

## **PROGRAM BOOK FOR SEMESTER INTERNSHIP**

Name of the Student : ASHOK CHANDRA J

Name of the College : Dr Lankapalli Bullayya College, Visakhapatnam

Registration Number : 121128807006

Period of Internship : 6<sup>th</sup> semester

Name & Address of Intern Organization: Smartbridge

Name of the University: Andhra University

Year : 2021 - 2024

**An Internship Report on**

ACCOUNTING and FINANCIAL ANALYTICS

**Submitted in accordance with the requirement for the degree of**

Bachelor of Business Administration

**Under the Faculty Guideship of**

Dr J L Purnima

**Department of**

Management [U.G]

**Dr Lankapalli Bullayya College: Visakhapatnam**

**Submitted by**

J ASHOK CHANDRA

**Reg. No.**

121128807006

**Dr. Lankapalli Bullayya College  
Visakhapatnam-13**

## Certification

This is to certify that J ASHOK CHANDRA

Reg. No. 121128807006 has completed Internship in

Smart Bridge on Accounting and financial Analytics

Under my supervision as part of a partial fulfillment of the requirement for  
the Degree of Bachelor of Business Administration in Department of Management [U.G.]

Dr. Lankapalli Bullayya College, Visakhapatnam.

This is accepted for evaluation.

Signature with Date and seal

Dr. L. B. COLLEGE  
VISAKHAPATNAM-13

4/5/14

Endorsements

Faculty Guide : *Purnima*

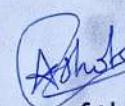
Head of the Department : *M. S. Reddy*

Principal : *Chandra*

## Declaration

I J ASHOK CHANDRA student of Bachelor of Business - Administration  
Program, Reg. No. 121128807006 of the Department of Management [U.G],  
College do hereby declare that I have completed mandatory Long-  
Term Internship Under the Faculty Guideship of Dr JL Purnima  
Department of Management [U.G]

Dr. Lankapalli Bullayya College Visakhapatnam-13



Signature of the student

## Acknowledgement

I would sincerely like to thank APSCHE for providing me with this long-term immersion Internship which helped me gain practical and theoretical knowledge, Experience on Accounting and Financial Analytics.

I thank Our respected Principal Sir Dr. G.S.K Chakravarty for giving me this wonderful Opportunity.

I would also like to thank our Head of the Department Mr. N.K. Mahesh, Department of BBA, and my guide Dr. J.L Purnima for being a wonderful mentor throughout my Project.

I thank Almighty/god, my parents and my friends without whose help this project would not have been completed.

## Contents

Serial No:	Particulars	Page No:
1	chapter 1: Executive Summary	01
2	chapter 2: Overview of the Organization	02
3	chapter 3: Internship Part (Project)	03
4	Chapter 4: Activity log - first Week → Weekly Report - first Week	04.
	Activity log - Second Week	05
	→ Weekly Report - Second Week	06
	Activity log - third Week	07
	→ Weekly Report - third Week	08
	Activity log - fourth Week	09
	→ Weekly Report - fourth Week.	10
	Activity log - fifth Week	11
	→ Weekly Report - fifth Week	12
	Activity log - Sixth Week	13
	→ Weekly Report - Sixth Week.	14
	Activity log - Seventh Week	15
	→ Weekly Report - Seventh Week.	16
	Activity log - Eighth Week.	17
	→ Weekly Report - Eighth Week.	18
		19

Serial No:	Particulars	Page No:
4	Activity log - Ninth Week → Weekly Report - Ninth Week	20 21
	Activity log - Tenth Week → Weekly Report - Tenth Week	22 23
	Activity log - Eleventh Week → Weekly Report - Eleventh Week	24 25
	Activity log - Twelfth Week → Weekly Report - Twelfth Week	26 27
5	Chapter 5: Outcomes Description	28

## CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

### Description of the Sector of business & Intern Organization.

Smartbridge is an Edtech startup based in Hyderabad, Telangana, India. It was founded in 2015 with mission of bridging the gap between Academics and Industries. Smartbridge provides a cutting-edge ed-tech platform i.e "SmartInternz" for students, Colleges, and Companies to Connect and Collaborate. "Smartinternz" serves as a catalyst for fostering collaboration between academia & Industry. By providing project-based, collaborative learning solutions woven into curriculum, it empowers students to cultivate the essential technical and professional skills required to become job-ready candidates.

### Learning Objectives and Outcomes.

- 1) Mastery of Zoho Books,
- 2) Accounting i.e [Recording transactions, Summarizing, financial reports - Generation]
- 3) Mastery of financial functions in Microsoft Excel.
- 4) Competitive financial Analysis & Market Analysis.
- 5) Stock Market trend Analysis.

Summary of Internship Activities:- Attended Hands on-live training Session & Project Mentoring Sessions. Selection of Project topic - "Preparation and Maintenance of ZohoBooks for techpro Solutions" & Creating the Sales Items - Services, Journals, Bills, Receipts, Financial Reports in Zoho Books. Drafting a Video Demonstration on Team Project topic and Preparation of Final Report and Submission of Project deliverables in team collaborated Github Repository.

## CHAPTER 2: OVERVIEW OF THE ORGANIZATION

### Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, marketreach and market value.
- G. Future Plans of the Organization

Smart Bridge is a platform that offers Virtual Internship to the students. The platform's goal is to Prepare students for the job market by establishing a cooperative relationship between industry & Academia. SmartBridge partners with companies such as Google to offer virtual Internships. The Internship provides students with hands-on experiences with the latest technologies, and enable project-based learning. Smartbridge's flagship event is the "Summer Internship" Program. The program develops student's skills in emerging technologies. i.e 1) Artificial Intelligence 2) Machine learning , 3) Internet of Things.

### Organization's Objective:

Smartbridge's main objective is to bridge the existing gaps between Prevailing Industry Standards And-

- What the Academics offer to the graduates while graduating from University. Smartbridge offers suitable skill development (&) training to the young talent before they get on board with their first job. Their skill development programs are designed considering the present in demand skills in any specific Industry. Smartbridge, thereby works along the line to offer best programs that helps the students to gain practical knowledge and hands on training to learn skills of the future.

Therefore, the main objectives of Smartbridge is Providing Internship for every students, Promote Industry Approved Professional Electives, & Become a talent factory of India by 2026.

## CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

Description of the Activities/Responsibilities Undertaken

- 1) Registering with APSCHE Smartinterning and enrolling for Smartbridge's Course in "Accounting & Financial Analytics" with Zoho Books. Attending the live hand on training Session as per the Pre-scheduled Training Calendar.
- 2) Participating in Weekly Quiz & Completing Weekly Assignments with respect to Accounting & Financial Analytics.
- 3) Team Formation & Selection of Project Topic "Preparation & Maintenance of Zoho Books for techpro Solutions".
- 4) Attending the Project-Mentoring Sessions and Commencing Project by Creating Project deliverables i.e Services items, Customers, Vendors, Sales order, Purchase Order, Invoices, Expenses, Bills, Receipts, Journals, & financial Reports of Techpro Solutions.
- 5) Drafting a Video Demonstration on Project topic.
- 6) Preparation of final Report on Project & Internship.
- 7) Submission of team Project i.e uploading Project files in Team's Collaborated Github Repository.



**TechPro Solutions Private Limited**

Karnataka  
India  
GSTIN 29AAJFT6977G1ZE  
9493831184  
ashoksilvester627@gmail.com

# PURCHASE ORDER

# PO-00001

Vendor Address  
**Juniper Networks**  
GSTIN 33AAAAA0000A1Z5

Deliver To  
ashoksilvester627  
Karnataka  
India  
GSTIN 29AAJFT6977G1ZE  
9493831184  
ashoksilvester627@gmail.com

Date : 05/04/2023

#	Item & Description	Qty	Rate	Amount
1	Networking Equipment	200.00	1,000.00	2,00,000.00
Sub Total				2,00,000.00
IGST18 (18%)				36,000.00
Total				₹2,36,000.00

Authorized Signature \_\_\_\_\_



**TechPro Solutions Private Limited**

Karnataka

India

GSTIN 29AAJFT6977G1ZE

9493831184

ashoksilvester627@gmail.com

**BILL**

Bill# 01

Balance Due  
₹0.00

Order Number : PO-00001

Bill Date : 25/04/2023

Due Date : 25/04/2023

Terms : Due on Receipt

Bill From  
**Juniper Networks**  
GSTIN 33AAAAA0000A1Z5

#	Item & Description	Qty	Rate	Amount
1	Networking Equipment	200.00	1,000.00	2,00,000.00
Sub Total				2,00,000.00
IGST18 (18%)				36,000.00
Amount Withheld (Section 194 C)				(-) 4,000.00
Total				₹2,32,000.00
Payments Made				(-) 2,32,000.00
Balance Due				₹0.00

Authorized Signature \_\_\_\_\_



**TechPro Solutions Private Limited**  
Karnataka  
India  
GSTIN 29AAJFT6977G1ZE  
9493831184  
ashoksilvester627@gmail.com

**BILL**  
Bill# 02

Balance Due  
₹0.00

Bill From  
**Amazon Web Services**  
GSTIN 33AAAAA0000A1Z5

Bill Date : 05/04/2023

Due Date : 05/04/2023

Terms : Due on Receipt

#	Item & Description	Qty	Rate	Amount
1	Cloud Database	1.00	50,000.00	50,000.00
Sub Total				50,000.00
IGST18 (18%)				9,000.00
Amount Withheld (Section 194 J)				(-) 5,000.00
<b>Total</b>				<b>₹54,000.00</b>
Payments Made				(-) 54,000.00
<b>Balance Due</b>				<b>₹0.00</b>

Authorized Signature \_\_\_\_\_



TechPro Solutions Private Limited

Karnataka  
India  
GSTIN 29AAJFT6977G1ZE  
9493831184  
ashoksilvester627@gmail.com

**BILL**

Bill# 03

Balance Due  
₹0.00

Bill From  
**IBM Cloud**  
GSTIN 33AAAAA0000A1Z5

Bill Date : 05/04/2023

Due Date : 05/04/2023

Terms : Due on Receipt

#	Item & Description	Qty	Rate	Amount
1	Cloud Database	2.00	50,000.00	1,00,000.00
			Sub Total	1,00,000.00
			IGST18 (18%)	18,000.00
			Amount Withheld (Section 194 J)	(-) 10,000.00
			Total	₹1,08,000.00
			Payments Made	(-) 1,08,000.00
			Balance Due	₹0.00

Authorized Signature \_\_\_\_\_

**TechPro Solutions Private Limited**

Karnataka  
India  
GSTIN 29AAJFT6977G1ZE  
9493831184  
ashoksilvester627@gmail.com

**SALES ORDER**

Sales Order# SO-00001

**Bill To**  
**DigitalEdge Technologies PVT Ltd**  
GSTIN 33AAAAA0000A15Z

**Ship To**  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z

**Order Date :** 10/04/2023  
**Ref# :** 01

Place Of Supply: Tamil Nadu (33)

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	IT Consulting	998313	100.00 Hrs	10,000.00	10,00,000.00
Sub Total					10,00,000.00
IGST18 (18%)					1,80,000.00
<b>Total</b>					<b>₹11,80,000.00</b>

Authorized Signature \_\_\_\_\_

# TechPro Solutions Private Limited



Karnataka  
India  
GSTIN 29AAJFT6977G1ZE  
9493831184  
ashoksilvester627@gmail.com

# TAX INVOICE

#	: INV-000001			Place Of Supply		: Karnataka (29)								
Invoice Date	: 10/04/2023													
Terms	: Due on Receipt													
Due Date	: 10/04/2023													
P.O.#	: SO-00001													
<b>Bill To</b>				<b>Ship To</b>										
<b>DigitalEdge Technologies PVT Ltd</b> GSTIN 33AAAAA0000A15Z				Tamil Nadu India GSTIN 33AAAAA0000A15Z										
#	Item & Description	HSN /SAC	Qty	Rate	CGST		SGST		Amount					
					%	Amt	%	Amt						
1	IT Consulting	998313	100.00 Hrs	10,000.00	9%	90,000.00	9%	90,000.00	10,00,000.00					
Total In Words <i>Indian Rupee Eleven Lakh Eighty Thousand Only</i>					Sub Total		10,00,000.00							
					CGST9 (9%)		90,000.00							
					SGST9 (9%)		90,000.00							
					<b>Total</b>		<b>₹11,80,000.00</b>							
					Payment Made		(₹) 11,80,000.00							
					<b>Balance Due</b>		<b>₹0.00</b>							
Authorized Signature														

**TechPro Solutions Private Limited**

Karnataka  
India  
GSTIN 29AAJFT6977G1ZE  
9493831184  
ashoksilvester627@gmail.com

**TAX INVOICE**

#	: INV-000002	Place Of Supply	: Karnataka (29)
Invoice Date	: 20/04/2023		
Terms	: Due on Receipt		
Due Date	: 20/04/2023		
Bill To	Ship To		
SmartTech Innovations Pvt Ltd GSTIN 33AAAAA0000A15Z	Tamil Nadu India GSTIN 33AAAAA0000A15Z		

#	Item & Description	HSN /SAC	Qty	Rate	CGST		SGST		Amount
					%	Amt	%	Amt	
1	Software Development	998313	50.00 Hrs	20,000.00	9%	90,000.00	9%	90,000.00	10,00,000.00

Total In Words

Indian Rupee Ten Lakh Eighty Thousand Only

Notes

Thanks for your business.

Sub Total	10,00,000.00
CGST9 (9%)	90,000.00
SGST9 (9%)	90,000.00
Amount Withheld (Section 194)	(-) 1,00,000.00
Total	₹10,80,000.00
Balance Due	₹10,80,000.00

Authorized Signature

**TechPro Solutions Private Limited**

Karnataka  
India  
GSTIN 29AAJFT6977G1ZE  
9493831184  
ashoksilvester627@gmail.com

**TAX INVOICE**

#	: INV-000003	Place Of Supply	: Karnataka (29)
Invoice Date	: 20/04/2023		
Terms	: Due on Receipt		
Due Date	: 20/04/2023		

Bill To	Ship To
TechWise Solutions Pvt Ltd GSTIN 33AAAAA0000A15Z	GSTIN 33AAAAA0000A15Z

#	Item & Description	HSN /SAC	Qty	Rate	CGST		SGST		Amount
					%	Amt	%	Amt	
1	Web Maintenance	998313	50.00 Hrs	30,000.00	9%	1,35,000.00	9%	1,35,000.00	15,00,000.00

Total In Words  
*Indian Rupee Sixteen Lakh Twenty Thousand Only*

Notes

Thanks for your business.

Sub Total	15,00,000.00
CGST9 (9%)	1,35,000.00
SGST9 (9%)	1,35,000.00
Amount Withheld (Section 194)	(-) 1,50,000.00
<b>Total</b>	<b>₹16,20,000.00</b>
Payment Made	(-) 16,20,000.00
<b>Balance Due</b>	<b>₹0.00</b>

Authorized Signature

**TechPro Solutions Private Limited**

Karnataka  
India  
GSTIN 29AAJFT6977G1ZE  
9493831184  
ashoksilvester627@gmail.com

**TAX INVOICE**

#	: INV-00004
Invoice Date	: 20/04/2023
Terms	: Due on Receipt
Due Date	: 20/04/2023

**Bill To****ApexTech Consultants**

#	Item & Description	HSN/SAC	Qty	Rate	IGST		Amount
					%	Amt	
1	Cloud Services	998313	50.00 Hrs	182.61	0%	0.00	9,130.50

Total In Words

*United States Dollar Nine Thousand One Hundred Thirty and Fifty Cents*

## Notes

Thanks for your business.

Sub Total	9,130.50
IGST0 (0%)	0.00
<b>Total</b>	<b>\$9,130.50</b>
Payment Made	(-) 9,130.50
<b>Balance Due</b>	<b>\$0.00</b>

Authorized Signature



## TechPro Solutions Private Limited

Karnataka  
India  
GSTIN 29AAJFT6977G1ZE  
9493831184  
ashoksilvester627@gmail.com

### PAYMENT RECEIPT

Payment Date **15/04/2023**

Reference Number

Payment Mode **Bank Transfer**

Amount Received In Words  
**Indian Rupee Eleven Lakh Eighty Thousand Only**

Amount Received  
**₹11,80,000.00**

Bill To

Authorized Signature

**DigitalEdge Technologies PVT Ltd**

### Payment for

Invoice Number	Invoice Date	Invoice Amount	Payment Amount
INV-000001	10/04/2023	₹11,80,000.00	₹11,80,000.00



## TechPro Solutions Private Limited

Karnataka  
India  
GSTIN 29AAJFT6977G1ZE  
9493831184  
ashoksilvester627@gmail.com

### PAYMENT RECEIPT

Payment Date **25/04/2023**

Amount Received  
**₹16,20,000.00**

Reference Number

Payment Mode **Bank Transfer**

Amount Received In  
Words **Indian Rupee Sixteen Lakh Twenty Thousand  
Only**

Bill To

Authorized Signature

**TechWise Solutions Pvt Ltd**

### Payment for

Invoice Number	Invoice Date	Invoice Amount	Payment Amount
INV-000003	20/04/2023	₹16,20,000.00	₹16,20,000.00



## TechPro Solutions Private Limited

Karnataka  
India  
GSTIN 29AAJFT6977G1ZE  
9493831184  
ashoksilvester627@gmail.com

### PAYMENT RECEIPT

Payment Date **25/04/2023**

Amount Received  
**\$9,130.50**

Reference Number

Payment Mode **Bank Transfer**

Amount Received In Words  
**United States Dollar Nine Thousand One Hundred Thirty and Fifty Cents**

Bill To

Authorized Signature

**ApexTech Consultants**

### Payment for

Invoice Number	Invoice Date	Invoice Amount	Payment Amount
INV-000004	20/04/2023	\$9,130.50	\$9,130.50

# JOURNAL

#1

Notes  
Salary for the Month of April - 2023

Date: 30/04/2023

Amount: 25,00,000.00

Reference Number:

Account	Contact	Debits	Credits
Salaries and Employee Wages		25,00,000.00	
Being salary paid for the month of April - 2023			
salary payable			25,00,000.00
Being salary paid for the month of April - 2023			
	Sub Total	25,00,000.00	25,00,000.00
	Total	25,00,000.00	25,00,000.00

# TechPro Solutions Private Limited

## Profit and Loss

Basis: Accrual

From 01/04/2023 To 31/03/2024

Account	Account Code	Total
<b>Operating Income</b>		
Sales		42,49,989.81
<b>Total for Operating Income</b>		<b>42,49,989.81</b>
<b>Cost of Goods Sold</b>		
Cost of Goods Sold		3,50,000.00
<b>Total for Cost of Goods Sold</b>		<b>3,50,000.00</b>
<b>Gross Profit</b>		<b>38,99,989.81</b>
<b>Operating Expense</b>		
Other Expenses		5,000.00
Rent Expense		2,00,000.00
Salaries and Employee Wages		25,00,000.00
<b>Total for Operating Expense</b>		<b>27,05,000.00</b>
<b>Operating Profit</b>		<b>11,94,989.81</b>
<b>Non Operating Income</b>		
<b>Total for Non Operating Income</b>		<b>0.00</b>
<b>Non Operating Expense</b>		
Exchange Gain or Loss		1,363.25
<b>Total for Non Operating Expense</b>		<b>1,363.25</b>
<b>Net Profit/Loss</b>		<b>11,93,626.56</b>

\*\*Amount is displayed in your base currency INR

# TechPro Solutions Private Limited

## Balance Sheet

Basis: Accrual

As of 31/03/2024

Account	Account Code	Total
<b>Assets</b>		
<b>Current Assets</b>		
<b>Cash</b>		
Petty Cash		45,000.00
<b>Total for Cash</b>		<b>45,000.00</b>
<b>Bank</b>		
ICICI Bank-001	ICICINBBXXX	8,12,626.56
<b>Total for Bank</b>		<b>8,12,626.56</b>
Accounts Receivable		10,80,000.00
<b>Other current assets</b>		
TDS Receivable		2,50,000.00
Input Tax Credits		0.00
Input IGST		99,000.00
<b>Total for Input Tax Credits</b>		<b>99,000.00</b>
<b>Total for Other current assets</b>		<b>3,49,000.00</b>
<b>Total for Current Assets</b>		<b>22,86,626.56</b>
<b>Total for Assets</b>		<b>22,86,626.56</b>
<b>Liabilities &amp; Equities</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable		1,08,000.00
Rent Payable		2,36,000.00
TDS Payable		19,000.00
GST Payable		0.00
Output CGST		3,15,000.00
Output SGST		3,15,000.00
<b>Total for GST Payable</b>		<b>6,30,000.00</b>
<b>Total for Current Liabilities</b>		<b>9,93,000.00</b>

Account	Account Code	Total
<b>Total for Liabilities</b>		<b>9,93,000.00</b>
<b>Equities</b>		
Owner's Equity		1,00,000.00
Current Year Earnings		11,93,626.56
<b>Total for Equities</b>		<b>12,93,626.56</b>
<b>Total for Liabilities &amp; Equities</b>		<b>22,86,626.56</b>

\*\*Amount is displayed in your base currency INR

# TechPro Solutions Private Limited

A/P Aging Summary

As of 31/03/2024

Vendor Name	Current	1 - 15 Days	16 - 30 Days	31 - 45 Days	> 45 Days	Total	FCY
IBM Cloud	₹0.00	₹0.00	₹0.00	₹0.00	₹1,08,000.00	₹1,08,000.00	₹1,08,000.00
<b>Total</b>	<b>₹0.00</b>	<b>₹0.00</b>	<b>₹0.00</b>	<b>₹0.00</b>	<b>₹1,08,000.00</b>	<b>₹1,08,000.00</b>	

**TechPro Solutions Private Limited****A/R Aging Summary**

As of 24/04/2024

Customer Name	Current	1 - 15 Days	16 - 30 Days	31 - 45 Days	> 45 Days	Total	Total (FCY)
SmartTech Innovations Pvt Ltd	₹0.00	₹0.00	₹0.00	₹0.00	₹10,80,000.00	₹10,80,000.00	₹10,80,000.00
<b>TOTAL</b>	<b>₹0.00</b>	<b>₹0.00</b>	<b>₹0.00</b>	<b>₹0.00</b>	<b>₹10,80,000.00</b>	<b>₹10,80,000.00</b>	

# TechPro Solutions Private Limited

TDS Summary

Basis: Accrual

From 01/04/2023 To 31/03/2024

TDS Section	Total	Total After TDS Deduction	Tax Deducted at Source
<b>Section 194 C</b> Payment of contractors HUF/Indiv and Payment of contractors for Others	₹2,00,000.00	₹1,96,000.00	₹4,000.00
<b>Section 194 J</b> Professional Fees	₹1,50,000.00	₹1,35,000.00	₹15,000.00
<b>TOTAL</b>			<b>₹19,000.00</b>

\*\*Amount is displayed in your base currency INR

## GSTR-3B Summary

From 01/04/2023 To 31/03/2024

### 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)	₹35,00,000.00	₹0.00	₹3,15,000.00	₹3,15,000.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹7,49,989.81	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, exempted)	₹0.00				
(d) Inward supplies (liable to reverse charge)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(e) Non-GST outward supplies	₹0.00				
<b>Total value</b>	<b>₹42,49,989.81</b>	<b>₹0.00</b>	<b>₹3,15,000.00</b>	<b>₹3,15,000.00</b>	<b>₹0.00</b>

#### 3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6
(i) Taxable supplies on which electronic commerce operator pays tax under Sub-section (5) of Section 9 [To be furnished by the electronic commerce operator]	0	0	0	0	0
(ii) Taxable supplies made by the registered person through electronic commerce operator, on which electronic commerce operator is required to pay tax under Sub-section (5) of Section 9 [To be furnished by the registered person making supplies through electronic commerce operator]	₹0.00				

#### 3.2 Of the supplies shown in 3.1 (a) above, details of inter-State supplies made to unregistered persons, composition taxable persons and UIN holders

	Place Of Supply	Taxable Value	Integrated Tax
1	2	3	4
Supplies made to Unregistered Persons			
Supplies made to Composition Taxable Persons			
Supplies made to UIN holders			
We are not tracking supplies made to UIN holders			

#### 4. Eligible ITC

Details	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5
(A) ITC Available (whether in full or part)				
(1) Import of Goods	₹0.00			₹0.00
(2) Import of Services	₹0.00			₹0.00
(3) Inward supplies liable to reverse charge ( other than 1 & 2 above)	₹0.00	₹0.00	₹0.00	₹0.00
(4) Inward supplies from ISD	- - -We do not support in Zoho Books- - -			
(5) All other ITC	₹99,000.00	₹0.00	₹0.00	₹0.00

#### 5. Values of exempt, nil-rated and non-GST inward supplies

Nature of Supply	Inter-State Supplies	Intra-State Supplies
1	2	3
Composition Scheme, Exempted, Nil Rated	₹0.00	₹0.00
Non-GST supply	₹0.00	₹0.00

# TechPro Solutions Private Limited

## Journal Report

Basis: Accrual

From 01/04/2023 To 31/03/2024

	Debit	Credit
01/04/2023 - Owners Contribution 2		
ICICI Bank-001 ( ICINBXXXX )	1,00,000.00	0.00
Owner's Equity		
	0.00	1,00,000.00
	1,00,000.00	1,00,000.00
03/04/2023 - Bill 03 (IBM Cloud)		
Cost of Goods Sold	1,00,000.00	0.00
Input IGST		18,000.00
Accounts Payable		0.00
TDS Payable		0.00
	0.00	10,000.00
	1,18,000.00	1,18,000.00
03/04/2023 - Bill 02 (Amazon Web Services)		
Cost of Goods Sold		50,000.00
Input IGST		9,000.00
Accounts Payable		0.00
TDS Payable		0.00
	0.00	54,000.00
	59,000.00	59,000.00
10/04/2023 - Invoice INV-000001 (DigitalEdge Technologies PVT Ltd)		
Accounts Receivable		11,80,000.00
Output CGST		0.00
Output SGST		0.00
Sales		0.00
	0.00	10,00,000.00
	11,80,000.00	11,80,000.00
10/04/2023 - Payments Made 02 (Amazon Web Services)		
Accounts Payable	54,000.00	0.00
ICICI Bank-001 ( ICINBXXXX )		0.00
	54,000.00	54,000.00
15/04/2023 - Invoice Payment INV-000001 (DigitalEdge Technologies PVT Ltd)		
ICICI Bank-001 ( ICINBXXXX )	11,80,000.00	0.00
Accounts Receivable		0.00
	11,80,000.00	11,80,000.00
	11,80,000.00	11,80,000.00
15/04/2023 - Transfer Fund 4		
Petty Cash	50,000.00	0.00
ICICI Bank-001 ( ICINBXXXX )		0.00
	50,000.00	50,000.00
20/04/2023 - Invoice INV-000002 (SmartTech Innovations Pvt Ltd)		
Accounts Receivable		10,80,000.00
TDS Receivable		1,00,000.00
Output CGST		0.00
Output SGST		0.00
Sales		0.00
	0.00	10,00,000.00
	11,80,000.00	11,80,000.00
20/04/2023 - Invoice INV-000003 (TechWise Solutions Pvt Ltd)		
Accounts Receivable		16,20,000.00
TDS Receivable		1,50,000.00
Output CGST		0.00
Output SGST		0.00
Sales		0.00
	0.00	15,00,000.00
	17,70,000.00	17,70,000.00
20/04/2023 - Vendor Payment 7 (Juniper Networks)		
Prepaid Expenses	2,32,000.00	0.00
ICICI Bank-001 ( ICINBXXXX )		0.00
	2,32,000.00	2,32,000.00
	2,32,000.00	2,32,000.00

	Debit	Credit
20/04/2023 - Invoice INV-000004 (ApexTech Consultants)		
Accounts Receivable	7,49,989.81	0.00
Output IGST	0.00	0.00
Sales	0.00	7,49,989.81
	7,49,989.81	7,49,989.81
25/04/2023 - Bill 01 (Juniper Networks)		
Cost of Goods Sold	2,00,000.00	0.00
Input IGST	36,000.00	0.00
Accounts Payable	0.00	2,32,000.00
TDS Payable	0.00	4,000.00
	2,76,000.00	2,36,000.00
25/04/2023 - Payments Made 01 (Juniper Networks)		
Accounts Payable	2,32,000.00	0.00
Prepaid Expenses	0.00	2,32,000.00
	2,32,000.00	2,32,000.00
25/04/2023 - Invoice Payment INV-000004 (ApexTech Consultants)		
Exchange Gain or Loss	1,363.25	0.00
ICICI Bank-001 ( ICICINBBXXX )	7,48,626.56	0.00
Accounts Receivable	0.00	7,49,989.81
	7,49,989.81	7,49,989.81
25/04/2023 - Invoice Payment INV-000003 (TechWise Solutions Pvt Ltd)		
ICICI Bank-001 ( ICICINBBXXX )	16,20,000.00	0.00
Accounts Receivable	0.00	16,20,000.00
	16,20,000.00	16,20,000.00
30/04/2023 - Journal 1		
Salaries and Employee Wages	25,00,000.00	0.00
salary payable	0.00	25,00,000.00
	25,00,000.00	25,00,000.00
30/04/2023 - Expense 6		
salary payable	25,00,000.00	0.00
ICICI Bank-001 ( ICICINBBXXX )	25,00,000.00	25,00,000.00
	25,00,000.00	25,00,000.00
30/04/2023 - Expense 01		
Input IGST	36,000.00	0.00
Rent Expense	2,00,000.00	0.00
Rent Payable	0.00	2,36,000.00
	2,36,000.00	2,36,000.00
30/04/2023 - Expense 7		
Other Expenses	5,000.00	0.00
Petty Cash	0.00	5,000.00
	5,000.00	5,000.00

\*\*Amount is displayed in your base currency INR



Organization Profile Settings

books.zoho.in/app/60028777332#/settings/orgprofile

Back to All Settings

Search in Customers ( / )

Profile

Organization

Branding

Custom Domain

Branches

Currencies

Approvals

Opening Balances

Manage Subscription

Taxes & Compliance

Preferences

Sales

Organization Name\*

Industry\*

Organization Location\*

Organization Address

Street 1

Street 2

Organization Logo

This logo will be displayed in transaction PDFs and email notifications.

Preferred Image Dimensions: 240 x 240 pixels @ 72 DPI

Maximum File Size: 1MB



ID: 60028777332

TechPro Solutions Private Limited

Technology

India

15:50 30-04-2024 ENG IN

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Search

Items | Zoho Books

→ C books.zoho.in/app/60028777332#Inventory/Items?filter\_by=ItemType,Sales&per\_page=25&sort\_column=name&sort\_order=A

Books

Home Items +

Sales ▾

NAME ↴ DESCRIPTION PURCHASE DESCRIPT... RATE PURCHASE RATE HSN/SAC USAGE UNIT Q

<input type="checkbox"/>	Cloud Services		₹15,000.00	0	998313	Hrs
<input type="checkbox"/>	Cybersecurity		₹10,000.00	0	998313	Hrs
<input type="checkbox"/>	IT Consulting		₹10,000.00	0	998313	Hrs
<input type="checkbox"/>	Software Development		₹20,000.00	0	998313	Hrs
<input type="checkbox"/>	Web Maintenance		₹30,000.00	0	998313	Hrs

Banking

Sales ▾

Purchases ▾

Time Tracking ▾

e-Way Bills

GST Filing

Accountant ▾

Reports

Documents

Payroll

Configure Features list ↵

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Search

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Books

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30-04-2024

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Books Banking | Zoho Books

Home Items

Banking

Sales Purchases Time Tracking e-Way Bills GST Filing Accountant Reports Documents Payroll Configure Features list

Amount in Zoho Books ₹7,04,626.56

Search in Banking ( / ) Trial expire... Subscribe TechPro Solutions ... Import Statement Add Transaction

All Transactions In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
15/04/2023		Transfer Fund To Account: Petty Cash	Manually Added	₹50,000.00		₹11,78,000.00
15/04/2023		Customer Payment Customer: DigitalEdge Technologies PVT Ltd	Manually Added			₹12,26,000.00
10/04/2023		Vendor Payment Vendor: Amazon Web Services	Manually Added			₹46,000.00
01/04/2023	01	Owners Contribution	Manually Added			₹1,00,000.00

To home 12 min

Search

ENG IN 1552 30-04-2024



books.zoho.in/app/6002877332#/contacts?filter\_by=Status.Active&per\_page=25&sort\_column=created\_time&sort\_order=D

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

To home 12 min

Search

ENG IN

15:53 30-04-2024

Active Customers

+ New

NAME COMPANY NAME EMAIL WORK PHONE PLACE OF SUPPLY RECEIVABLES (BCY)

ApexTech Consultants ApexTechConsultants@gmail.com ₹0.00

SmartTech Innovations Pvt Ltd SmartTechInnovations@gmail.com Tamil Nadu ₹10,80,000.00

DigitalEdge Technologies PVT Ltd DigitalEdgeTechnologies@gmail.com Tamil Nadu ₹0.00

TechWise Solutions Pvt Ltd TechWiseSolutions@gmail.com Tamil Nadu ₹0.00

Search in Customers ( / )

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⋮

The screenshot shows a Zoho Books application window. At the top, there's a navigation bar with icons for Home, Items, Banking, Sales, Customers, Quotes, and a Sales Orders button. Below the navigation bar is a search bar and a filter section for Sales Orders. The main content area displays a table of sales orders:

	DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS
1	10/04/2023	SO-00001	01	DigitalEdge Technologies PVT Ltd	CLOSED

At the bottom of the screen, there are several other menu items: Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, Upcoming Earnings, and a Search bar. The status bar at the bottom right shows the time as 15:53, date as 30-04-2024, and language as ENG IN.

Zone Books

books.zoho.in/app/6002877332#/invoices?filter\_by=Status.All&per\_page=25&sort\_column=created\_time&sort\_order=D

Home

Books

All Invoices

Search in Invoices ( / )

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+ New

+

Date Order Number Customer Name Status Due Date Amount Balance Due

Date	Order Number	Customer Name	Status	Due Date	Amount	Balance Due
20/04/2023	INV-000004	ApexTech Consultants	Paid	20/04/2023	\$9130.50	\$0.00
20/04/2023	INV-000003	TechWise Solutions Pvt Ltd	Paid	20/04/2023	₹16,20,000.00	₹0.00
20/04/2023	INV-000002	SmartTech Innovations Pvt Ltd	OVERDUE BY 376 DAYS	20/04/2023	₹10,80,000.00	₹10,80,000.00
10/04/2023	INV-000001	DigitalEdge Technologies PVT Ltd	Paid	10/04/2023	₹11,80,000.00	₹0.00

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

Upcoming Earnings

Search

ENG IN 1554 30-04-2024

books.zoho.in/app/60028777332#/paymentsreceived?filter\_by=PaymentMode.All&per\_page=25&sort\_column=date&sort\_order=D

**Books**

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received +

Recurring Invoices

Credit Notes

Purchases

Time Tracking

?

+ New

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## All Received Payments ▾

DATE	PAYMENT #	REFERENCE NUMB...	CUSTOMER NAME	INVOICE#	MODE	AMOUNT	UNUSED AMOUNT
25/04/2023	7		ApexTech Consultants	INV-000004	Bank Transfer	\$9,130.50	\$0.00
25/04/2023	6		TechWise Solutions Pvt Ltd	INV-000003	Bank Transfer	₹16,20,000.00	₹0.00
15/04/2023	4		DigitalEdge Technologies PVT Ltd	INV-000001	Bank Transfer	₹11,80,000.00	₹0.00

Invoices

Payments Received +

Recurring Invoices

Credit Notes

Purchases

Time Tracking

**Books**

**Banking**

**Sales**

**Purchases**

**Vendors** +

**Expenses**

**Recurring Expenses**

**Purchase Orders**

**Bills**

**Payments Made**

**Recurring Bills**

**Vendor Credits**

**Time Tracking**

**e-Way Bills**

**GST Filing**

**Search**

**36°C**  
Partly sunny

**15:54**  
30-04-2024

**All Vendors** ▾

	NAME	COMPANY NAME	EMAIL	WORK PHONE	GST TREATMENT	PAYABLES (BCY)	UNUSED C
<input type="checkbox"/>	<input type="checkbox"/> Amazon Web Services	Amazon Web Services	aws@gmail.com		Registered Business - Regular	₹0.00	
<input type="checkbox"/>	<input type="checkbox"/> Comcast Telecom and Internet	Comcast Telecom and Internet	comcast@gmail.com		Registered Business - Regular	₹0.00	
<input type="checkbox"/>	<input type="checkbox"/> IBM Cloud	IBM Cloud	ibmcloud@gmail.com		Registered Business - Regular	₹0.00	
<input type="checkbox"/>	<input type="checkbox"/> Juniper Networks	Juniper Networks	junipernetworks@gmail.com		Registered Business - Regular	₹0.00	
<input type="checkbox"/>	<input type="checkbox"/> Randstad Technologies	Randstad Technologies	randstad@gmail.com		Unregistered Business	₹0.00	

**Update MSME Details >**

**+ New**

**Books.zoho.in/app/60023877332#/vendors?filter\_by=Status.All&per\_page=25&sort\_column=vendor\_name&sort\_order=A**

**Search in Vendors ( )**

**TechPro Solutions ...**

**Subscribe**

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Expenses | Zoho Books

Books Banking

All Expenses ▾

	DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT
Sales	30/04/2023	Other Expenses		Petty Cash			NON-BILLABLE	₹5,000.00
Purchases	30/04/2023	salary payable		ICICI Bank-001			NON-BILLABLE	₹25,00,000.00
Vendor	30/04/2023	Rent Expense	01	Rent Payable			NON-BILLABLE	₹2,36,000.00
Recurring Expenses								
Purchase Orders								
Bills								
Payments Made								
Recurring Bills								
Vendor Credits								
Time Tracking								
e-Way Bills								
GST Filing								

+ New

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Search in Expenses ( / )

?

Books.zoho.in/app/60028777332#/expenses?filter\_by=Status>All&per\_page=25&sort\_column=created\_time&sort\_order=D

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Search

Purchase Orders | Zoho Books

books.zoho.in/app/60028777332#/purchaseorders?filter\_by=Status.All&per\_page=25&sort\_column=created\_time&sort\_order=D

Books Banking

All Purchase Orders ▾

	DATE	PURCHASE ORDER#	REFERENCE#	VENDOR NAME	STATUS	BILLED STATUS	AMOUNT	EXPECTED DELIV...
	05/04/2023	PO-00001		Juniper Networks	CLOSED	BILLED	₹2,36,000.00	

Sales ▾

Purchases ▾

Vendors

Expenses

Recurring Expenses

Purchase Orders +

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

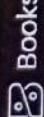
GST Filing

Search

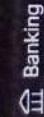
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Books | Zoho Books  
books.zoho.in/app/60028777332#/bills?filter\_by=Status,All&per\_page=200&sort\_column=created\_time&sort\_order=D



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## All Bills ▾

	DATE	BILL#	REFERENCE NUM...	VENDOR NAME	STATUS	DUUE DATE	AMOUNT	BALANCE DUE
Purchases	05/04/2023	03		IBM Cloud	PAID	05/04/2023	₹1,08,000.00	₹0.00
Vendors	05/04/2023	02		Amazon Web Services	PAID	05/04/2023	₹54,000.00	₹0.00
Expenses	25/04/2023	01	PO-00001	Juniper Networks	PAID	25/04/2023	₹2,32,000.00	₹0.00
Recurring Expenses								
Purchase Orders								

[Bills](#) +

Payments Made

Recurring Bills

Vendor Credits

⌚ Time Tracking

✉ e-Way Bills

GST Filing

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Search



Books

Banking

All Payments

	DATE	PAYMENT #	REFERENCE#	VENDOR NAME	BILL#	MODE	STATUS
<input type="checkbox"/>	24/04/2024	6		IBM Cloud	03	Cash	
<input type="checkbox"/>	20/04/2023	7		Juniper Networks	01	Bank Transfer	
<input type="checkbox"/>	10/04/2023	5		Amazon Web Services	02	Cash	

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

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books.zoho.in/app/6002877332#/accountant/journals?filter\_by=Status>All&sort\_column=journal\_date&sort\_order=D ⭐

Books

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals +

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

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Search

Find Accountants

Manual Journals

+ New Journal

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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 ashokslivester627

Find Accountants

ENGLISH IN 15:57 30-04-2024

books.zoho.in/app/60028777332#/reports/profitandloss?cash\_based=false&filter\_by=PreviousYear&from\_date=2023-04-01&select\_columns=%5B%7B%22

Books Home Items Banking Sales Purchases Time Tracking e-Way Bills GST Filing Accountant Reports Documents Payroll Configure Features list <

Q Search Books in Customers (/) Previous Year Custom Report Trial expire... Subscribe TechPro Solutions ... + Schedule Report C Export As :

TechPro Solutions Private Limited Profit and Loss Basis: Accrual From 01/04/2023 To 31/03/2024

ACCOUNT	ACCOUNT CODE	TOTAL
<b>Operating Income</b>		
Sales		42,49,989.81
Total for Operating Income		42,49,989.81
<b>Cost of Goods Sold</b>		
Cost of Goods Sold		3,50,000.00
Total for Cost of Goods Sold		3,50,000.00
Gross Profit		38,99,989.81
<b>Operating Expense</b>		
Other Expenses		5,000.00
Rent Expense		2,00,000.00
Search	ENG IN	30-04-2024
36°C Partly sunny	Cloudy icon	15:57

Books

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

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Previous Year  
Customize Report

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TechPro Solutions ...  
Schedule Report

+  
Export As

TechPro Solutions Private Limited  
Balance Sheet

Basis: Accrual  
As of 31/03/2024

Collapse All  
Expand All

ACCOUNT	ACCOUNT CODE	TOTAL
<b>Assets</b>		
<b>Current Assets</b>		
<b>Cash</b>		
Petty Cash	45,000.00	
<b>Total for Cash</b>	45,000.00	
<b>Bank</b>		
ICICI Bank-001	ICICINBBXXX	8,12,626.56
<b>Total for Bank</b>	8,12,626.56	

Configure Features list

Search

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15:58 30-04-2024

IN ENG

Cloudy icon

Google icon

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Facebook icon

Twitter icon

Instagram icon

YouTube icon

Microsoft Edge icon

File icon

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Paste icon

Save icon

Help icon

Star icon

More options icon

Redacted text: books.zoho.in/app/60028777332#/reports/balancesheet?cash\_based=false&filter\_by=PreviousYear&select\_columns=%5B%7Bfield%3A"name%62%gr...★

AR Aging Summary Reports

books.zoho.in/app/60028777332#/reports/invoiceaging?filter\_by=PreviousYear&report\_date=2024-03-31&select\_columns=%5B%7Bfield%3A"custom... ☆

Books

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Configure Features list

AR Aging Summary Reports

Search

36°C Party sunny

15:58 30-04-2024

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Books

Q Search

Previous Year

Customize Report

Report has been scheduled

Export As

TechPro Solutions Private Limited

AR Aging Summary By Invoice Due Date

As of 31/03/2024

CUSTOMER NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	TOTAL (FCY)
SmartTech Innovations Pvt Ltd	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹10,80,000.00	₹10,80,000.00
Total	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00	₹10,80,000.00	₹10,80,000.00

AP Aging Summary Reports | books.zoho.in/app/6002877332#/reports/billsaging?filter\_by=PreviousYear&report\_date=2024-03-31&select\_columns=%5B%7B"field"%3A"fcy\_total"%... ☆

← → C Search in Customers ( / )

≡ Previous Year ▾ ⏷ Customize Report

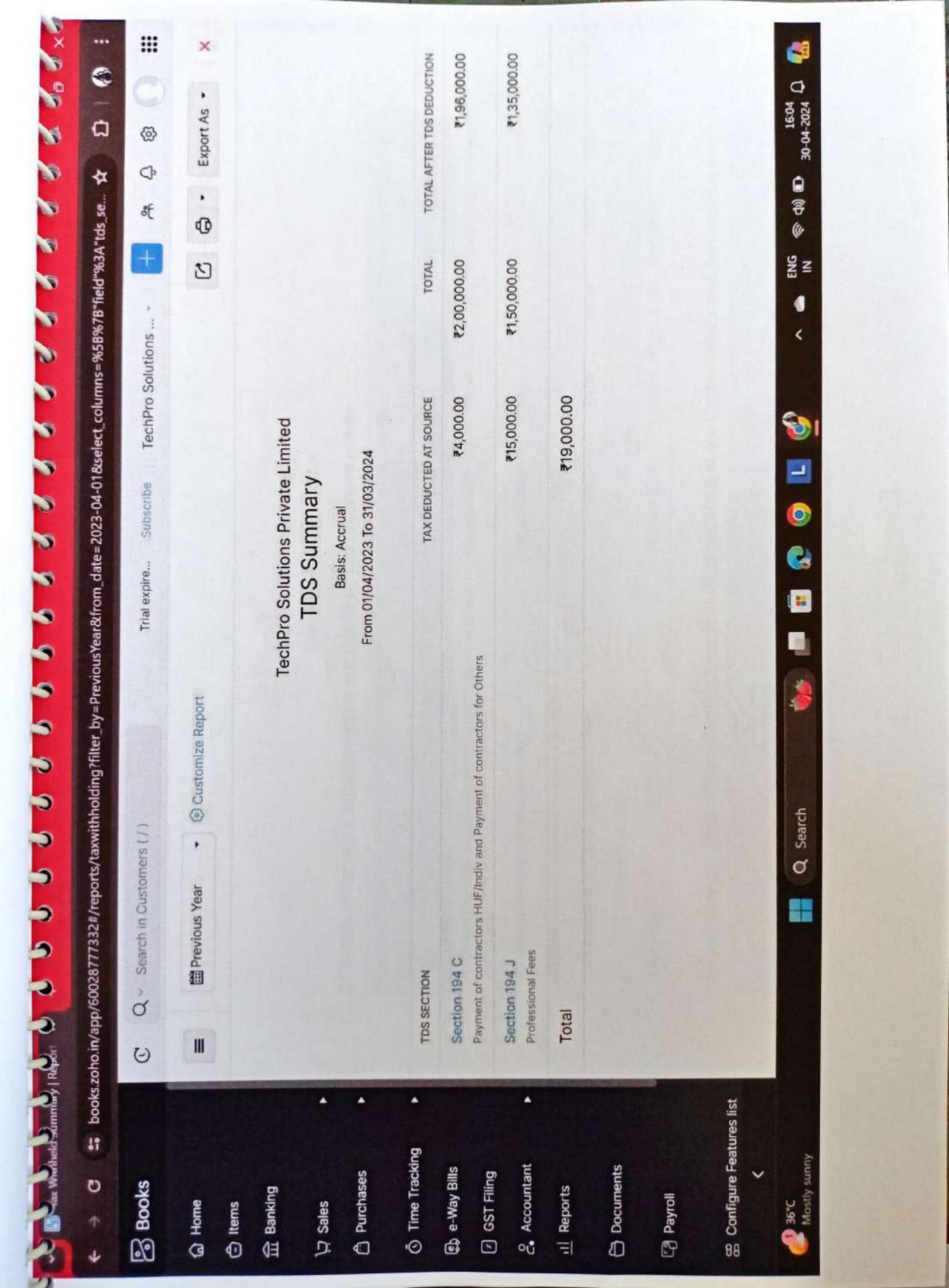
Trial expire... Subscribe TechPro Solutions ... +

Schedule Report Export As ▾

TechPro Solutions Private Limited  
AP Aging Summary By Bill Due Date  
As of 31/03/2024

VENDOR NAME	TOTAL (FCY)	CURRENT	1-15 DAYS	16-30 DAYS	> 45 DAYS
IBM Cloud	₹1,08,000.00	₹0.00	₹0.00	₹0.00	₹1,08,000.00
Total		₹0.00	₹0.00	₹0.00	₹1,08,000.00

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Reports | Zoho Books

← → C ⌂ books.zoho.in/app/60028777332#/reports/gstreturns/gstr3bsummary?filter\_by=PreviousYear&from\_date=2023-04-01&to\_date=2024-03-31 ☆

Books Home Items Banking Sales Purchases Time Tracking e-Way Bills GST Filing Accountant Reports Documents Payroll Configure Features list

Q Search

Previous Year ▾

☰

Q Search in Customers ( )

Trial expire... Subscribe TechPro Solutions ... +

Export As ▾

GSTR-3B Summary

From 01/04/2023 To 31/03/2024

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)	₹35,00,000.00	₹0.00	₹3,15,000.00	₹3,15,000.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹749,989.81	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, exempted)	₹0.00				
(d) Inward supplies (liable to reverse charge)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(e) Non-GST outward supplies	₹0.00				
<b>Total value</b>	<b>₹42,49,989.81</b>	<b>₹0.00</b>	<b>₹3,15,000.00</b>	<b>₹3,15,000.00</b>	<b>₹0.00</b>

3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
Q Search	ENG IN	~	Cloud	Print	16/04 30-04-2024

Configure Features list

Feels hotter Now

Books

Home

Items

Banking

Customers

Search in Customers ( / )

Previous Year

Customize Report

TechPro Solutions Private Limited Journal Report

Basis: Accrual

From 01/04/2023 To 31/03/2024

	DEBIT	CREDIT
01/04/2023 - OWNERS CONTRIBUTION 2		
ICICI Bank-001 ( ICICINBBXXX )	1,00,000.00	0.00
Owner's Equity	0.00	1,00,000.00
	1,00,000.00	1,00,000.00
05/04/2023 - BILL 03 (IBM CLOUD)		
Cost of Goods Sold	1,00,000.00	0.00
Input IGST	18,000.00	0.00
Accounts Payable	0.00	1,08,000.00
TDS Payable	0.00	10,000.00
	1,18,000.00	1,18,000.00

Reports

Documents

Payroll

Configure Features list

Feel hotter Now

16:05 30-04-2024

## ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
10/02/2024 Day - 1	Orientation Session on the Course Accounting and Financial - Analytics.	Brief Overview on Accounting and Financial - Analytics.	Purnima
12/02/2024 Day - 2	Introduction to Accounting and Financial Analytics & it's Various Tools, terminologies.	Learned the Basics of Accounting & Tools of Financial Analysis.	Purnima
13/02/2024 Day - 3	Introduction to Zoho and Overview of Zoho Books.	Learned about Zoho Books, its history, Uses and other Zoho Applications.	Purnima
14/02/2024 Day - 4	live tutorial on Setting up Account by Registering in Zoho Books	Learned how to Create Business Account in Zoho Books	Purnima
15/02/2024 Day - 5	live tutorial on how to navigate and use Various Modules in - Zoho Books.	Learned about Various modules available in Zoho Books and How to - Use them.	Purnima
16/02/2024 Day - 6	Brief Overview on Tally, difference between Tally & Zoho and Introduction Tax, GST & Types of GST.	Learned about Tally & Zoho, Their differences and about Taxes, GST	Purnima

## WEEKLY REPORT

WEEK - 1 (From Dt. 10/02/24 to Dt. 16/02/2024...)

### Objective of the Activity Done:

**Detailed Report:** The long-term Internship program for the course track "Accounting and financial analytics" commenced with a Program Orientation Session aiming at providing a Brief Overview on the Course, Importance, Job opportunities associated with & future Scope etc. On Day 1, The following Sessions for Day 2 & 3 Primarily focused reinforcing our knowledge on Accounting, its concepts, the Terminologies, Principles and Numerous Tools used in the financial analysis of statements to helps us better understand & get Accustomed to Zoho Books's wider range of modules & Applications used in Data Entry & Data Summarization. The Second half of the week included live tutorial by our trainer on Getting started with Zoho Books by signing-up & Registering for a free Zoho Business Account to gain Access to the Accounting tools & Software Applications. After setting up of Account, all the modules & elements were explored which includes Organisation profile, Dashboard, Item creation for goods & Services. On Day 6- we were provided with Brief Explanation on Taxes, Types of taxes and Goods, Service Tax.

### ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
19/02/2024 Day - 1	Introduction to Item's Sales via Sales - Module in Zoho	Learned to Create Quotes, Sales order, delivery challans, Invoices, Credit Notes	Purnima
20/02/2024 Day - 2	Introduction To the Purchases Module in Zoho Books	Learned to Create Expenses items, Purchase Orders, Bills, Vendor Credits	Purnima
21/02/2024 Day - 3	Creation & Maintenance of Domestic, International Customer & Vendor Data	Learned to Create Customer & Vendor Accounts and integration with other Modules	Purnima
22/02/2024 Day - 4	Introduction To the Chart of Accounts & Journal Modules in Zoho Books.	Learned to Create Digital Accounts of Assets, Incomes, Equity liability & Expenses and Manual Journal	Purnima
23/02/2024 Day - 5	Introduction to the Reports Module and Various Report formats and templates .	Learned to Draft Various Financial & Management Reports, Receivables Payables & Inventory Reports.	Purnima
24/02/2024 Day - 6	Creation of Profit and loss Account in Zoho	Learned to Create Profit & Loss Account.	Purnima

## WEEKLY REPORT

WEEK - 2 (From Dt. 19/2/24 to Dt. 24/2/2024.)

Objective of the Activity Done:
<p><b>Detailed Report:</b> In the Second Week of Internship at SmartBridge, We further explored the modules Available in Zoho and practical with the modules by working on Case-study examples under our Trainer's guidance. In Day One - We learned how to Create Quotes, Sales order, Invoices, Payment Receivables in the Sales Module. On Day -2 - We learned to Create Items, Payment Bills, Purchase order under the Purchase Module. On Day Three - We learnt how to Create a Customer, Vendor of Both Domestic and International Nature &amp; Integrate them with Purchase &amp; Sales module. On Day Four - We were Introduced &amp; provided with Brief Explanation on Creation of Assets Account, Liabilities Account, Incomes, Expenses Account etc in the Accountant Module. On Day 5 &amp; 6, We learnt to Create, display financial Report under Reports Module which Included Reports of Net Receivables &amp; Payables, Inventory turnover, Sales &amp; Purchases, Employee Turnover and Profit &amp; loss Account.</p>

### ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
26/02/2024 Day - 1	Introduction to Financial Analytics & Its key terminologies.	learnt about financial Analytics its terminologies, Importance & Uses.	Purnima
27/02/2024 Day - 2	Revision of Zoho Book's Modules.	Revised Items, Sales & Purchases Module in Zoho	Purnima
28/02/2024 Day - 3	Revision of Zoho Book's Module and Quiz.	Revised Accountant and Reports Module and Completion of Quiz	Purnima
29/02/2024 Day - 4	Introduction to Microsoft Excell and its Various financial Functions.	learnt about Basics of Excell and its Functions, Uses, Importance	Purnima
01/03/2024 Day - 5	Introduction to the Accounting functions in Excell to calculate Present Value, Future value, Periodic Monthly Payments.	learnt how to Calculate 1)NPV, 2)PV, 3)FV, 4)PMT 5)IRR in Microsoft Excell.	Purnima
02/03/2024 Day - 6	Completed Weekly Assignment in Excell.	learned how to Calculate Monthly Payments, Interest, Pricing of loans & Investments	Purnima

## WEEKLY REPORT

WEEK - 3 (From Dt. 26/2/24 to Dt 02/03/2024.)

### Objective of the Activity Done:

**Detailed Report:** The third week of the Internship began with the Basic Overview of Financial Analytics and its key terminologies, Importance & Applications, Industrial Scope etc. On Day One. On Day two and Day 3 We Revised all the Modules and Sub-modules of Zoho Books. Which Involved Creating Items, Purchase order, Sales Invoice, Bills Payable & Receivables with Reference to a Sample Data Provided to Us by Our trainers. The Second Week/ 2nd half of the Week We were Introduced to Microsoft Excell and the Numerous financial functions in It. We learned how to operate Microsoft Excell's functions in Calculation of Net Present Value, Present Value, Future Value of Investments, Periodic Monthly Payments, Internal Rate of Return with reference to Case Study Examples. On Day 6, We Were given our Weekly Assignment - Consisting of 10 questions requiring to Calculate 1) NPV, 2) PV, 3) FV, 4) PMT, 5) IRR in MicroSoft Excell and with Suitable Working Notes.

### ACTIVITY LOG FOR THE FOURTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
04/03/2024 Day - 1	Calculation of Principal & Interest Portion of an Investment and Effective, Nominal Interest rate	learned how to calculate 1) PPMT, 2) IPMT, 3) EFFECT, 4) NOMINAL, 5) SLN in Excell.	Purnima
05/03/2024 Day - 2	Introduction to Financial Analysis theories (&) Methodologies	learned about 1) Modern Portfolio Theory, 2) Efficient Market Hypothesis	Purnima
06/03/2024 Day - 3	Introduction to Discounted Cash flow Valuation and Quiz.	learned about (DCF) Valuation and Completed Quiz.	Purnima
07/03/2024 Day - 4	Introduction to Capital Asset Pricing Model and Ratio Analysis	learned about CAPM theory and Basics of Ratio Analysis.	Purnima
08/03/2024 Day - 5	Practicing financial Ratios in Microsoft Excell	learned to calculate liquidity, Profitability & Turnover ratios in Excell.	Purnima
09/03/2024 Day - 6	Completed weekly Assignment in Excell.	learned how to calculate EMI, PPMT, IPMT on Mortgage loan in Excell.	Purnima

**WEEKLY REPORT**

WEEK - 4 (From Dt. 4/3/24. to Dt. 09/03/2024.)

**Objective of the Activity Done:**

**Detailed Report:** The fourth week of the Internship commenced with us further exploring all remaining financial functions in Microsoft Excel's function to calculate 1) Principal Portion and Interest Portion of an Periodic Monthly Payment of An Investment, 2) Nominal Annual Interest rate, 3) Effective Annual Interest rate and finally 4) Straight line Method of Depreciation. later, We learned about Various Financial Analysis theories → 1) Modern Portfolio theory, 2) Efficient Market Hypothesis, 3) Discounted Cashflow Valuation, 4) Capital Asset Pricing Model. A Weekly Quiz / Assessment was conducted in context to Financial Analysis. On Day fourth we were provided with a Brief Explanation on Ratio Analysis, It's Scope, and Importance in financial Analytics. We Were taught how to Implement Financial Ratios and Work on them Using Suitable Exemplar Data in MicroSoft Excell. On Day 6, we had successfully completed our Weekly Assignment.

## ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
11/03/2024 Day - 1	Introduction to Investments, types of Asset classes.	Learned about Investments, It's needs, types and Importance, Benefits	Purnima
12/03/2024 Day - 2	Introduction to financial market and different Sources of Investment - Information	Learned about financial Markets, its Participants & about SEBI.	Purnima
13/03/2024 Day - 3	Analysis Vs Analytics Types of Analysis	Learned the difference between Analysis & Analytics and 3 major types of Analysis.	Purnima
14/03/2024 Day - 4	Types of Investment Analysis in Investment Management	Learned about Technical Analysis and fundamental Analysis.	Purnima
15/03/2024 Day - 5	Introduction to Stock Market Basics, key terminologies & stock Market Participants	Learned Basics of stock Market, Its Regulatory Bodies & financial Intermediaries.	Purnima
16/03/2024 Day - 6	Completed Weekly Assignment in Word Document	Learned How to Draft a Report on Analysis of Competitive Advantage of Companies of different Industry.	Purnima

## WEEKLY REPORT

WEEK - 5 (From Dt. 11/3/24 to Dt. 16/03/2024.)

### Objective of the Activity Done:

**Detailed Report:** The fifth Week of Our Internship began With an Brief Introduction to Investment Management and The Various types of Investments (or) Asset classes, And Benefits of Investment, The factors Influencing Investment Decision. On Day two We learnt about different Sources of Investment Information which Encompasses Financial News Outlets, Investment Websites, Government Agencies, Industry Publications And We also We Received a thorough Briefing on the Present financial Markets in India & the Marketable Instruments in it like Equity, Currencies, Bonds etc. On Day 3-We learned about the Different types of Investment Analysis i.e fundamental Analysis and Technical Analysis. On Day 4- We further Explored fundamental Analysis and its three Core elements i.e 1) Macro/Economic Analysis, 2) Industry Analysis, 3) Company Analysis. On Day Five - We Were Introduced to stock Market, Its Basics & terminologies, Stock Market's Participants, NSE, BSE, NCDEX and stock Indices. On Day Six We had Completed Our Weekly Report on Company's Competitive Advantage -Analysis.

### ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
18/03/2024 Day - 1 1	Introduction to Stocks trading, Muhurat trading.	Learned about stocks trading, Muhurat trading.	Purnima
19/03/2024 Day - 2	Introduction to the Concept of Pledging of shares.	Learned about Pledging of shares.	Purnima
20/03/2024 Day - 3	Technical Analysis charts : line charts, bar chart, Point & figure chart, Candlestick chart.	Learned about charts in Technical Analysis. Charts like line charts, bar charts, candlestick chart.	Purnima
21/03/2024 Day - 4	Moving Averages, Relative strength Index, Volatility Indicators, Bollinger Bands.	Learned about the stock Market trend Indicators in Technical Analysis.	Purnima
22/03/2024 Day - 5	Introduction to stock Market Indices :- NSE Nifty & BSE Sensex	Learned about stock Market Indices.	Purnima
23/03/2024 Day - 6	Introduction to the Dow Theory and its Six Basic Tenets	Learned about Dow Theory, Its Principles and its limitations in Real-Time Trading.	Purnima

## WEEKLY REPORT

WEEK - 6 (From Dt. 18/3/24. to Dt. 23/03/2024.)

### Objective of the Activity Done:

Detailed Report: The Week began with a Brief lecture and hands on Experience on Online stock trading, key takeaways about Trading & Investing in stocks Online & the genuine E-Platforms for stock trading. We also learned about Mutual trading in stocks. On Day two we learned about "Pledging of shares", It's participants and Benefits in securing loan for long term. On Day three we received a thorough Explanation & Practical illustration of charts used in Technical Analysis for Monitoring Stocks Price Movements, we learned about 1) Bar charts, 2) line charts, 3) Candlestick chart etc. On Day four we learned about Market Trends & the Trend Indicators used in Analyzing stock Market Trends into Bearish or Bullish Trends. via 1) RSI, 2) The Moving Averages, 3) Bollinger Bands etc. On Day five we learned about the stock Market trends Indices and the 2 most famous Indices i.e NSE National FIFTY & BSE SENSEX. On Day Six, we learned about Dow Theory and its Six Principles.

## ACTIVITY LOG FOR THE SEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
26/03/2024 Day - 1	Introduction to Candlestick chart Patterns.	learned about The Basics & Origins of Candlestick chart Patterns.	Purnima
27/03/2024 Day - 2	Bullish Candlestick Patterns with Examples of Real Company's stock Price - Movements.	learned about Bullish Candlestick Patterns :- Hammer, Morning star, TWS etc.	Purnima
28/03/2024 Day - 3	Bearish Candlestick Patterns with Examples of Real Company's stock Price - Movements.	learned about Bearish Candlestick Patterns:- Hanging Man, shooting star, Three Black Crows.	Purnima
30/03/2024 Day - 4	Introduction To Insurance, Components of Insurance & Policy - Documents Required.	learned about Insurance, the Various Components of Insurance & the Required Policy Documents.	Purnima
01/04/2024 Day - 5	Types of Insurance :- life Insurance and General Insurance	learned about the Various types of Insurance Policies.	Purnima
02/04/2024 Day - 6	Procedure for Insurance Application and Insurance claim on the policy	learned how to apply for an Insurance Policy and Make claims.	Purnima

## WEEKLY REPORT

WEEK - 7 (From Dt 26/3/24 to Dt 02/04/2024...)

### Objective of the Activity Done:

**Detailed Report:** In the Seventh Week of Our Internship, We further Explored the Stock Market Patterns i.e the Candlestick chart's Bullish Patterns & Bearish Patterns. Our Trainer helped us learn and understand Bullish & Bearish Candlestick Patterns through live-Real Time Monitoring of Tesla, Amazon, Aditya Birla Company's stock Price Movements in the [www.Tradingview.com](http://www.tradingview.com). By the end of the first-half of Week we learnt about Bullish Patterns i.e :- 1) Hammer, 2) Inverse Hammer, 3) Bullish Engulfing, 4) Piercing line, 5) Morning star, 6) Three White Soldiers & 7) Bullish Harami. and Bearish Patterns i.e - 1) Hanging Man, 2) Shorting star, 3) Bearish Engulfing, 4) Evening Star, 5) Three Black Crows, 6) Dark Cloud Cover, & 7) Bearish Harami in Candlestick chart Patterns. In the Second half of the Week we got introduced to the Module "Insurance". In which we learned about 1) Insurance's Definition, Significance, key Players, legal Regulations by IRDA, 2) Policy Documents Required for Insurance Application & While Making Insurance claim, 3) Types of Insurance Policies under life & General Insurance.

## ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
03/04/2024 Day - 1	Introduction to IPO: Initial Public Offering & Grand Assessment	learned about IPO, Its Basics, Importance, History.	Purnima
04/04/2024 Day - 2	IPO Process In INDIA and key players involved in the Process of IPO	learned how the IPO Process Works in India.	Purnima
06/04/2024 Day - 3	Types of Investors in an IPO & Documentation involved in IPO	learned about different types of Investors in IPO	Purnima
08/04/2024 Day - 4	Overview of FPO, Right Issue, Buyback of shares and their advantages & disadvantages	learned about FPO, Right issue & BuyBack of shares.	Purnima
09/04/2024 Day - 5	Completed Assignment 4 on Stock Performance Analysis [Task 1]	learned how to Assess, Analyze, Interpret, Depict Data on Stock Price-Performance	Purnima
10/04/2024 Day - 6	Completed Assignment 4 on Insurance Policy Comparison [Task 2]	learned how to Compare, Identify Pros & Cons of two different Insurance Policies	Purnima

## WEEKLY REPORT

WEEK – 8 (From Dt 3/4/24 to Dt 10/04/2024 )

### Objective of the Activity Done:

Detailed Report: In the Eight Week of Our Internship Programme, We Completed Our Course - Accounting and Financial Analytics final Module on IPO i.e the Initial Public Offering. The Week Began With Us receiving an Brief Overview On IPO, It's Origin, Importance, Advantages & Disadvantages. On April 3rd We Completed our Grand Assessment. On Day 2 - We learned about the Initial Public Offering Process / Procedures & Documentation Involved in India. and the Key Players & Regulatory Bodies Involved in IPO Process i.e Qualified Institutional Buyers, Fund Raisers, Startups, SEBI, Banks, NBFCs, Investors, Underwriters, Treasuries etc. We also learned about the Related stock Market's Practices i.e FPO - Follow-up on Public offering, Rights Issue, BuyBack of Shares. At the end of the Week We Completed Our Assignment 4-Task 1: Stock Performance Analysis of Meta Platforms, Inc. class A Common stock and Assignment 4 Task 2: Comparison of two Insurance Policies by Using Hypothetical Case Scenarios.

### ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In Charge Signature
11/04/2024 Day - 1	Project Orientation Session - 1	learnt the Core Components of the Project	Purnima
12/04/2024 Day - 2	Project Orientation Session - 2	learnt about Various Project topics & about Project flow.	Purnima
13/04/2024 Day - 3	Tutorial on Github Profile Creation	learnt how to Set up Github Profile	Purnima
15/04/2024 Day - 4	Tutorial on Creation of repository in Github.	learnt How to Create a Repository in - Github.	Purnima
16/04/2024 Day - 5	Tutorial on uploading Project deliverables in Github.	learnt to Organise and upload Project Deliverables	Purnima
17/04/2024 Day - 6	Project (Q & A) Session	Clarified Project Related (Q&A),	Purnima

**WEEKLY REPORT**  
WEEK - 09 (From Dt.11/4/24... to Dt.17/04/2024.)

<b>Objective of the Activity Done:</b>
<p><b>Detailed Report:</b> We started the week with an Brief &amp; Insightful Project Orientation Session as part of the Commencement of project phase. In the Project Orientation Session we gained the knowledge about the project Core elements i.e. the outlay, Aim &amp; Objectives etc. &amp; we were also given briefing on the various Project topics with regards to Preparation &amp; Maintenance of Zoho Books. As the week progressed we were given a tutorial / live-session on Creation &amp; Setting up of Github Account, How to Create a Public Repository in Github with our Project title and we were given Instructions on How to Export the files related to our Project topic from Zoho Books in PDF format and how to Organise Project Document on Deliverables, team member Assignments and Project Video Demo - Voiceover in Github Repository and how to Collaborate Team Members in it. On Day 6 - we clarified our doubts in an Project (Q&amp;A) Session.</p>

## ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In Charge Signature
18/04/2024 Day - 1	Team Allotment	Selection of team leads and team - Members	Purnima
19/04/2024 Day - 2	Mentor Allotment	Assigning Mentors to Each teams	Purnima
20/04/2024 Day - 3	Team Project topic Selection	Selected Project topic: Preparation & Maintenance of Zoho Books for Techpro Solutions.	Purnima
22/04/2024 Day - 4	Division of Team Project tasks	Divided the Project tasks into a Systematic Modules	Purnima
23/04/2024 Day - 5	Assigning tasks to team members.	Assigning tasks to team members & updating the same in APSCHE-Smartinternz	Purnima
24/04/2024 Day - 6	Creation and Setting up of Zoho Books - Account	learnt how to Create Account in Zoho Books.	Purnima

## WEEKLY REPORT

WEEK - 10 (From Dt.18/4/2024.. to Dt.24/04/2024...)

Objective of the Activity Done:
<p><b>Detailed Report:</b> The Week ten Commenced with the formation of teams and allotment of team leads &amp; team Members for Each team. Our team Received Mentorship Assignments, Our Mentors provided Valuable guidance and support throughout the Internship program's project phase and Team Project Selection. Our team Selected the Project topic - "Preparation of And Maintenance of Zoho Books for Techpro Solutions". We Commenced Working on our Project by Collaborating with all the team members and Creating &amp; Setting-up of Account in Zoho Books With the Company Name - "Techpro Solutions". Afterwards, Outlined &amp; assigned Specific tasks within the team, Established a Project Roadmap to ensure each team member's Roles / Tasks. Task assigning, Distributing responsibilities among team members Was based on Individual strength, Interest &amp; Skills in Accounting, Recording transactions &amp; Reporting. We Began Working on Our team Project.</p>

## ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In Charge Signature
25/04/2024 Day - 1	Creation of Organization Profile in Zoho Books	Created & Updated the Organization Profile of techpro Solutions	Purnima
26/04/2024 Day - 2	Creation of Items Module in Zoho Books.	Created of Services in Items Module.	Purnima
27/04/2024 Day - 3	Creation of Vendors for techpro Solutions	Created the Vendors of techpro Solutions in Zoho Books	Purnima
29/04/2024 Day - 4	Creation of Customers for techpro Solutions.	Created the Customers of techpro Solutions in Zoho Books	Purnima
30/04/2024 Day - 5	Creation of Purchases Module for techpro Solutions	Created Purchase Order, Bills & Expenses under Purchases Module	Purnima
01/05/2024 Day - 6	Creation of Sales Module for techpro Solution	Created Sales Order, Invoices & Receipts under Sales Module	Purnima

## WEEKLY REPORT

WEEK - 11 (From Dt. 25/4/24.... to Dt. 21/05/2024...)

### Objective of the Activity Done:

**Detailed Report:** In this We started Working on our Team project. Each Team Member had been assigned two Modules from the Set of Project Module tasks with respect to Our topic of Preparation of Zoho Books for techpro Solutions. On Day One - We Created and updated the Organization Profile of techpro Solutions. On Day Two - We Created Sales-Services in items Modules which involve 1) Cloud Services, 2) Cybersecurity, 3) IT Consulting, 4) Software Development, 5) Web Maintenance. On Day Two/three - We Created the Vendors of Our Company i.e Amazon, Comcast, IBM, Juniper Networks, Ranstad Technologies. On Day four - We Created our Customers who includes 1) ApexTech Consultants, 2) Smarttech Innovations, 3) Digital Edge Technologies, 4) Techwise Solutions. On Day five - We Created Purchase Order, Bills and Expenses under Purchases Module. On Day Six - We Created Sales Order, Invoices and Receipts Under Sales Module. All the above Modules were Created Based on Data Provided in APSCHE Workspace.

### ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
03/05/2024 Day - 1	Recording of transactions and transfer of Petty Cash A/c in Banking Module	Recorded Various Transactions of techpro Solutions in Banking Module.	Purnima
04/05/2024 Day - 2	Creation of Manual Journal in Accountant Module	Creation of Manual Journal for techpro - Solutions	Purnima
05/05/2024 Day - 3	Creation of financial Reports under Reports Module.	Created Balance sheet, P&L Account, GSTR-3B Summary, Journal Report.	Purnima
06/05/2024 Day - 4	Project Video Demo on: Preparation of Zoho Books for techpro - Solutions	Created Video Demonstration on Team Project i.e Project Deliverables	Purnima
07/05/2024 Day - 5	Project Report Writing	Drafting the final Report.	Purnima
08/05/2024 Day - 6	Project Report Finalisation and Submission	Conclusion and Submission of Final Report	Purnima

## WEEKLY REPORT

WEEK - 12 (From Dt. 3/5/24. to Dt 08/05/2024.)

**Objective of the Activity Done:**

**Detailed Report:** In the final Twelfth Week Our Team Resumed our Project on Creating & Maintenance of Books of Account for Techpro Solutions. On Day One - We Created Our Company's Current Account i.e. (ICICI Bank A/c) & Recorded it ZohoBooks through the Banking module and We Recorded all of the Techpro Solution's Bank Transactions. On Day two - We Created a Manual Journal for the Salaries Payable by Techpro Solutions in the Accountant Module. On Day three - We Created Numerous Financial Reports of our Company → 1) Profit & loss Account, 2) Balance sheet, 3) Accounts Payable & Receivable Summary Report, 4) TDS Summary, 5) GSTR-3B-Summary, 6) Manual Journal Report. On Day four - We Prepared a Video-Voice over Project Demonstration of our Project Topic & finally uploaded all project deliverables and Video Demo file in our Team's Github Repository. On Days 5 & 6 - We Drafted Our final report, Attached the Project Document files and Submitted our final Report.

## CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

### Description of work environment

The Internship at Smartbridge has been a transformative experience, Equipping me with practical skills in Accounting & financial Analytics and the Significant role of Zsho Books in streamlining all the Processes of Accounting & finance functions in the Industry of trade & commerce.

The hands on experience & exposure to real-world Projects has not only sharpened my technical abilities but has also honed my Communication Skills and project management skills. The Work environment fostered a Collaborative atmosphere with clear task-roles, Well defined protocols and structured procedures. The facilities were equipped with necessary tools for data Collection, Recording Commercial transactions & Generating financial reports.

Team members exhibited mutual support & Teamwork, Contributing to a harmonious relationship.

Overall, The long-Term Internship program provided a Comprehensive experience in Accounting & financial Analytics Within the Well-Organized and Supportive Work Environment.

**Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)**

### Description of the Technical skills Acquired

- \* ) Fundamental Analysis :- Proficiency in Examining and Interpreting Macro & Micro factors Affecting a Company's stocks in stock Market Analysis.
- \* ) Industry Analysis :- Proficiency in Comparing and determining any specific Company in its industry by studying both the forward & Backward Centric Industries.
- \* ) Company Analysis :- Mastery in Assessing a Company's financial health, or Position by analysing the financial reports etc.
- \* ) Technical Analysis :- Understanding & Implementing the Basics, knowledge of stock Market to determine the stock Market trends i.e [Bullish or Bearish].
- \* ) Accounting :- Proficiency in Applying Accounting knowledge & Concepts to accurately Record transactions of a Business firm. & Generate financial Reports, Various Accounts etc.
- \* ) Microsoft Excel :- knowledge & Expertise in Using Excel & Utilizing the financial functions in Microsoft Excel, Creating Data Visualizations i.e charts, graphs in Excel.
- \* ) Microsoft Word Document :- Expertise in Drafting General Reports, Analysis reports in Word Document & Mastery over all the tools available in it.
- \* ) Zoho Books :- Mastery of the Zoho's Accounting Software "Books" for Accounting. and Proficiency in all the available Modules in Zoho Books.

**Describe how you could improve your communication skills** (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

### Description of the Communication Skills Acquired

- \* **Technical Communication:** Efficiency in Conveying Complex financial Concepts, theories and terminologies.
- \* **Presentation Skills:** Generating attractive & compelling financial reports, charts to Communicate insights & Projects feasibility reports, Earnings & Possible Expenses.
- \* **Team Collaboration:** Collaborating with team members to share information, discuss project progress & updates.
- \* **Written Communication:** Crafting clear & Concise Analysis reports on stock Market, share price movements, Company's financial standing, Competitive Edge Analysis.
- \* **Conflict Resolution:** Addressing & Resolving Conflicts within the team to maintain a positive & productive environment between team members.
- \* **Feedback Delivery:** Providing Constructive feedback to peers, Mentors, & trainers and receiving feedback, ∴ fostering a Culture of Continuous improvement.
- \* **Clarity in Instructions:** Clearly Communicating project tasks, goals, & expectations, roles to every team member.

Describe how could you could enhance your abilities in group discussions, participationin teams, contribution as a team member, leading a team/activity.

Reflecting on my experience in data analytics at Smartbridge Interns, I've identified key areas for enhancing my abilities in group discussions, team participation and leadership.

To improve my Contributions in group discussions, I aim to actively listen to others, Ask many insightful questions and share my opinions, Perspectives clearly & effectively. As a team Member, I plan to strengthen collaboration by Proactively offering Support, leveraging My technicals skills and embracing different viewpoints of team members.

Lastly to enhance my leadership capabilities I plan to focus on taking initiative, Creating a positive team environment, and effectively Coordinating team Activities. Through these Measures, I am Committed to Continuous growth and excellence in my role within the team.

## Student Self Evaluation of the Long-Term Internship

Student Name: ASHOK CHANDRA J

Registration No: 121128807006

Term of Internship:

From: 10/02/24 To: 03/04/24

Date of Evaluation:

Organization Name & Address: Smartbridge

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date: 04/05/2024

Signature of the Student



## Evaluation by the Supervisor of the Intern Organization

Student Name: J ASHOK CHANDRA

Registration No:  
121128807006

Term of Internship: 10/02/24 - 03/04/24

Date of Evaluation: 04/05/2024

Organization Name & Address: Smart Bridge

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date: 04/05/2024

Signature of the Supervisor

## INTERNAL ASSESSMENT STATEMENT

Name of the Student: J ASHOK CHANDRA

Programme of Study: Accounting and financial Analytics

Year of Study: 2021 - 2024

Group: Bachelor of Business Administration

Register No/H.T. No: 121128807006

Name of the College: Dr. Lankapalli Bullayya College

University: Andhra University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	09
2.	Internship Evaluation	30	28
3.	Oral Presentation	10	09
	GRAND TOTAL	50	46

Date: 04/05/2024

*Purnima*  
Signature of the Faculty Guide

## EXTERNAL ASSESSMENT STATEMENT

Name of the Student: J ASHOK CHANDRA

Programme of Study: Accounting and financial Analytics

Year of Study: 2021 - 2024

Group: Bachelor of Business Administration.

Register No/H.T. No: 121128807006

Name of the College: Dr. Lankapalli Bullayya College

University: Andhra University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	78
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	45
	TOTAL	150	140
<b>GRAND TOTAL (EXT. 50 M + INT. 100M)</b>		<b>200</b>	<b>186</b>

Signature of the Faculty Guide:

Signature of the Internal Expert:

Signature of the External Expert:

  
Dr. L. B. COLLEGE  
VISAKHAPATNAM-13

Signature of the Principal with Seal