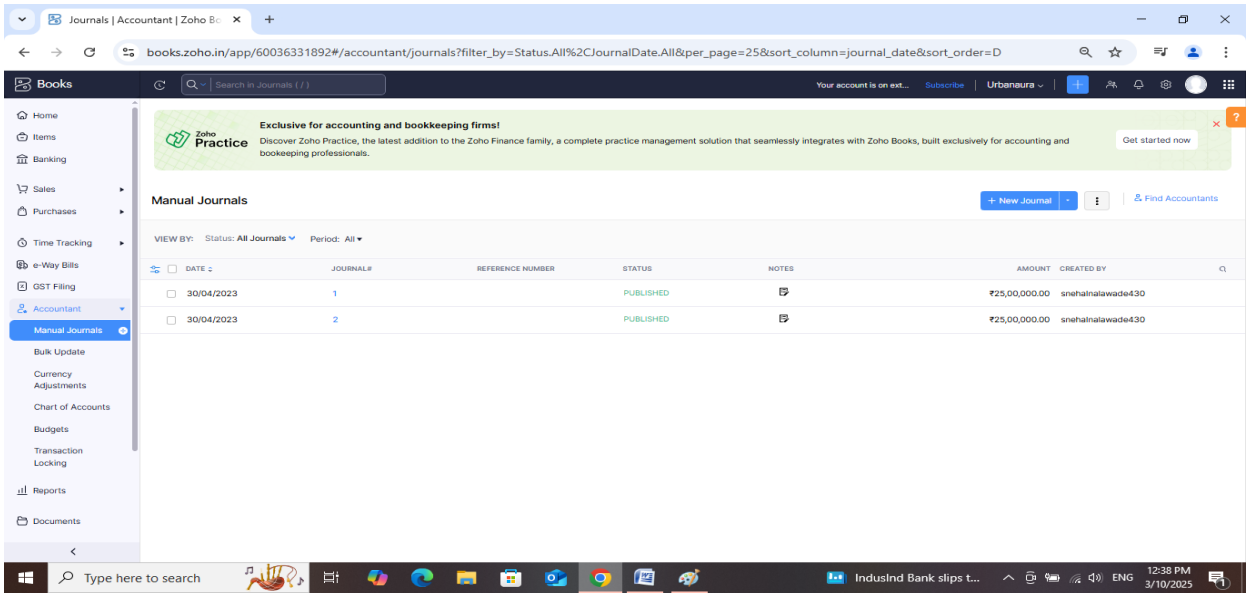
Activity: 1: Recording of Journal Entries:

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

ACCOUNTANT>ADD MANUAL JOURNALS



Activity: 2: Review of all journals:



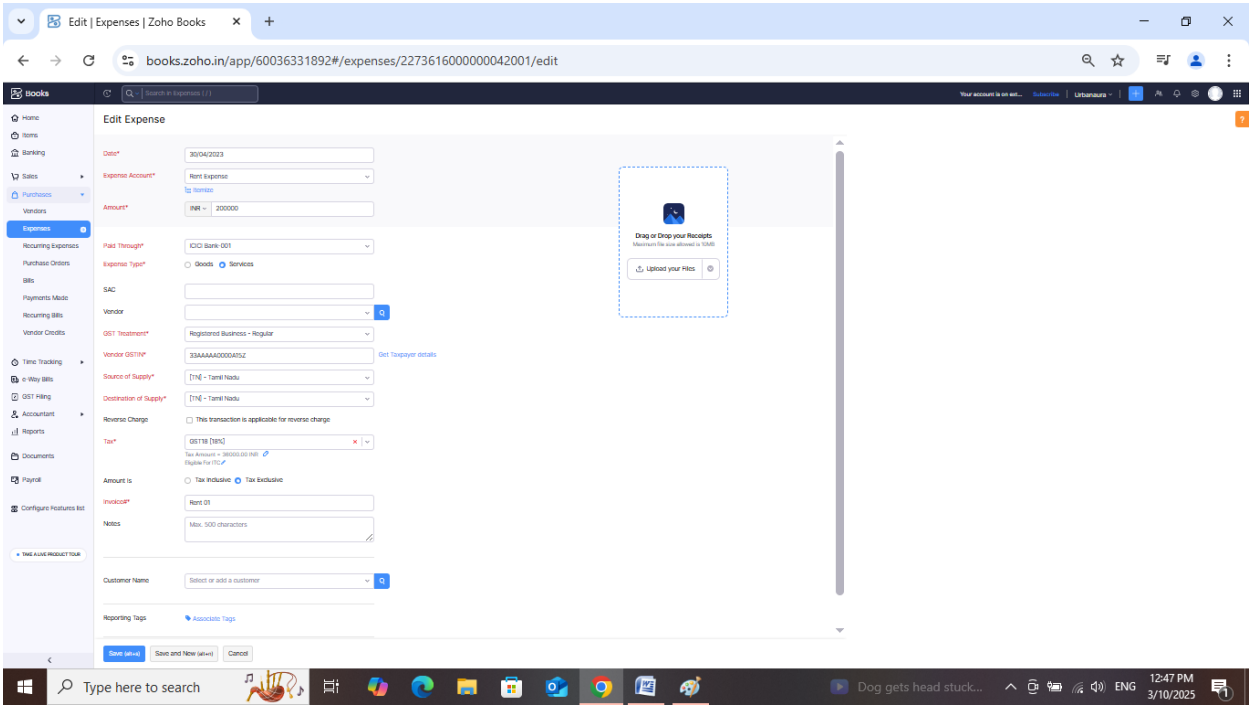
Milestone: 10: Expense & Bills:

Activity :1: Expense & Bills Entry:

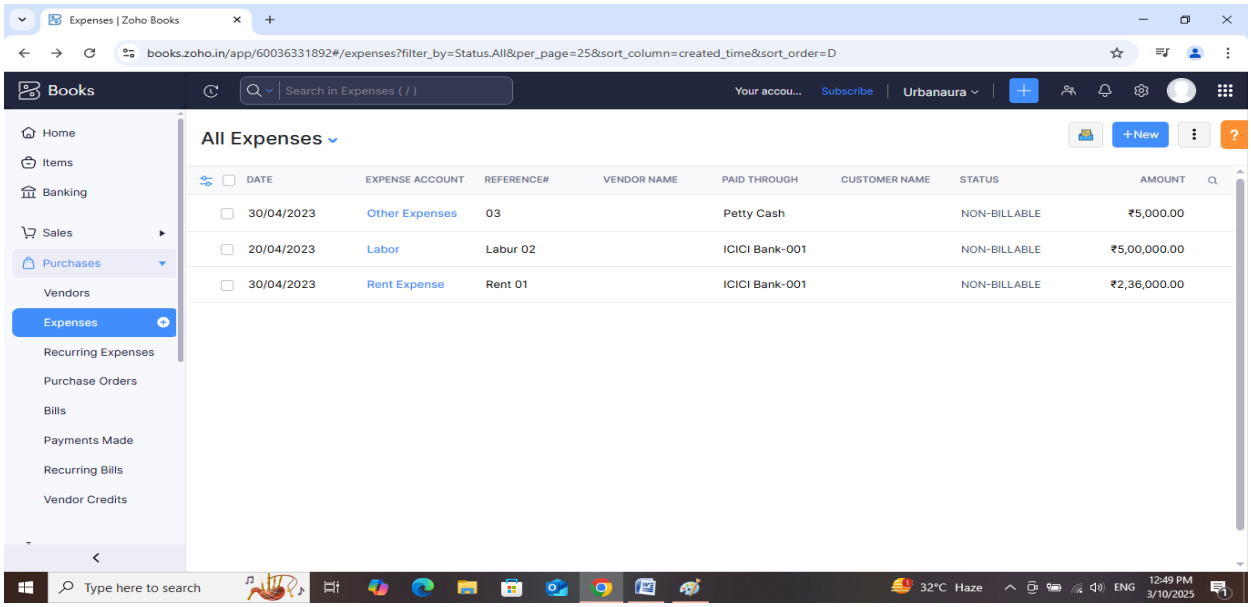
1. Office Rent Rs. 200000/-excluding GST@ 18% Total invoice Value Rs 236000/- paid in bank on 30/04/2023.
2. Labor Cost Rs.1500000/- paid in bank on 20/04/2023.
3. Other Miscellaneous Expenses Rs. 5000 paid in cash on 30/04/2023.

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.



Activity :2: Review of expense & bills:



Milestone: 11: Bank Entries:

Activity:1: Recording of Bank Transaction:

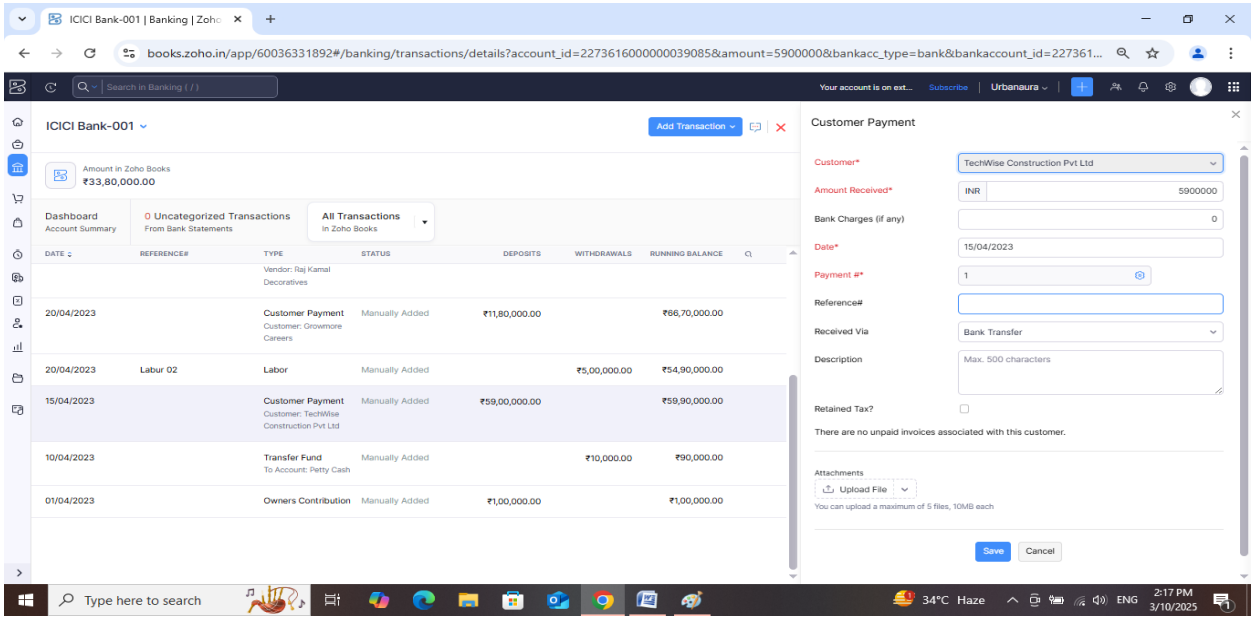
The Below are the Bank Transaction occurred during the month:

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

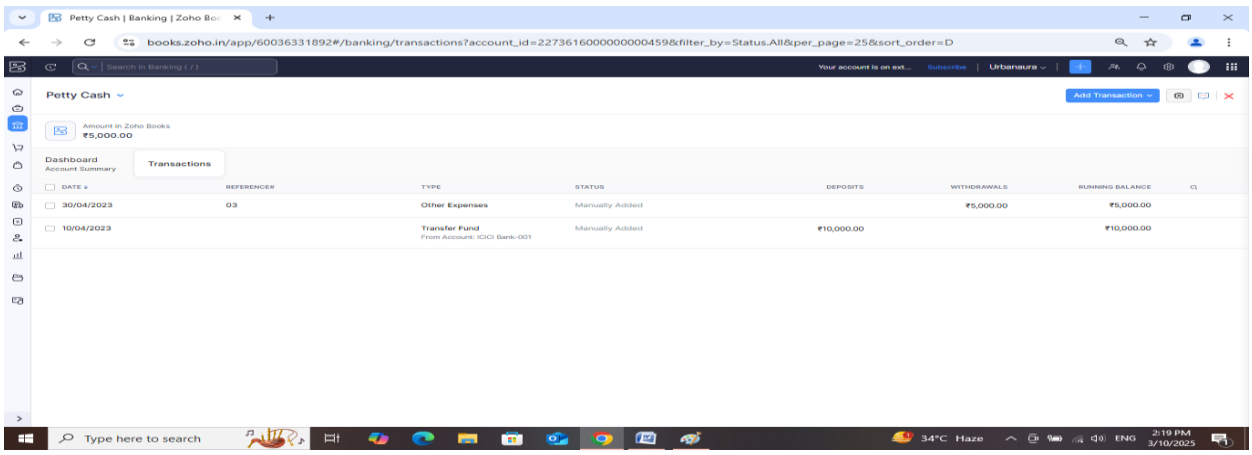
To add the bank transaction go to Banking> Add Transaction and select the appropriate type to record the transaction:

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

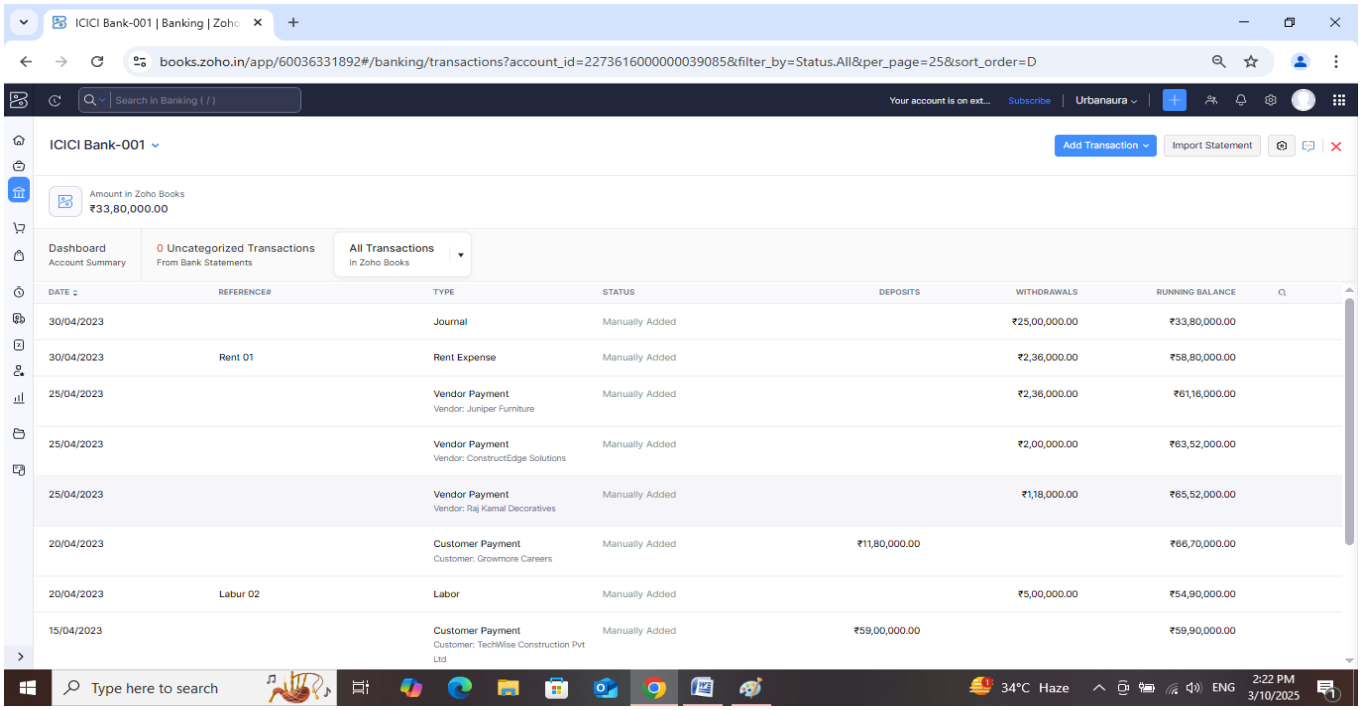
For Customer Payment:



For petty cash:



For ICICI-001 Bank:



Milestone: 12: Financial Reports:

Acitivity:1: Financial Reports likes profit & loss statements, Balance sheets, Cash Flow Statement:

❖ Activity:1: Profit & Loss Statement:

Urbanaura

Profit and Loss

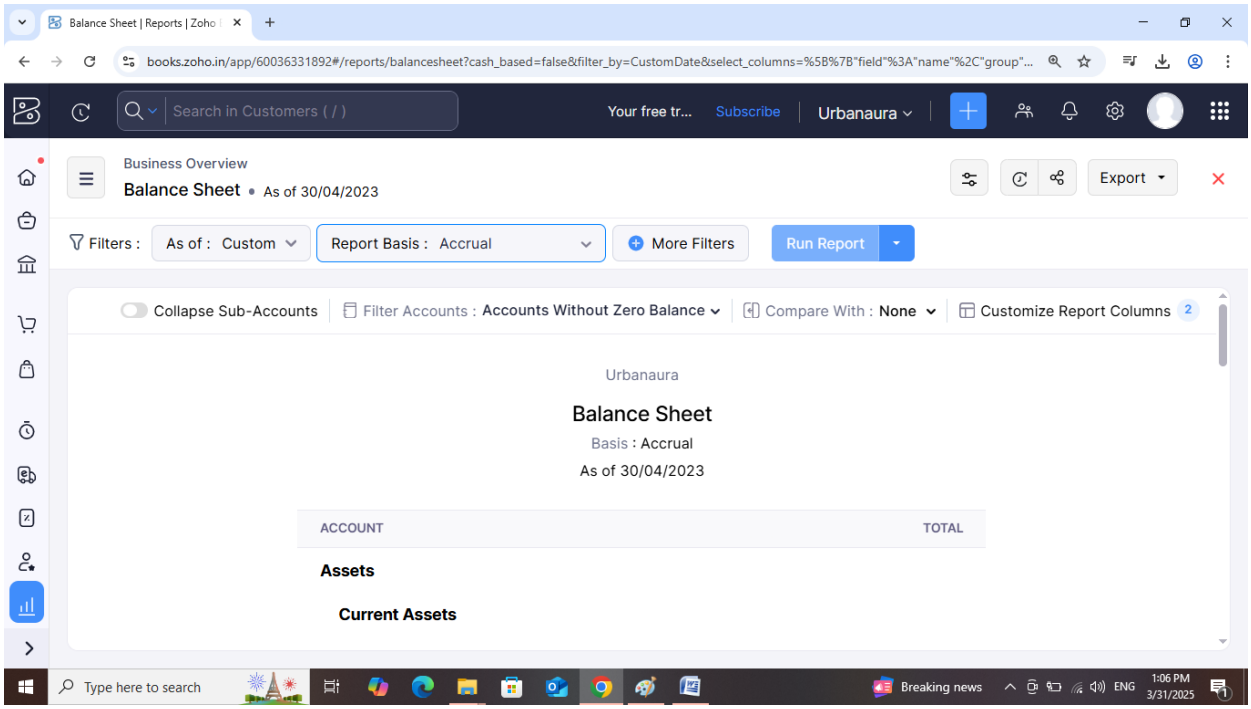
Basis: Accrual

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

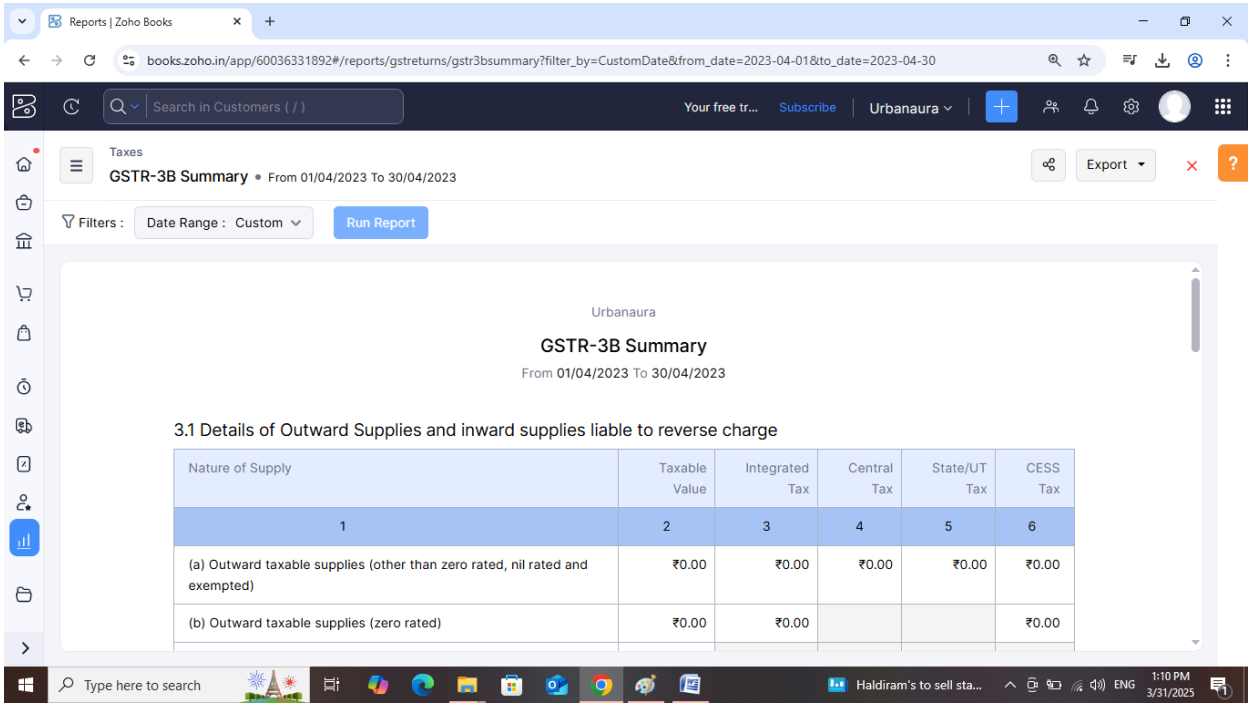
Account	Total
Operating Income	
Total for Operating Income	**0.00**
Cost of Goods Sold	
Labor	5,00,000.00
Total for Cost of Goods Sold	**5,00,000.00**
Gross Profit	**-5,00,000.00**
Operating Expense	
Other Expenses	5,000.00
Rent Expense	2,00,000.00
Salaries and Employee Wages	25,00,000.00
Total for Operating 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:



❖ Activity: 3: GSTR- Summary:



❖ Activity: 4: Tax Summary:

Urbanaura

Tax Summary

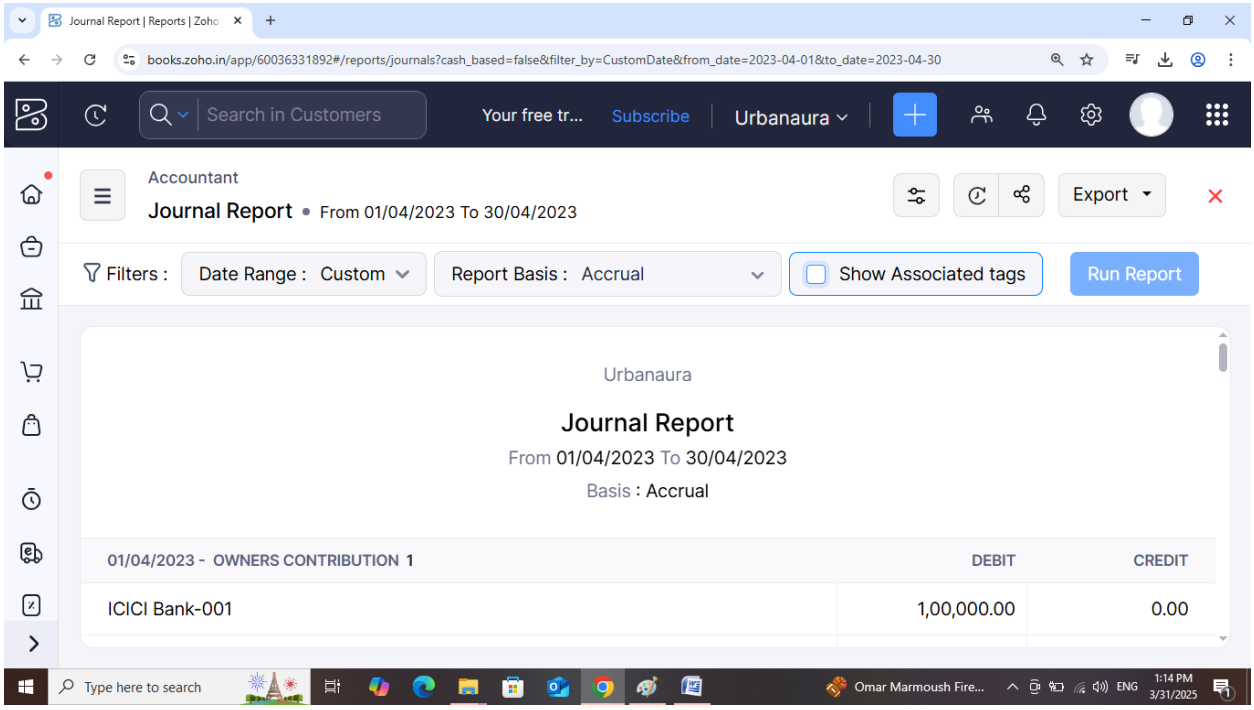
Basis: Accrual

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:



❖

❖ 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**	