


## Milestone 1: Set up your account

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

## Profile



**akshayjadhav841280**  
akshayjadhav841280@gmail.com


First Name *	Last Name
<input type="text" value="Akshay"/>	<input type="text" value="Jadhav"/>
Display Name	Gender
<input type="text" value="akshayjadhav841280"/>	<input type="text" value="Male"/>
Country/Region	State
<input type="text" value="India"/>	<input type="text" value="Maharashtra"/>
Language	Time zone
<input type="text" value="English"/>	<input type="text" value="(GMT +05:30) India Standard Time ( Asia/Kolkata )"/>

Save

Cancel

Activate Windows

Go to Settings to activate Windows



### ORGANIZATIONAL DETAILS

Organization Name\*

Industry

Organization Location\*

State/Union Territory\*

+ Add Organization Address

### REGIONAL SETTINGS

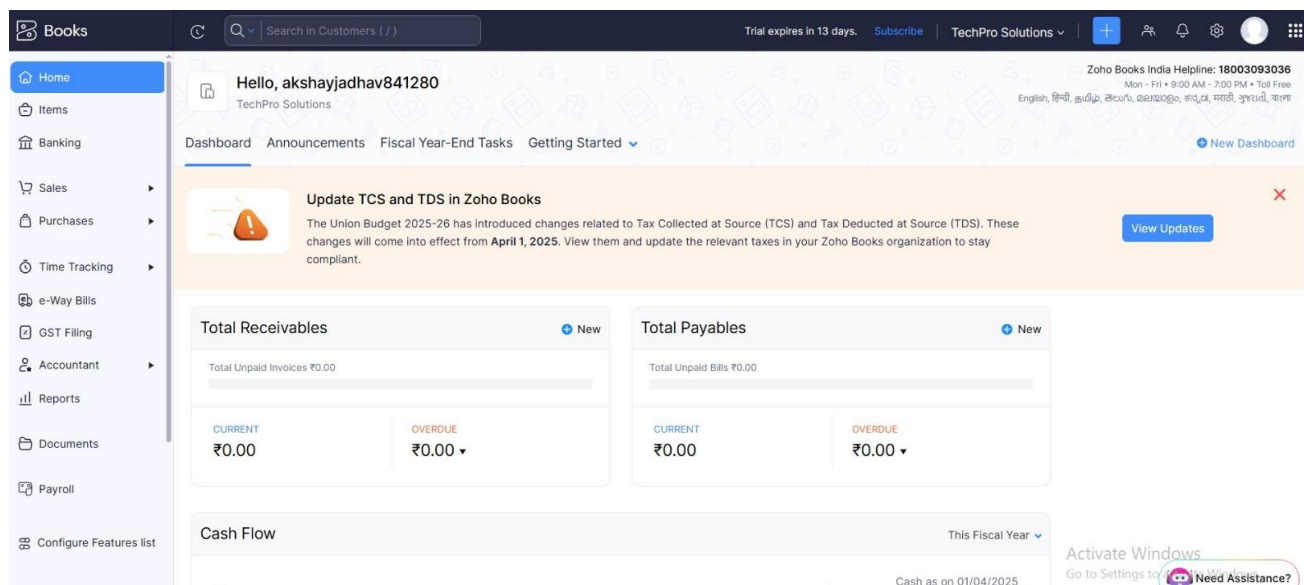
Currency\*

Language\*

Time Zone\*

Is this business registered for GST? ☒

## Activity 2: Introduction



In this activity, we familiarised ourselves with all the tabs under Zoho books.

## Activity 3: Lets get startered

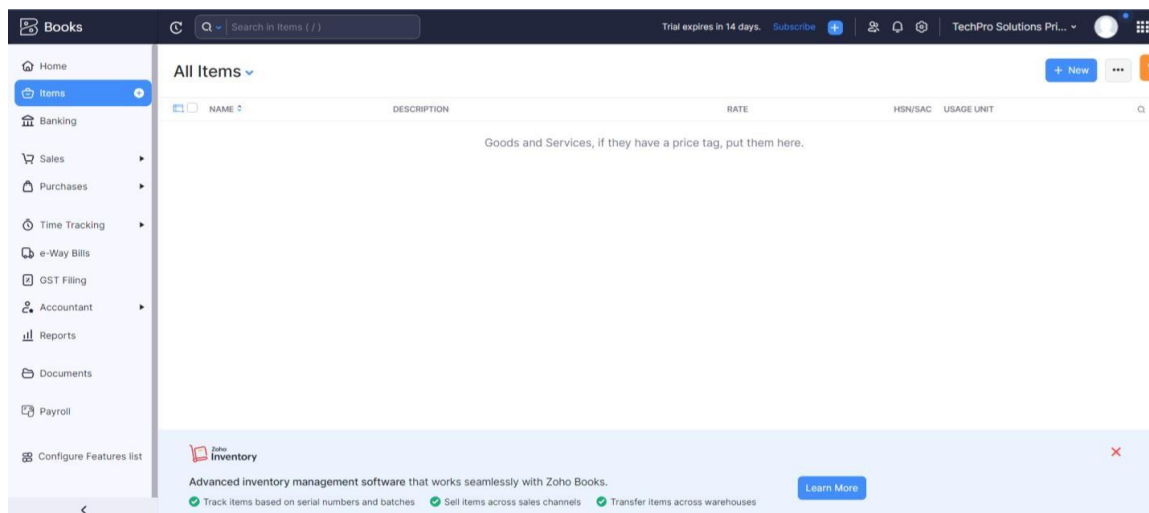
Lets Assume TechPro Solutions is offering below list of various services:

1. IT Consulting – Selling Price Rs. 10,000/- per Hr.
2. Software Development – Selling Price Rs. 20,000/- per Hr.
3. Web Maintenance – Selling Price Rs. 30,000/- per Hr.
4. Cloud Services – Selling Price Rs. 15,000/- per Hr.
5. Cybersecurity – Selling Price Rs. 10,000/- perHr.

Output GST @ 18% is applicable for all the above service

## Milestone 2: Products/Service Creation:

## Activity 1: Creation

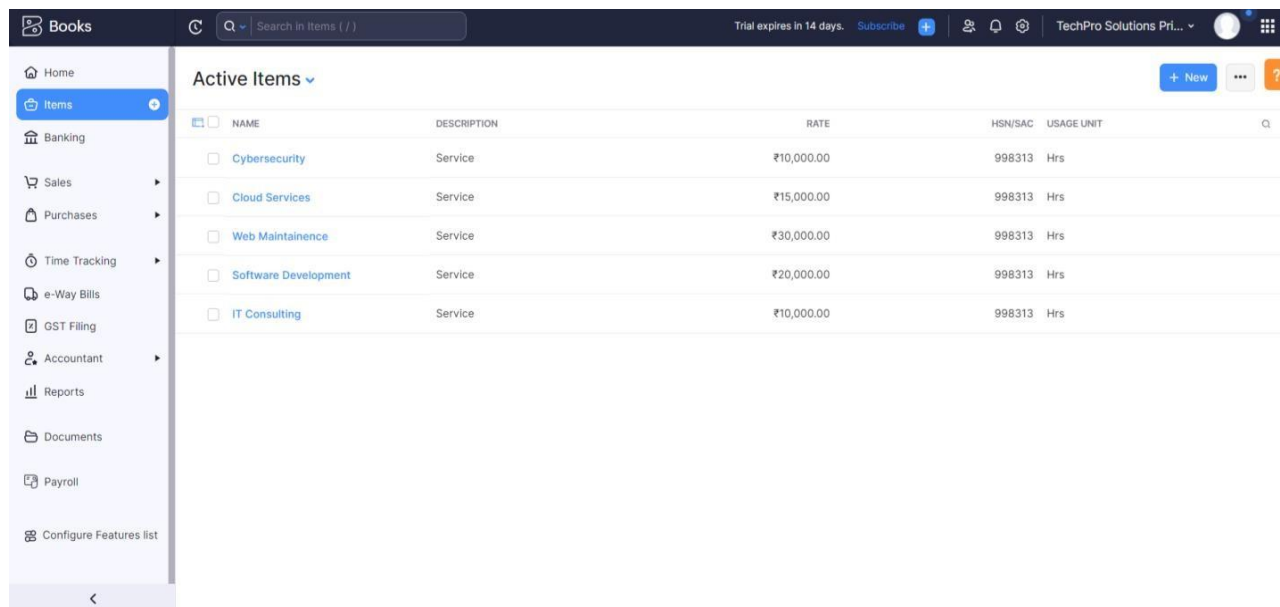
The screenshot shows the 'Edit Item' form in Zoho Books. The form is divided into several sections. At the top, there is a 'Type' section with radio buttons for 'Goods' and 'Service' (selected). Below this is the 'Name\*' field with the value 'IT Consulting'. The 'Unit\*' field is set to 'Hrs'. The 'SAC' field is set to '998313'. The 'Tax Preference\*' field is set to 'Taxable'. The form is divided into two main sections: 'Sales Information' and 'Purchase Information'. The 'Sales Information' section includes 'Selling Price\*' (set to 'INR 10000'), 'Account\*' (set to 'Sales'), and 'Description'. The 'Purchase Information' section includes 'Cost Price' (set to 'INR 0'), 'Account' (set to 'Select an account'), 'Description', and 'Preferred Vendor'. At the bottom, there is a 'Default Tax Rates' section with 'Intra State Tax Rate' (set to 'GST18 [18%]') and 'Inter State Tax Rate' (set to 'IGST18 [18%]'). There are 'Save' and 'Cancel' buttons at the bottom left. A footer message asks: 'Do you want to keep track of this item? Enable inventory to view its stock based on the sales and purchase transactions you record for it. Go to Settings > Preferences > Items and enable inventory.' and an 'Activate Windows' watermark is visible at the bottom right.

Here we create our first item/service creation which is management consulting. By going to “**Items**” from the Navigation Panel and clicking on “**+ New**” Button and give the respective fields such as

- Item Name
- Units (eg. Hrs)
- SAC Code of the Item (Eg: 998311)
- Sale Price
- Tax Rate

After providing all the required details click on save.

## Activity 2: Review of Items after Addition



Here we successfully added all the items that are:

1. IT Consulting.
2. Software Development
3. Web Maintainance
4. Cloud Services
5. Cyber security

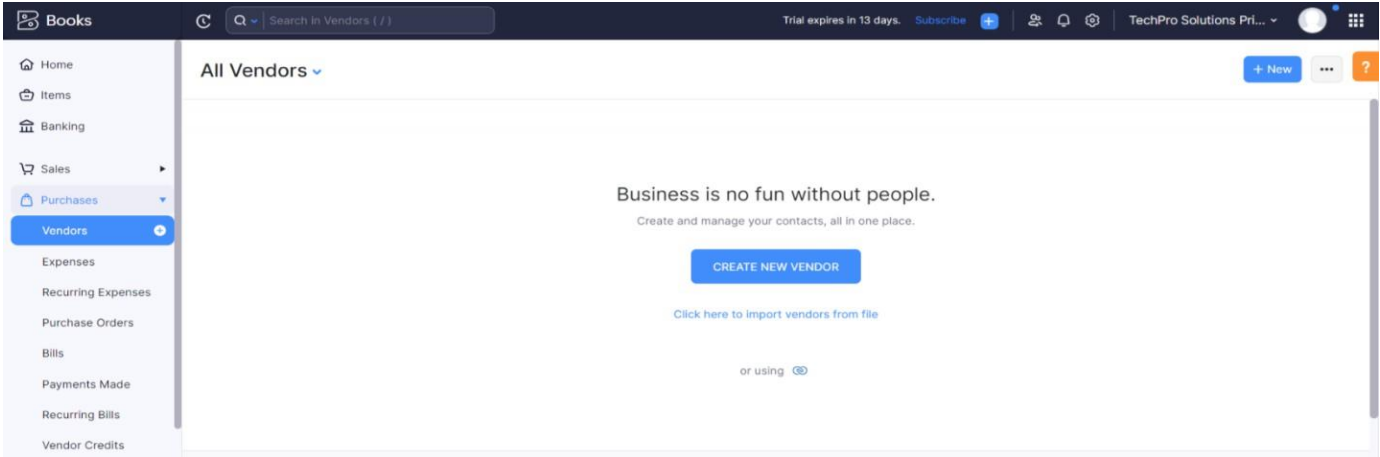
### **Milestone 3: Vendors**

## **Activity 1: Vendors Creation**

The following are the list of vendors form which various Products and Services are purchased:

1. Juniper Networks
2. Amazon Web Services
3. IBM Cloud
4. Comcast Telecom and Internet
5. Randstad Technologies

Now to create Vendors in books from Navigation Panel go to Purchases>Vendors>Create New Vendors and add the respective fields:

This screenshot shows the 'New Vendor' form in the Books application. The left sidebar is the same as the previous image. The main content area is titled 'New Vendor' and contains several input fields. The 'Primary Contact' section includes a 'Salutation' dropdown, a text field with '1. Juniper Netv', and a 'Last Name' field. The 'Company Name' field contains 'Juniper Networks'. The 'Vendor Display Name\*' dropdown also shows 'Juniper Networks'. The 'Vendor Email' field contains 'junipernetworks@gmail.com'. The 'Vendor Phone' section has 'Work Phone' and 'Mobile' fields. Below these is a tabbed interface with 'Other Details' selected. The 'Other Details' tab includes fields for 'GST Treatment\*' (Registered Business - Regular), 'GSTIN / UIN\*' (33AAAAA0000A1Z5) with a 'Get Taxpayer details' link, 'PAN' (AAAAA0000A), and 'Source Of Supply\*' ([TN] - Tamil Nadu).

## Activity 2: Review of Vendors List

This screenshot shows the detailed profile of a vendor named 'Randstad Technologies' in the Books application. The interface includes a sidebar with navigation options like Home, Items, Banking, Sales, Purchases, Vendors, Expenses, and Reports. The main content area is divided into several sections: a list of active vendors on the left, a detailed profile for 'Randstad Technologies' in the center, and a summary of payables and expenses on the right. The profile section includes fields for company name, email, address, and other details. The right-hand summary section shows a table of payables and a chart of expenses over time.

CURRENCY	OUTSTANDING PAYABLES	UNUSED CREDITS
INR- Indian Rupee	₹0.00	₹0.00

Expenses: This chart is displayed in the organization's base currency. The chart shows a line graph with data points for each month from September 2024 to March 2025. The y-axis represents the amount in thousands of rupees (K), ranging from 0 to 5K.

This screenshot shows the 'Active Vendors' list in the Books application. The table displays a list of vendors with their names, company names, emails, work phones, source of supply, payables, and unused credits. The vendors listed are Randstad Technologies, Comcast Telecom and Internet, IBM Cloud, Amazon Web Services, and Juniper Networks.

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/> Randstad Technologies	Randstad Technologies	Randstad@gmail.com		Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Comcast Telecom and Internet	Comcast Telecom and Internet	comcast@gmail.com		Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> IBM Cloud	IBM Cloud	ibmcloud@gmail.com		Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Amazon Web Services	Amazon Web Services	aws@gmail.com		Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Juniper Networks	Juniper Networks	junipernetworks@gmail...		Tamil Nadu	₹0.00	₹0.00

Here we successfully created all the vendors that are:

1. Juniper Networks
2. Amazon Web Services
3. IBM Cloud
4. Comcast Telecom and Internet
5. Randstad Technologies

## Milestone 4: Purchases

### Activity 1: Purchase Order Creation

Techpro solutions has raised below purchase orders from the vendors :

1. 05-04-2023 Juniper Networks- Networkig Equipment- Qty 200 @ Rs.1000/- each GST @ 18%

For Creation of purchase orders from Navigation Panel go to Purchases>Purchase Order>

Create New> Provide the respective details as shown below:

**Edit Purchase Order**

Vendor Name\* Juniper Networks

BILLING ADDRESS SHIPPING ADDRESS

GST Treatment: Registered Business - Regular

GSTIN: 33A6AA0004152

Source of Supply\* [TNE - Tamil Nadu]

Destination of Supply\* [TNE - Tamil Nadu]

Delivery Address\* Organization Customer

Organization: jaykumar9788

Tamil Nadu

India

Change destination to deliver

Purchase Order# PO-0001

Reference#

Date 05/04/2023

Delivery Date ddMM/yyyy

Payment Terms Due On Receipt

Shipment Preference Choose the shipment preference or type to add

Save Save and Send Cancel

**Item Table**

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

Sub Total: 2,00,000.00

Total Quantity: 200

Discount: 0

GST19 (18%): 18,000.00

GST19 (18%): 18,000.00

Total Tax Amount: 36,000.00

TDS: 0

Adjustment: 0

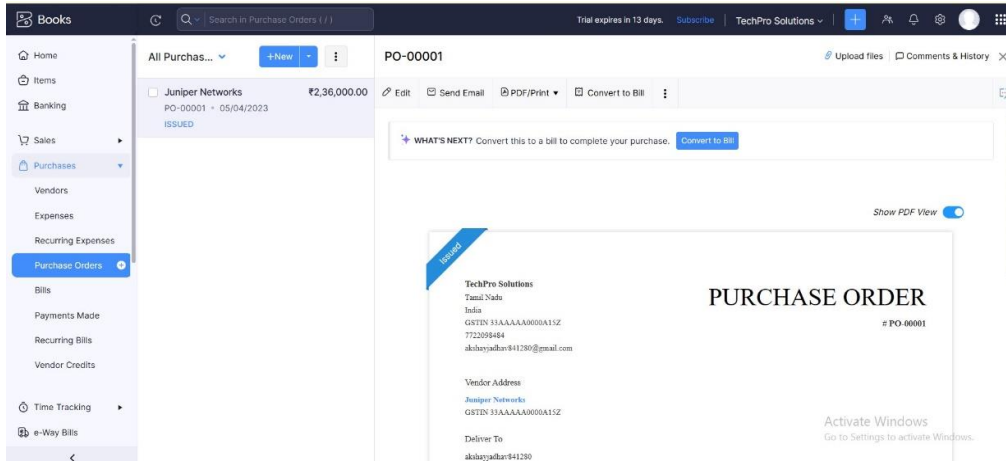
**Total (₹): 2,36,000.00**

Save Save and Send Cancel



## Activity 2: Purchase Order to Purchase Bills Conversion

After Creating the Purchase orders, Mark the PO as “Convert to Bill” to convert the same as bill entry:



## Activity 3: Direct Vendor Purchases Bills Creation:

Techpro Solutions availed the services from the below Suppliers:

1. 05-04-2023 Cloud Database- Amazon Wed Services- Rs.50,000/- pm GST @ 18%
2. 05-04-2023 Cloud Database- IBM Cloud- Rs.1,00,000/-pm GST @ 18%

To create direct purchase invoices for the above transaction from navigation panel go to :

Purchases > Bills > Create New > Enter the details > Click on Save Open

Books

Search in Bills (7)

Trial expires in 12 days. [Subscribe](#) | [TechPro Solutions](#)

HomeItemsBankingSalesPurchasesVendorsExpensesRecurring ExpensesPurchase OrdersBillsPayments MadeRecurring BillsVendor CreditsTime Trackinge-Way BillsGST FilingAccountantReportsDocuments

New Bill

Vendor Name\*Amazon Web ServicesINR

BILLING ADDRESS  
+ New Address  
GST Treatment: Registered Business - Regular  
GSTIN: 33AAAAA0000A1S2

Source of Supply\*TN - Tamil Nadu

Destination of Supply\*TN - Tamil Nadu

Bill#\*02

Order Number

Bill Date\*05/04/2023

Due Date05/04/2023Payment TermsDue On Receipt

☐ This transaction is applicable for reverse charge

SubjectEnter a subject within 250 characters

Save as DraftSave as OpenCancel

Activate Windows  
Go to Settings to activate Windows.  
PDF Template: 'Standard Template' [Change](#) [Make Recurring](#)

Books

Search in Bills (7)

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HomeItemsBankingSalesPurchasesVendorsExpensesRecurring ExpensesPurchase OrdersBillsPayments MadeRecurring BillsVendor CreditsTime Trackinge-Way BillsGST FilingAccountantReportsDocuments

We've fine-tuned Zoho Books under the hood. When you find time, refresh this tab to experience the latest Zoho Books. [Refresh](#)

Tax ExclusiveAll Transaction Level

Item Table

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Cloud Database	Cost of Goods Sold	1.00	50000	GST18 (18%)	Select Customer	50,000.00
<a href="#">Save</a> <a href="#">SAC</a> <a href="#">Update</a>						
<a href="#">Add New Row</a>						

Sub Total50,000.00

Discount0.00

CGST9 (9%)4,500.00

SGST9 (9%)4,500.00

Total Tax Amount9000.00INR

☒ TDS ☐ TCSProfessional Fees 10% -5,000.00

Adjustment0.00

Total (₹)54,000.00

Save as DraftSave as OpenCancel

Activate Windows  
Go to Settings to activate Windows.  
PDF Template: 'Standard Template' [Change](#) [Make Recurring](#)

## Activity 4: Reconciliation of Open & Outstanding Bills

For Open & Outstanding Bills payments need to be marked as and when amounts paid through the bank account.

Books

Q

Search in Bills ( / )

Trial expires in 13 days.

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Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

All Bills

+ New

⋮

IBM Cloud

03 • 05/04/2023

OVERDUE BY 743 DAYS

₹1,08,000.00

Amazon Web Service

02 • 05/04/2023

OVERDUE BY 743 DAYS

₹54,000.00

Juniper Networks

01 • 05/04/2023

OVERDUE BY 743 DAYS

₹2,36,000.00

03

Edit

PDF

Record Payment

⋮

Show PDF View

Customize

TechPro Solutions

Tamil Nadu

India

GSTIN 33AAAAA0000A15Z

7722098484

akshayadhar841280@gmail.com

Bill From

IBM Cloud

GSTIN 33AAAAA0000A15Z

Bill Date : 05/04/2023

Due Date : 05/04/2023

Terms : Due On Receipt

Bill To

Bill Date

Due Date

Terms

Balance Due

₹1,08,000.00

Item & Description

Qty

Rate

Amount

1

Cloud Database

1.00

1,00,000.00

1,00,000.00

## Milestone 5: Customers

### Activity 1: Customers Creation:

The below are the list of customers:

1. TechWise Solutions Pvt Ltd.
2. DigitalEdge Technologies Pvt Ltd..
3. SmartTech Innovations Pvt Ltd.
4. ApexTech Consultants

Firstly, we create a customer account: By going to SALES>CUSTOMERS>CREATE NEW CUSTOMERS and follow the same for the next customers.

We've fine-tuned Zoho Books under the hood. When you find time, refresh this tab to experience the latest Zoho Books. [REFRESH](#)

Books [Search in Customers \(2\)](#) [Total expires in 12 days. Subscribe](#) [Tech/Pro Solutions](#)

### Edit Customer

Customer Type ☒ Business ☐ Individual

Primary Contact

Company Name

Display Name\*

Email Address

Phone

**Other Details** Address Contact Persons Custom Fields Reporting Tags Remarks

GST Treatment\*

GSTIN / UIN\*  [Get Taxpayer details](#)

Business Legal Name

Business Trade Name

Place of Supply\*

PAN

Tax Preference\* ☒ Taxable ☐ Tax Exempt

[Save](#) [Cancel](#)

Activate Windows  
Go to Settings to activate Windows.

## Activity 2: Review the Customers List

**Books** | Search in Documents ( / ) | Trial expires in 12 days | TechPro Solutions | More >

---

- Home
- Items
- Banking
- Sales >
  - Cash Sales
  - Customers**
  - Quotes
  - Sales Orders
  - Delivery Chatters
  - Invoices
  - Payments Received
  - Accruing Invoices
  - Credit Notes
- Purchases >
- Time Tracking
- e-Way Bills
- GST Filing
- Accountant >
- Reports
- Documents

## ApexTech Consultants

Active C... <> 1

Status	Name	Amount
<input type="checkbox"/>	ApexTech Consultants	\$0.00
<input type="checkbox"/>	SmartTech Innovations Pvt Ltd	#0.00
<input type="checkbox"/>	DigitalEdge Technologies PVT LTD	#0.00
<input type="checkbox"/>	TechNixie Solutions Pvt Ltd	#0.00

**ApexTech Consultants**  
[Go to Profile](#)

**ADDRESS** >

**Billing Address**  
No Billing Address • + New Address

**Shipping Address**  
No Shipping Address • + New Address

**OTHER DETAILS** >

Customer Type:	Business
Default Currency:	USD
GST Treatment:	Overasess
RAN:	A*****G02GA
Postal Status:	+ Disabled
Postal Language:	English

**CONTACT PERSONS** >

No contact persons found.

You can request your contract to directly update the GSTIN by sending an email, send email

Payment due period:  
**Due On Receipt**

**Receivables**

CURRENCY	OUTSTANDING RECEIVABLES	UNPAID CREDITIS
USD - United States Dollar	\$0.00	\$0.00
<b>TOTAL (INR)</b>	<b>₹0.00</b>	<b>₹0.00</b>

Enter Opening Balance

**Income** This chart is displayed in the organization's base currency. Last 6 Months \* Account \*

Month	Income
Oct 2024	0
Nov 2024	0
Dec 2024	0
Jan 2025	0
Feb 2025	0
Mar 2025	0
Apr 2025	0

Activate Windows  
Go to Settings to activate Windows.

**Books** | Search in Customers (1) | Trial expires in 12 days | Subscribe | TechPro Solutions +

- Home
- Items
- Banking
- Sales
  - Customers**
  - Quotes
  - Sales Orders
  - Delivery Chatters
  - Invoices
  - Payments Received
  - Recurring Invoices
  - Credit Notes
- Purchases
- Time Tracking
- e-Way Bills
- GST Filing
- Accountant
- Reports
- Documents

### Active Customers -

ID	NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCT)	UNUSED CREDITS (BCT)
<input type="checkbox"/>	<a href="#">ApexTech Consultants</a>	ApexTech Consultants				₹0.00	₹0.00
<input type="checkbox"/>	<a href="#">SmartTech Innovations Pvt Ltd</a>	SmartTech Innovations Pvt Ltd			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	<a href="#">DigitalEdge Technologies PVT LTD</a>	DigitalEdge Technologies PVT LTD			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	<a href="#">TechWise Solutions Pvt Ltd</a>	TechWise Solutions Pvt Ltd			Tamil Nadu	₹0.00	₹0.00

Activate Windows  
Go to Settings to activate Windows.

## Milestone 6: Sales

## Activity 1: Sales Order Creation

Tech Pro Solutions received below Sales Order from the mentioned Customer:

1. 10/04/2023 Digital Edge Technologies PVT Ltd - 100 Hrs of IT Consultation - paid through bank on 25/04/2023

To Create Sales Order from navigation panel go to :

Sales > Sales Order > Create New and fill the necessary fields > Save > Mark as Confirmed

Books

Home

Items

Banking

Sales

Customers

Quoties

Sales Orders

Delivery Chitans

Invoices

Payments Received

Recurring Invoices

Credit Notes

PURCHASES

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

That expires in 12 days

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TechPro Solutions

New Sales Order

Customer Name\*  
DigitalEdge Technologies PVT LTD

BILLING ADDRESS  
+ New Address

SHIPPING ADDRESS  
+ New Address

GST Treatment: Registered Business - Composition

GSTIN: 33AAMAK0008152

Place of Supply\*  
[TN] - Tamil Nadu

Sales Order#\*  
SO-00004

Reference#

Sales Order Date\*  
10/04/2023

Expected Shipment Date  
dd/MM/yyyy

Payment Terms  
Due On Receipt

Delivery Method  
Select a delivery method or type to add

Salesperson  
Select or Add Salesperson

Save as Draft

Save and Send

Cancel

Total Amount: ₹ 0.00  
Total Quantity: 0

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Chatters

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

CGT Filing

Accountant

Reports

Documents

Item Table

ITEM DETAILS

IT Consulting

Add a description to your item

Invoice [SIN: 898710] P

Type or click to select an item.

QUANTITY

100

100

RATE

10000

0.00

TAX

GST18 [18%]

GST18 [18%]

AMOUNT

10,00,000.00

0.00

Sub Total

10,00,000.00

Discount

0 %

0.00

CGST9 [9%]

90,000.00

SGST9 [9%]

90,000.00

TES

TDS

Select a Tax

-0.00

Adjustment

0.00

Total (₹)

11,80,000.00

Customer Notes

Enter any notes to be displayed in your transaction.

Terms & Conditions

Save as Draft

Save and Send

Cancel

## Activity 2: Sales Order to Sale Invoice Conversion

After creation of the Sales order mark the order as completed and convert to invoice to convert it automatically in to Invoice:

The screenshot shows the 'Books' application interface. On the left, a navigation menu lists various functions including Home, Items, Banking, Sales, Customers, Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The 'Sales Orders' section is active, displaying a list of orders. The selected order, SO-00001, is for DigitalEdge Technologies Pvt. Ltd. with a total value of ₹11,80,000.00, dated 10/04/2023, and marked as 'CONFIRMED'. The main area shows the 'Invoice Status: NOT INVOICED' and a 'Show PDF View' button. Below this, a preview of the sales order is shown, including the company name, GSTIN, and a table of items. The table has one item: IT Consulting, with a quantity of 100.00 and a total amount of ₹10,00,000.00.

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	IT Consulting	998313	100.00	10,000.00	10,00,000.00

## Activity 3: Direct Sale Invoices

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

1. 20-04-2023 Smart Tech Innovations Pvt Ltd- 50Hrs for Software Development\_TDS@10%
2. 20-04-2023 Tech Wise Solutions Pvt Ltd – 50Hrs for Web Maintainence\_TDS@10%
3. 20-04-2023 Apex Tech Consultants- 50Hrs for Cloud Services

To Create new invoice from navigation panel go to :

Sales > Invoice > Create New and add the customer details and item details in the respective fields > Click on Save as Draft > Mark Sent.

The screenshot shows the 'Books' application interface with the 'Edit Invoice' form open. The left navigation menu is the same as in the previous screenshot. The 'Edit Invoice' form contains the following fields: Customer Name (TechWise Solutions Pvt Ltd), Billing Address, Shipping Address, GST Treatment (Registered Business - Regular), GSTIN (33AAAAA0000A1S2), Place of Supply (TN - Tamil Nadu), Invoice Number (INV-000002), Order Number, Invoice Date (20/04/2023), Terms (Due On Receipt), Due Date (20/04/2023), Salesperson (Select or Add Salesperson), and Subject (Let your customer know what this invoice is for). At the bottom, there is an 'Item Table' section with buttons for 'Save', 'Save and Send', and 'Cancel'. A watermark 'Activate Windows' is visible in the bottom right corner.





# Activity 4: Recording of Export Invoice

Create the Invoice normally and charge the Invoice, it will automatically convert the Rs. to USD.

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Search in Invoices (/)

Trial expires in 12 days

Subscribe

TechPro Solutions

New Invoice

Customer Name\*

ApexTech Consultants

USD

BILLING ADDRESS

SHIPPING ADDRESS

+ New Address

+ New Address

GST Treatment: Overseas

Invoice#\*

INV-000009

Order Number

Invoice Date\*

20/04/2023

Terms

Due On Receipt

Due Date

20/04/2023

Salesperson

Select or Add Salesperson

☐ I'll pay tax for this export as I do not have a Letter of Undertaking / Bond

Subject

Let your customer know what this Invoice is for

As on 2023-04-20: 1 USD = 82.14227 INR

Item Table

Scan Item

Bulk Actions

Save as Draft

Save and Send

Cancel

Activate Windows

Go to Settings to activate Windows

Make Recurring

Total Amount: 5.000

Total Quantity: 0

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Search in Invoices (/)

Trial expires in 12 days

Subscribe

TechPro Solutions

As on 2023-04-20: 1 USD = 82.14227 INR

Item Table

Scan Item

Bulk Actions

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Cloud Service <div>Add a description to your Item</div>	50	182.61	IGSTO [0%]	9,130.50
<div>Report Transactions</div>				
<div>Barcode</div> <div>SAC: 998313</div>				
Type or click to select an Item.	1.00	0.00	Select a Tax	0.00

Add New Row

Add Items in Bulk

Sub Total

9,130.50

Discount

0 %

0.00

IGSTO [0%]

0.00

TDS

TCS

Select a Tax

-0.00

Adjustment

0.00

Total ( \$ )

9,130.50

Customer Notes

Thanks for your business.

Will be displayed on the invoice

Terms & Conditions

Attach File(s) to Invoice

Save as Draft

Save and Send

Cancel

Activate Windows

Go to Settings to activate Windows

Make Recurring

Total Amount: 9,130.50

Total Quantity: 50

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

Search Invoices ( / )

All Invoices

+ New

DigitalEdge Technologies P...

INV-000004 • 10/04/2023 • SO-00001

OVERDUE BY 738 DAYS

ApexTech Consultants

INV-000003 • 20/04/2023

OVERDUE BY 728 DAYS

TechWise Solutions Pvt Ltd

INV-000002 • 20/04/2023

OVERDUE BY 728 DAYS

SmartTech Innovations Pvt...

INV-000001 • 20/04/2023

OVERDUE BY 728 DAYS

INV-000003

Upload files

Comments & History

Edit

Send ▼

Share

Reminders ▼

PDF/Print ▼

Record Payment ▼

TechPro Solutions

Tamil Nadu

India

GSTIN 33AAAAA0000A13Z

772208484

akshayadnan84128@gmail.com

TAX INVOICE

#

Invoice Date

Terms

Due Date

INV-000003

20/04/2023

Due On Receipt

20/04/2023

Place Of Supply

Tamil Nadu (33)

Bill To

ApexTech Consultants

#	Item & Description	HSN/SAC	Qty	Rate	CGST	SGST	Amount	
					%	Amnt	%	Amnt
1	Cloud Services	998313	50.00 Hrs	182.61	0%	0.00	0%	0.00
Total In Words							9,130.50	
United States Dollar Nine Thousand One Hundred Thirty and Fifty Cents								
Notes								
Thanks for your business.								
Sub Total							9,130.50	
CGST (0%)							0.00	
SGST (0%)							0.00	
Total							9,130.50	
Balance Due							\$9,130.50	

# Milestone 7: Bank Account

## Activity 1: Adding Bank Account

Techpro Solutions has opened an account in ICICI Bank with A/c no 000001

Home

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Add Bank or Credit Card

Select Account Type\*

Bank

Credit Card

Account Name\*

ICICI Bank-001

Account Code

Currency\*

INR

Account Number

000001

Bank Name

ICICI Bank

IFSC

Description

Max. 500 characters

Make this primary

Save

Cancel

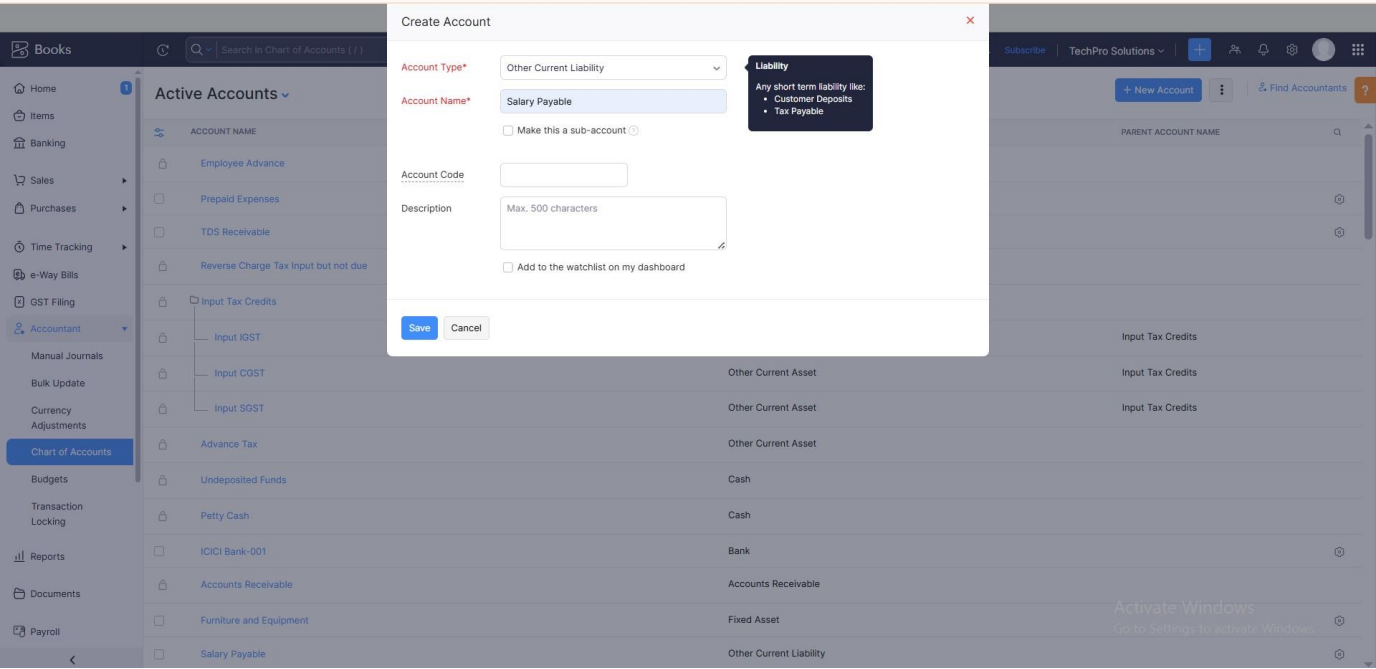
# Milestone 8: Accounts & Ledgers

## Activity 1: Creation of New Accounts/Ledgers:

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

We Create these Ledgers:

- 1. Salary Payable
- 2. Rent Payable under Other Current Liabilities



# Milestone 9: Journal Entries:

## Activity 1: Recording of Journal Entries

The below are the Transactions occurred at the end of month:

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

Books

Search in Journals (7)

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e-Way Bills

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Bulk Update

Currency Adjustments

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Edit Journal

Date\*30/04/2023

Journals\*1

Reference#

Notes\*Salary for the Month of April-2023

Journal Type☐ Cash based journal

CurrencyINR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salaries and Employee Wages	Being Salary for the month of April-2023	Select Contact	2500000	
Salary Payable	Being Salary for the month of April-2023	Select Contact		2500000
Sub Total			25,00,000.00	25,00,000.00
Total (₹)			25,00,000.0	25,00,000.0
Difference			0	0

Add New Row

Save

Cancel

Books

Search in Journals (7)

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Home

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Manual Journals

Bulk Update

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Transaction Locking

Reports

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Payroll

Journals

New Journal

1

Status: All Jour...

All

30/04/2023

₹25,00,000.00

PUBLISHED

JOURNAL

#1

Date:30/04/2023

Amount:₹25,00,000.00

NotesSalary for the Month of April-2023

Reference Number:

Account	Contact	Debits	Credits
Salaries and Employee Wages	Being Salary for the month of April-2023	25,00,000.00	
Salary Payable	Being Salary for the month of April-2023		25,00,000.00
Sub Total		25,00,000.00	25,00,000.00
Total		₹25,00,000.00	₹25,00,000.00

## Milestone 10: Expense & Bills

### Activity 1: Expense & Bills Entry

Below are the expenses incurred on 30-04-2023:

1. Office Rent Rs.2,00,000/- excluding GST @ 18% Total Invoice Value Rs.2,36,000/- TDS @ 10%

**Edit Expense**

Date\* 30/04/2023

Expense Account\* Rent Expense

Amount\* INR 200000

Paid Through\* Rent Payable

Expense Type\* ☐ Goods ☒ Services

SAC

Vendor

GST Treatment\* Registered Business - Regular

Vendor GSTIN\* 33AAAAA0000A15Z [Get Taxpayer details](#)

Source of Supply\* [TN] - Tamil Nadu

Destination of Supply\* [TN] - Tamil Nadu

Reverse Charge ☐ This transaction is applicable for reverse charge

Tax\* GST18 (18%)

Tax Amount = 36000.00 INR

Save (alt+s) Save and New (alt+n) Cancel

2. Other Miscellaneous Expenses Rs.5,000/- paid in cash

**Edit Expense**

Date\* 30/04/2023

Expense Account\* Other Expenses

Amount\* INR 5000

Paid Through\* Petty Cash

Expense Type\* ☐ Goods ☒ Services

SAC

Vendor

GST Treatment\* Registered Business - Regular

Vendor GSTIN\* 33AAAAA0000A15Z [Get Taxpayer details](#)

Source of Supply\* [TN] - Tamil Nadu

Destination of Supply\* [TN] - Tamil Nadu

Reverse Charge ☐ This transaction is applicable for reverse charge

Tax\* GST0 (0%)

Tax Amount = 0.00 INR

Save (alt+s) Save and New (alt+n) Cancel

After recording the Expense Entries:

Books

Search in Expenses ( / )

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Bills

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Recurring Bills

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All Expenses

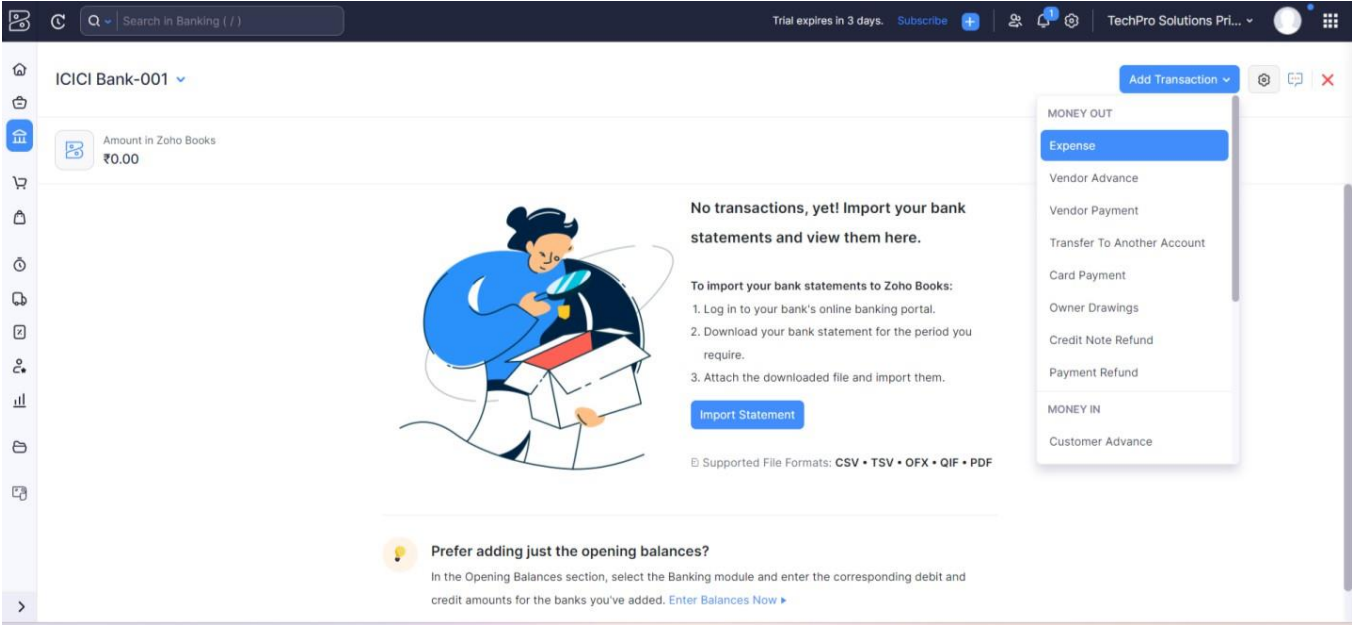
DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT
30/04/2023	Other Expenses	02		Petty Cash		NON-BILLABLE	₹5,000.00
30/04/2023	Rent Expense	01		Rent Payable		NON-BILLABLE	₹2,36,000.00

Activate Windows  
Go to Settings to activate Windows.

# Milestone 11: Bank Entries

## Activity 1: Recording of Bank Transactions

The Below are the Bank Transactions occurred during the month:




For Vendor payment and Customer payment select the appropriate Vendor or customer and mark the payment against the open Bills and Invoices to close and mark completed.



For Vendor Payment:

ICICI Bank-001

Amount in Zoho Books  
₹0.00



No transactions, yet statements and view

To import your bank statements:  
1. Log in to your bank's online portal.  
2. Download your bank statements in CSV or PDF format.  
3. Attach the downloaded file to this form.  
[Import Statement](#)

Prefer adding just the opening balances?

In the Opening Balances section, select the Banking module and enter the corresponding debit and credit amounts for the banks you've added. [Enter Balances Now](#)

Add Transaction

MONEY OUT

Expense

Vendor Advance

Vendor Payment

Transfer To Another Account

Card Payment

Owner Drawings

Credit Note Refund

Payment Refund

MONEY IN

Customer Advance

Vendor Payment

Vendor\*

Amazon Web Services

Payment #\*

1

Amount\*

INR

54000

Date\*

10/04/2023

Reference#

Paid Via

Bank Transfer

Description

Payment Made against bills

Clear Applied Amount

Bill Details

Payment(INR)

02

Due ₹54,000.00

05/04/2023

54000.00

Pay in Full

For Customer Payment:

ICICI Bank-001

Amount in Zoho Books  
₹-54,000.00

Dashboard

Account Summary

0 Uncategorized Transactions

From Bank Statements

All Transactions

In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSIT
10/04/2023		Vendor Payment	Manually Added	
		Vendor: Amazon Web Services		

Add Transaction

MONEY IN

Customer Advance

Customer Payment

Transfer From Another Account

Interest Income

Other Income

Expense Refund

Deposit From Other Accounts

Owner's Contribution

Vendor Credit Refund

Vendor Payment Refund

Customer Payment

Customer\*

DigitalEdge Technologies PVT Ltd

Amount Received\*

INR

1180000

Bank Charges (if any)

Date\*

15/04/2023

Payment #\*

1

Reference#

Received Via

Bank Transfer

Description

Amount Received Against Invoice

Retained Tax?

☐

Clear Applied Amount

Invoice Details

Payment(INR)

INV-000001

1180000.00

Milestone 12: Financial Reports:

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Business Overview

Profit and Loss

Profit and Loss (Schedule III)

Horizontal Profit and Loss

Cash Flow Statement

Balance Sheet

Horizontal Balance Sheet

Balance Sheet (Schedule III)

Business Performance Ratios

Movement of Equity

Sales

Sales by Customer

Sales by Item

Sales by Sales Person

Receivables

Customer Balances

AR Aging Summary

AR Aging Details

Invoice Details

Sales Order Details

Delivery Chalan Details

Quote Details

Customer Balance Summary

Receivable Summary

Receivable Details

Payments Received

Recurring Invoices

Payables

Activity 1: Profit and Loss Account

Search in Customers ( / )

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TechPro Solutions Private Limited

Profit and Loss

Basis: Accrual

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

Add Temporary Note

ACCOUNT	TOTAL
Operating Income	
Sales	42,49,989.81
Total for Operating Income	42,49,989.81
Cost of Goods Sold	
Cost of Goods Sold	3,50,000.00
Total for Cost of Goods Sold	3,50,000.00
Gross Profit	38,99,989.81
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	11,94,989.81
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Exchange Gain or Loss	1,363.25
Total for Non Operating Expense	1,363.25
Net Profit/Loss	11,93,626.56

## Activity 2: Balance Sheet

Balance Sheet	
Basis: Accrual	
As of 30/04/2023	
<div> <div>Custom</div> <div>Customize Report</div> <div>Schedule Report</div> <div>Export As</div> </div>	
<div> <div>Collapse all</div> <div>Expand All</div> </div>	
ACCOUNT	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash</b>	
Petty Cash	45,000.00
Total for Cash	45,000.00
<b>Bank</b>	
ICICI Bank-001	8,12,626.56
Total for Bank	8,12,626.56
Accounts Receivable	10,80,000.00
<b>Other current assets</b>	
TDS Receivable	2,50,000.00
Input Tax Credits	99,000.00
Total for Other current assets	3,49,000.00
Total for Current Assets	22,86,626.56
Total for Assets	22,86,626.56
<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	6,30,000.00
Total for Current Liabilities	9,93,000.00
Total for Liabilities	9,93,000.00
<b>Equities</b>	
Owner's Equity	1,00,000.00
Current Year Earnings	11,93,626.56
Total for Equities	12,93,626.56
Total for Liabilities & Equities	22,86,626.56

### Activity 3: GST Reports

GSTR-3B Summary					
From 01/04/2023 To 30/04/2023					
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				
Total value	₹42,49,989.81	₹0.00	₹3,15,000.00	₹3,15,000.00	₹0.00

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

TechPro Solutions Private Limited

Tax Return

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

+ Add Temporary Note

DATE ▾	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	I GST AMOUNT	CGST AMOUNT	SGST AMOUNT	CESS AMOUNT
10/04/2023	INV-000001	Invoice	₹10,00,000.00	₹0.00	₹90,000.00	₹90,000.00	₹0.00
20/04/2023	INV-000003	Invoice	₹15,00,000.00	₹0.00	₹1,35,000.00	₹1,35,000.00	₹0.00
20/04/2023	INV-000002	Invoice	₹10,00,000.00	₹0.00	₹90,000.00	₹90,000.00	₹0.00

Activity 4: Journal Report

Q

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Journal Report

Basis: Accrual

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

+ Add Temporary Note

01/04/2023 - OWNERS CONTRIBUTION 1	DEBIT	CREDIT
ICICI Bank-001	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 02 (AMAZON WEB SERVICES)	DEBIT	CREDIT
Accounts Payable	5,000.00	0.00
Cost of Goods Sold	50,000.00	0.00
Input CGST	4,500.00	0.00
Input SGST	4,500.00	0.00
Accounts Payable	0.00	59,000.00

Activity 5: Accounts Receivable Aging Details

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Schedule Report

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AR Aging Summary By Invoice Due Date

As of 30/04/2023

+ Add Temporary Note




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

## Activity 6: Accounts Payable Aging Details



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





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Schedule Report





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AP Aging Summary By Bill Due Date

As of 30/04/2023




[+ Add Temporary Note](#)

VENDOR NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	FCY
IBM Cloud	₹0.00	₹1,08,000.00	₹0.00	₹0.00	₹0.00	₹1,08,000.00	₹1,08,000.00
Total	₹0.00	₹1,08,000.00	₹0.00	₹0.00	₹0.00	₹1,08,000.00	



Q













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TDS Summary

Basis: Accrual

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

[+ Add Temporary Note](#)

TDS SECTION	TAX DEDUCTED AT SOURCE	TOTAL	TOTAL AFTER TDS DEDUCTION
<a href="#">Section 194 C</a> Payment of contractors HUF/Indiv and Payment of contractors for Others	₹4,000.00	₹2,00,000.00	₹1,96,000.00
<a href="#">Section 194 J</a> Professional Fees	₹15,000.00	₹1,50,000.00	₹1,35,000.00
Total	₹19,000.00		


## Activity 7: TDS Payable & Receivable Reports


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Customize Report





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TDS Summary

Basis: Accrual

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

[+ Add Temporary Note](#)

TDS SECTION	TAX DEDUCTED AT SOURCE	TOTAL	TOTAL AFTER TDS DEDUCTION
<a href="#">Section 194 C</a> Payment of contractors HUF/Indiv and Payment of contractors for Others	₹4,000.00	₹2,00,000.00	₹1,96,000.00
<a href="#">Section 194 J</a> Professional Fees	₹15,000.00	₹1,50,000.00	₹1,35,000.00
Total	₹19,000.00		