

## Milestone 1: Set up your account

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

A

Profile

A

Arti Sankpal

artisankpal831@gmail.com

First Name \*

Arti

Last Name

Sankpal


Display Name

Arti Sankpal

Gender

Female

Country/Region

 India

State

Maharashtra

Language


English

Time zone

(GMT +05:30) India Standard Time ( Asia/Kolkata )

Save

Cancel



ORGANIZATIONAL DETAILS

Organization Name\*

TechPro Solutions

Industry

Services

Organization Location\*

India

State/Union Territory\*

Tamil Nadu

+ Add Organization Address

REGIONAL SETTINGS

Currency\*

INR - Indian Rupee

Language\*

English

Time Zone\*

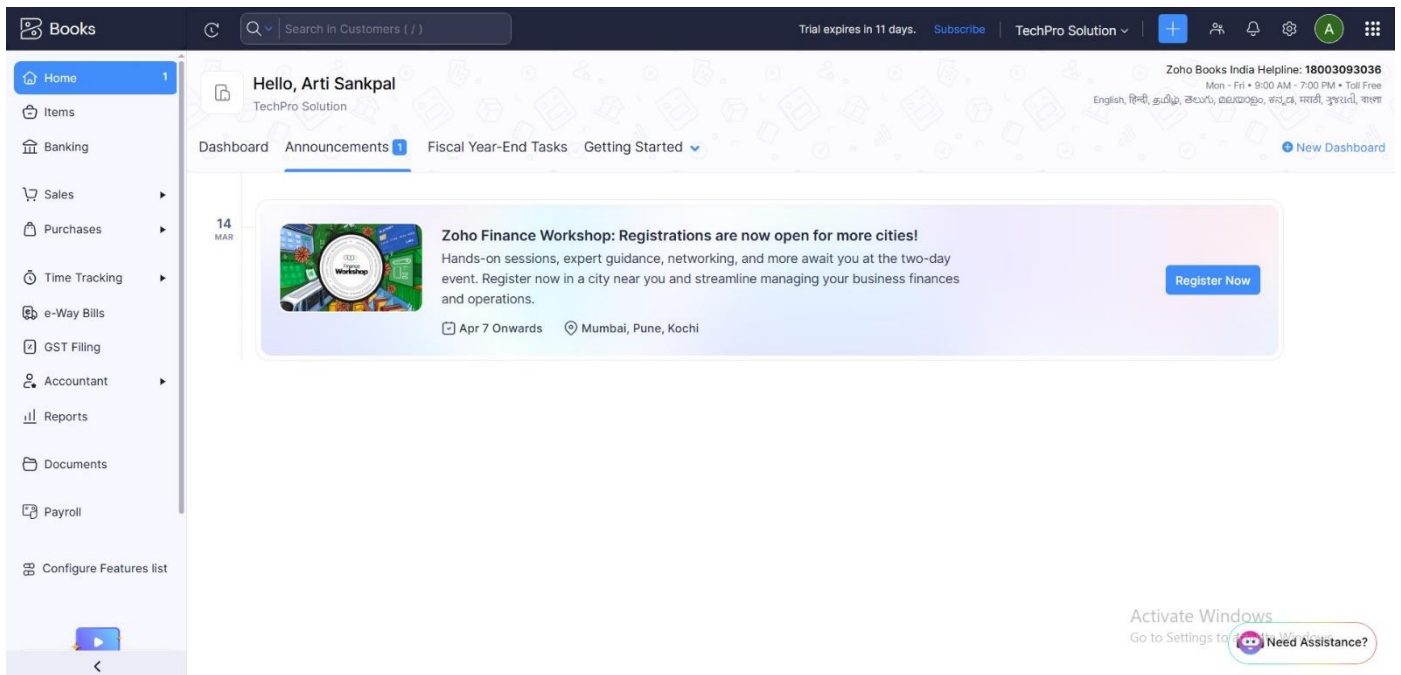
(GMT 5:30) India Standard Time (Asia/Kolkata)

Is this business registered for GST?

Yes ☒

33AAAAA0000A15Z

## Activity 2: Introduction



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

## Activity 3: Lets get startered

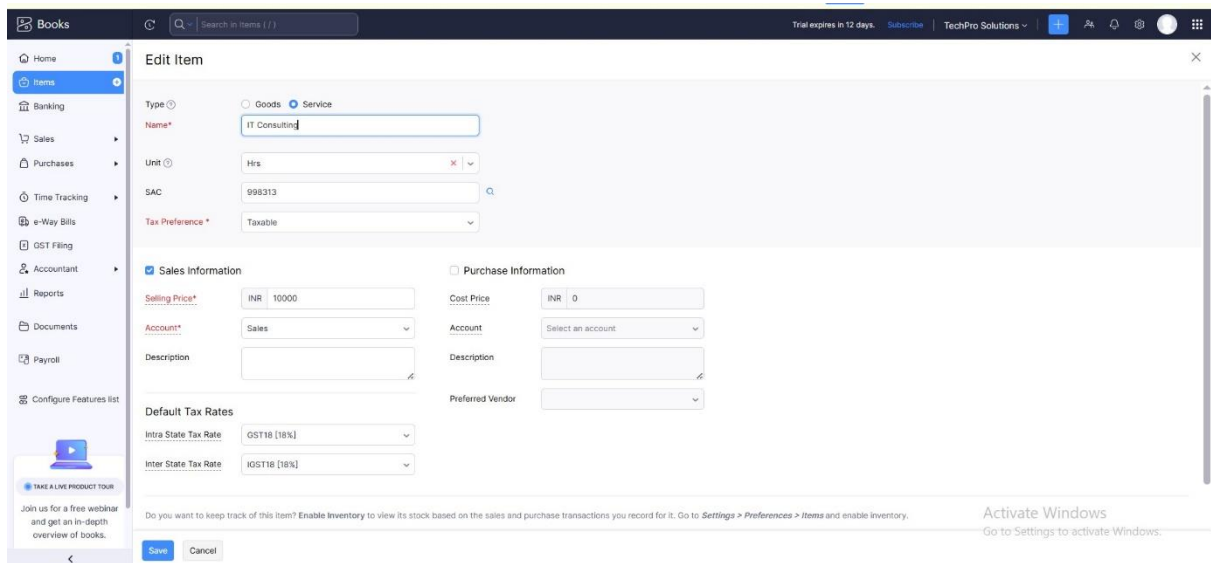
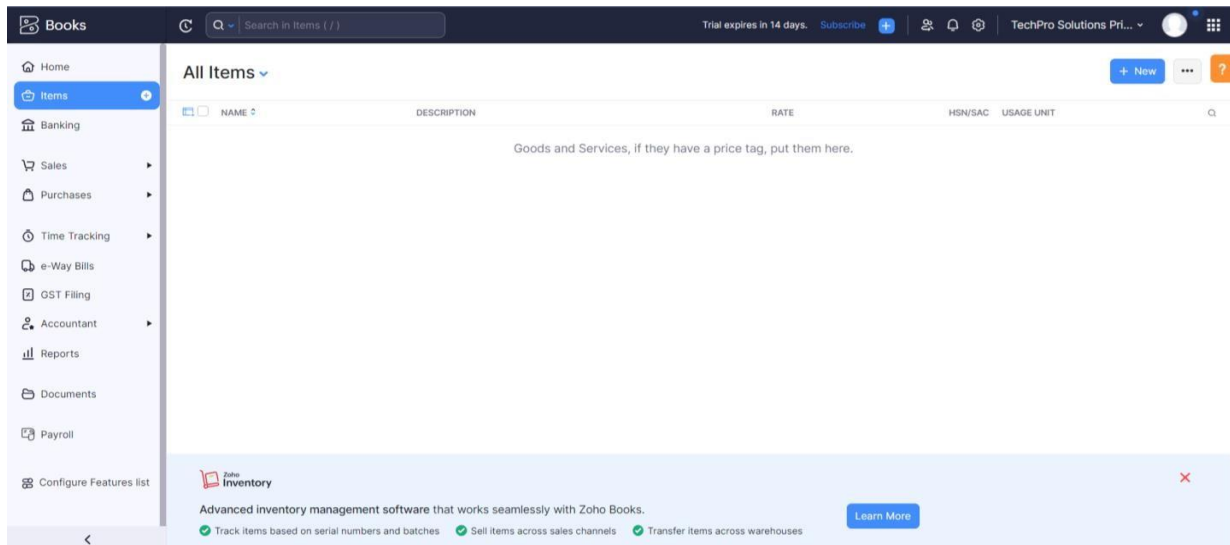
Lets Assume TechPro Solutions is offering below list of various services:

1. IT Consulting – Selling Price Rs. 10,000/- per Hr.
2. Software Development – Selling Price Rs. 20,000/- per Hr.
3. Web Maintainence – 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



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

Books

Search in Items ( / )

Trial expires in 14 days. [Subscribe](#)

TechPro Solutions Pri...

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Configure Features list

Active Items

NAME

DESCRIPTION

RATE

HSN/SAC

USAGE UNIT

☐

Cybersecurity

Service

₹10,000.00

998313

Hrs

☐

Cloud Services

Service

₹15,000.00

998313

Hrs

☐

Web Maintenance

Service

₹30,000.00

998313

Hrs

☐

Software Development

Service

₹20,000.00

998313

Hrs

☐

IT Consulting

Service

₹10,000.00

998313

Hrs

Here we successfully added all the items that are:

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

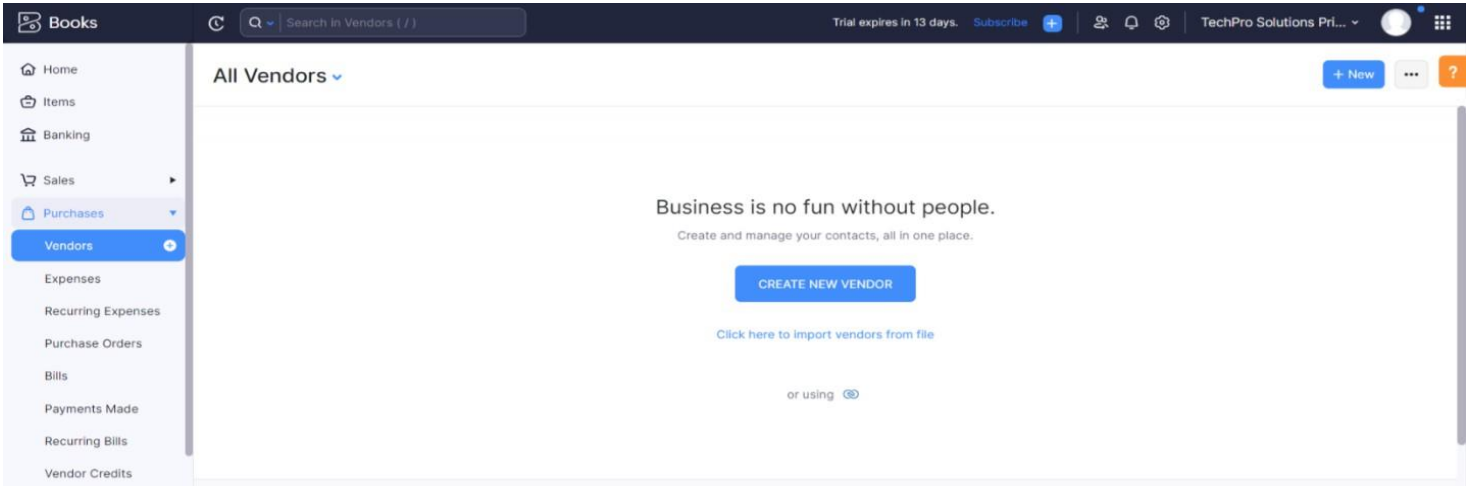
## **Milestone 3: Vendors**

### **Activity 1: Vendors Creation**

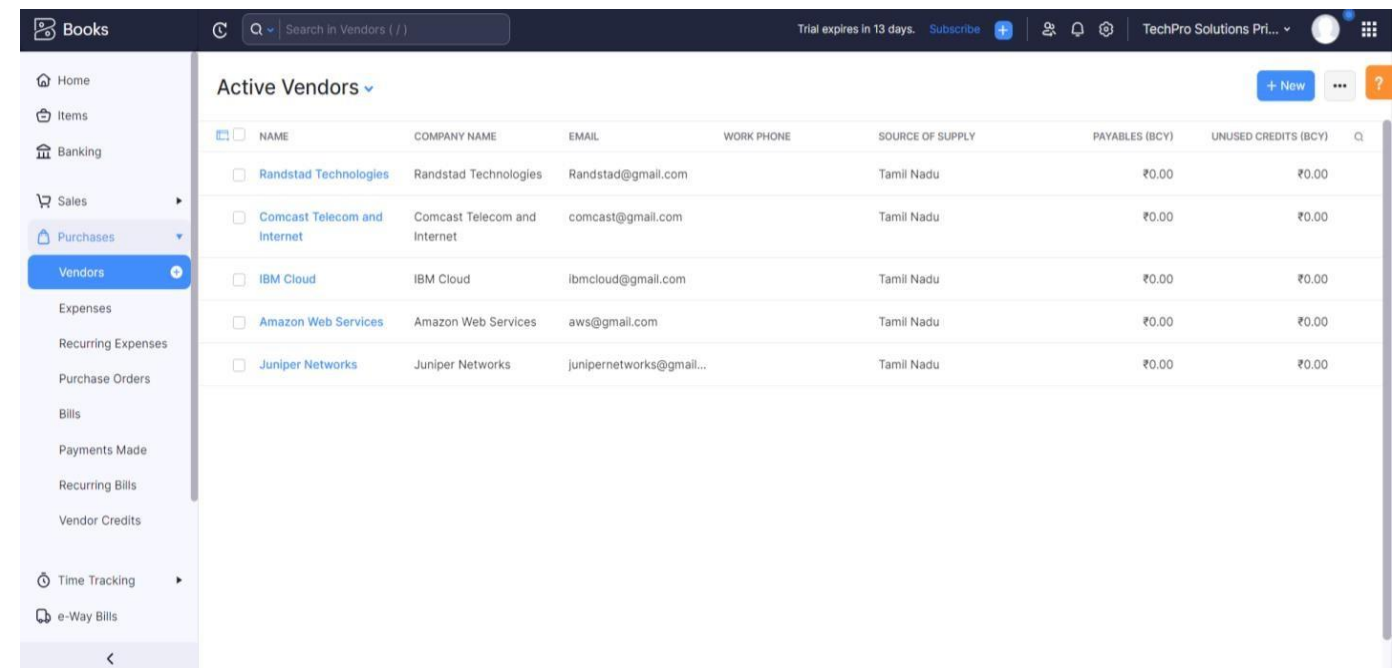
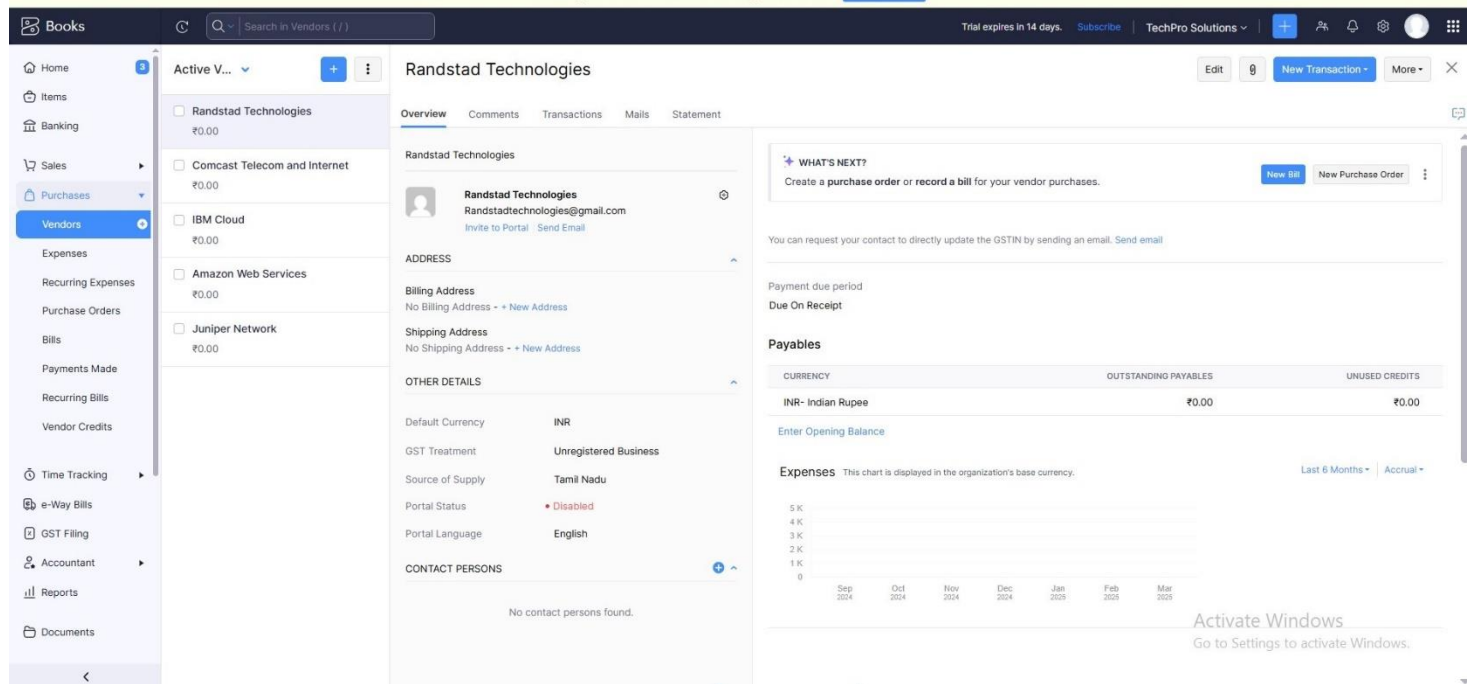
The following are the list of vendors form which various Products and Services are purchased:

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'. It contains several input fields: 'Primary Contact' (with a dropdown for 'Salutation' and a text field for '1. Juniper Netv' and 'Last Name'), 'Company Name' (text field with 'Juniper Networks'), 'Vendor Display Name\*' (dropdown with 'Juniper Networks'), 'Vendor Email' (text field with 'junipernetworks@gmail.com'), and 'Vendor Phone' (two text fields for 'Work Phone' and 'Mobile'). Below these fields are tabs for 'Other Details', 'Address', 'Contact Persons', 'Bank Details', 'Custom Fields', 'Reporting Tags', and 'Remarks'. The 'Other Details' tab is active, showing fields for 'GST Treatment\*' (dropdown with 'Registered Business - Regular'), 'GSTIN / UIN\*' (text field with '33AAAAA0000A1Z5' and a link 'Get Taxpayer details'), 'PAN' (text field with 'AAAAA0000A'), and 'Source Of Supply\*' (dropdown with '[TN] - Tamil Nadu').

## Activity 2: Review of Vendors List



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 :

- 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:

The screenshot displays the Zoho Books interface for creating a purchase order. The top section, titled 'Edit Purchase Order', contains fields for Vendor Name (Juniper Networks), GSTIN (33AAAAA0000A152), Source of Supply (Tamil Nadu), Destination of Supply (Tamil Nadu), and Delivery Address (Jaykumar 8768, Tamil Nadu, India). Below these are fields for Purchase Order Number (PO-00001), Reference ID, Date (05/04/2023), Delivery Date (dd/MM/yyyy), and Payment Terms (Due On Receipt). The bottom section, 'Item Table', shows a table with columns for ITEM DETAILS, ACCOUNT, QUANTITY, RATE, TAX, and AMOUNT. A single item is listed: Networking Items, Cost of Goods Sold, 200, 1000, GST18 (18%), 2,00,000.00. To the right of the table is a summary box showing Sub Total (2,00,000.00), Total Quantity (200), Discount (0.00), GST19 (3%) (18,000.00), SGST19 (3%) (18,000.00), Total Tax Amount (36,000.00), and Total (₹) (2,36,000.00). The interface includes a sidebar with navigation options like Home, Items, Banking, Sales, Purchases, and a top bar with search and user information.

**Edit Purchase Order**

Vendor Name\* Juniper Networks

BILLING ADDRESS SHIPPING ADDRESS

GST Treatment: Registered Business - Regular

GSTIN 33AAAAA0000A152

Source of Supply\* [TN] - Tamil Nadu

Destination of Supply\* [TN] - Tamil Nadu

Delivery Address\* Organization Customer

Jaykumar 8768

Tamil Nadu, India

Change destination to deliver

Purchase Order\* PO-00001

Reference#

Date 05/04/2023

Delivery Date dd/MM/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 0.00

GST19 (3%) 18,000.00

SGST19 (3%) 18,000.00

Total Tax Amount 36,000.00

TDS TCS Select a Tax -0.00

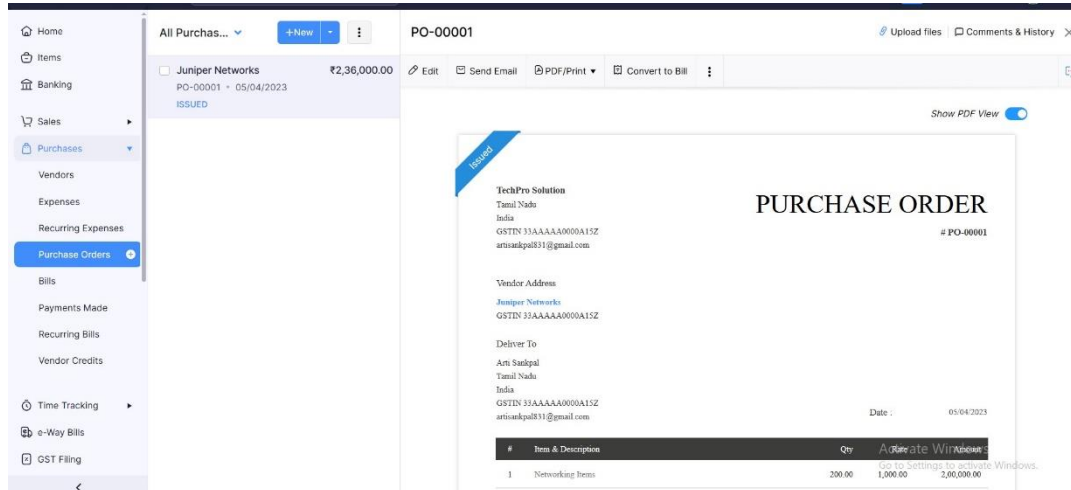
Adjustment 0.00

Total (₹) 2,36,000.00



## 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 ( / )

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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

GST Filing

Accountant

Reports

Documents

New Bill

Vendor Name\*

Amazon Web Services

✕

🔍

INR

Amazon Web Service...

BILLING ADDRESS

+ New Address

GST Treatment: [Registered Business - Regular](#)

GSTIN: [33AAAAA0000A1SZ](#)

Source of Supply\*

[TN] - Tamil Nadu

Destination of Supply\*

[TN] - Tamil Nadu

Bill#\*

02

Order Number

Bill Date\*

05/04/2023

Due Date

05/04/2023

Payment Terms

Due On Receipt

☐ This transaction is applicable for reverse charge

Subject ⓘ

Enter a subject within 250 characters

Save as Draft

Save as Open

Cancel

Activate Windows

Go to Settings to activate Windows.

PDF Template: 'Standard Template' [Change](#) [Make Recurring](#)

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 Bills ( / )

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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

GST Filing

Accountant

Reports

Documents

Tax Exclusive

All Transaction Level

Item Table

[Bulk Actions](#)

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
<div>SAC: <a href="#">Update</a></div>						

Add New Row

Sub Total

50,000.00

Discount

0 %

0.00

CGST9 (9%)

4,500.00

SGST9 (9%)

4,500.00

Total Tax Amount

9000.00

INR

TDS

TCS

Professional ...

-5,000.00

Adjustment

0.00

Total ( ₹ )

54,000.00

Save as Draft

Save as Open

Cancel

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.

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

All Bills

+New

IBM Cloud

03 • 05/04/2023

OVERDUE BY 729 DAYS

₹1,08,000.00

Amazon Web Service

02 • 05/04/2023

OVERDUE BY 729 DAYS

₹54,000.00

Juniper Networks

01 • 05/04/2023

OVERDUE BY 729 DAYS

₹2,36,000.00

03

Upload files

Comments & History

Edit

PDF

Record Payment

03

05/04/2023

OVERDUE BY 729 DAYS

₹1,08,000.00

TechPro Solution

Tamil Nadu

India

GSTIN 33AAAAA0000A15Z

arivankpal31@gmail.com

BILL

Bill# 03

Balance Due

₹1,08,000.00

Bill Date :

05/04/2023

Due Date :

05/04/2023

Terms :

Due On Receipt

Bill From

IBM Cloud

GSTIN 33AAAAA0000A15Z

1

Cloud Database

1.00

1,00,000.00

1,00,000.00

Sub Total

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](#)

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

**Books** Search in Customers (7)

**Edit Customer**

Customer Type: ☒ Business ☐ Individual

Primary Contact: Salutation: TechWise Solutions P Last Name

Company Name: TechWise Solutions Pvt Ltd

Display Name\*: TechWise Solutions Pvt Ltd

Email Address:

Phone: Work Phone Mobile

Other Details Address Contact Persons Custom Fields Reporting Tags Remarks

GST Treatment\*: Registered Business - Regular

GSTIN / UIN\*: 33AAAAA0000A15Z [Get Taxpayer details](#)

Business Legal Name

Business Trade Name

Place of Supply\*: [TN] - Tamil Nadu

PAN: AAAAA0000A

Tax Preference\*: ☒ Taxable ☐ Tax Exempt

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

Activate Windows  
Go to Settings to activate Windows.

## Activity 2: Review the Customers List

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Chitans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Active C...

ApexTech Consultants

SmartTech Innovations Pvt Ltd

DigitalEdge Technologies PVT Ltd

TechWise Solutions Pvt Ltd

ApexTech Consultants

ApexTech Consultants

ADDRESS

Billing Address

Shipping Address

OTHER DETAILS

Customer Type

Default Currency

GST Treatment

TAN

Portal Status

Portal Language

CONTACT PERSONS

You can request your contact to directly update the GSTIN by sending an email. Send email

Payment due period

Due On Receipt

Receivables

Income

31/03/2023

Invoice added

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Chitans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Active Customers

ApexTech Consultants

SmartTech Innovations Pvt Ltd

DigitalEdge Technologies PVT Ltd

TechWise Solutions Pvt Ltd

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
ApexTech Consultants	ApexTech Consultants				₹0.00	₹0.00
SmartTech Innovations Pvt Ltd	SmartTech Innovations Pvt Ltd			Tamil Nadu	₹0.00	₹0.00
DigitalEdge Technologies PVT Ltd	DigitalEdge Technologies PVT Ltd			Tamil Nadu	₹0.00	₹0.00
TechWise Solutions Pvt Ltd	TechWise Solutions Pvt Ltd			Tamil Nadu	₹0.00	₹0.00

31/03/2023

Invoice added

## 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

The screenshot shows the 'New Sales Order' form in the Books application. The form is titled 'New Sales Order' and has a search bar at the top. The left sidebar contains navigation options: 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, and Documents. The main form fields include: Customer Name\* (DigitalEdge Technologies PVT Ltd), Billing Address, Shipping Address, GST Treatment (Registered Business - Composition), GSTIN (33AAAA800012), Place of Supply\* (TN - Tamil Nadu), Sales Order\* (SO-00004), Reference#, Sales Order Date\* (10/04/2023), Expected Shipment Date (ddMM/yyyy), Payment Terms (Due On Receipt), Delivery Method, and Salesperson. At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. A watermark 'Activate Windows' is visible in the bottom right corner.

The screenshot shows the 'Item Table' and 'Sub Total' section of the 'New Sales Order' form. The 'Item Table' has columns for ITEM DETAILS, QUANTITY, RATE, TAX, and AMOUNT. It contains two rows: 'IT Consulting' with a quantity of 100, rate of 10000, tax of GST18 (18%), and amount of 10,00,000.00; and 'SAG - BRK013 JP' with a quantity of 1.00, rate of 0.00, tax of GST18 (18%), and amount of 0.00. Below the table, there are buttons for 'Add New Row' and 'Add Items in Bulk'. The 'Sub Total' section shows a Sub Total of 10,00,000.00, a Discount of 0.00, CGST9 (9%) of 90,000.00, SGST9 (9%) of 90,000.00, TDS of 0.00, and an Adjustment of 0.00. The final Total (₹) is 11,80,000.00. At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. A watermark 'Activate Windows' is visible in the bottom right corner.

## 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:

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

All Sales Or... **SO-00001** Upload files Comments & History X

DigitalEdge Technologies p... ₹11,80,000.00 SO-00001 • 10/04/2023 CONFIRMED

WHAT'S NEXT? Convert the sales order into packages, shipments, or invoices. **Convert**

Invoice Status: NOT INVOICED Show PDF View

**Confirm**

**SALES ORDER**  
Sales Order# SO-00001

TechPro Solution  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z  
arunakpall33@gmail.com

Bill To  
DigitalEdge Technologies pvt ltd  
GSTIN 33AAAAA0000A15Z

Skip To  
GSTIN 33AAAAA0000A15Z

Order Date: 10/04/2023  
Place Of Supply: Tamil Nadu (33)

## 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.

Books Edit Invoice

Customer Name\* TechWise Solutions Pvt Ltd

BILLING ADDRESS SHIPPING ADDRESS

OST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A15Z

Place of Supply\* ITN - Tamil Nadu

Invoice# INV-000002

Order Number

Invoice Date\* 20/04/2023 Terms Due On Receipt Due Date 20/04/2023

Salesperson

Subject

Item Table

Save Save and Send Cancel

Activate Windows  
Go to Settings to activate Windows.

Total Amount: ₹ 18,20,000.00  
Total Quantity: 50

Books Search in Invoices ( / ) Trial expires in 12 days. [Subscribe](#) TechPro Solutions

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

**Item Table** [Scan Item](#) [Bulk Actions](#)

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Web Maintenance Add a description to your item <a href="#">View SAC: 998313</a>	50 Hrs	30000	GST18 (18%)	15,00,000.00

[Add New Row](#) [Add Items in Bulk](#)

**Sub Total** 15,00,000.00

Discount 0 % 0.00

CGST9 (9%) 1,35,000.00  
SGST9 (9%) 1,35,000.00

☒ TDS ☐ TCS Professional ...  - 1,50,000.00  
Professional Fees 10%

Adjustment 0 0.00

**Total (₹)** 16,20,000.00

**Customer Notes**  
Thanks for your business.  
Will be displayed on the invoice

**Terms & Conditions**  
Enter the terms and conditions of your business to be displayed in your transaction

**Attach File(s) to Invoice**  
[Upload File](#)  
You can upload a maximum of 10 files. 10MB each.

[Save](#) [Save and Send](#) [Cancel](#)

Activate Windows  
Go to Settings to activate Windows.  
Total Amount: ₹ 16,20,000.00  
Total Quantity: 50

## Activity 4: Recording of Export Invoice

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

Books Search in Invoices ( / ) Trial expires in 12 days. [Subscribe](#) TechPro Solutions

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

**New Invoice** [Settings](#) [Close](#) [Print](#)

**Customer Name\*** ApexTech Consultants [New Address](#) [USD](#) [ApexTech Consultant...](#)

**BILLING ADDRESS** [New Address](#) **SHIPPING ADDRESS** [New Address](#)

OST Treatment: [Overseas](#)

**Invoice#\*** INV-000009 [New Invoice](#)

**Order Number**

**Invoice Date\*** 20/04/2023 [New Date](#) **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: \\$ 0.00](#)  
[Total Quantity: 0](#)



Books

Search in Invoices ( / )

On 2023-04-20 1:00 PM ₹ 82,14,227.88

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

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

**Item Table**

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Cloud Service	50 Hrs	182.61	IGSTO (0%)	9,130.50
Add a description to your item				
Item Code: 998313				
Type or click to select an item.	1.00	0.00	Select a Tax	0.00

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. Total Amount: \$ 9,130.50 Total Quantity: 50

## Activity 5: Reconciliation of Open Invoices

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

Books

Search in Invoices ( / )

Trial expires in 11 days. [Subscribe](#) TechPro Solution

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

All Invoices [+ New](#)

INV-000001

Upload files Comments & History

Send Share Reminders PDF/Print Record Payment

**TechPro Solution**

Taxal Naidu  
India  
GSTIN: 31AAAAA0000A15Z  
animeshpal531@gmail.com

TAX INVOICE

Invoice Date: 20/04/2023  
Terms: Due On Receipt  
Due Date: 20/04/2023

Bill To: ApexTech Consultants

#	Item & Description	HSN/SAC	Qty	Rate	%	Amount	Amount
1	Cloud Service	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

Sub Total: 9,130.50  
IGSTO (0%): 0.00  
Total: 9,130.50  
Balance Due: 9,130.50

Notes: Thanks for your business.

Activate Windows Go to Settings to activate Windows.

# Milestone 7: Bank Account

## Activity 1: Adding Bank Account

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

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

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

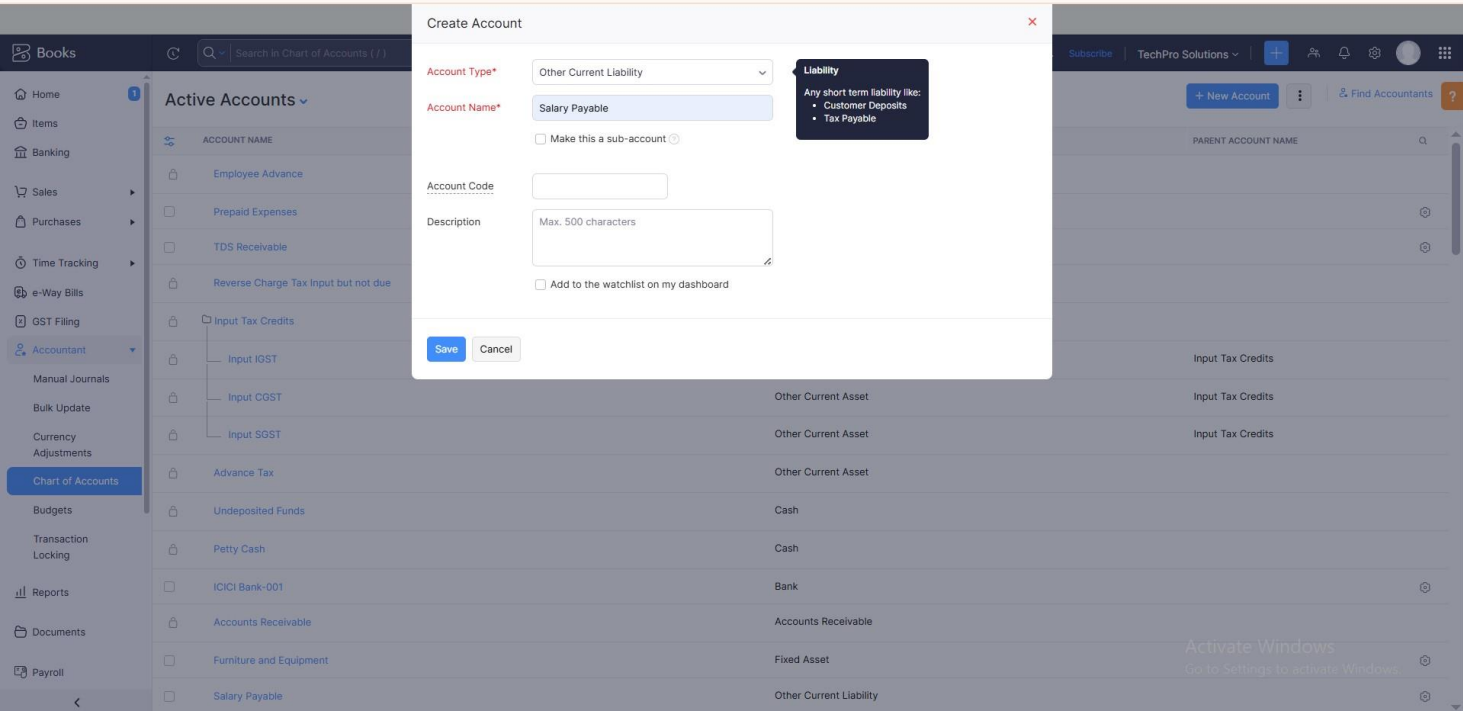
Cancel

# 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 ( / )

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Edit Journal

Date\*

30/04/2023

Journal#\*

1

Reference#

Notes\*

Salary for the Month of April-2023

Journal Type

☐ Cash based journal ⓘ

Currency

INR- 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

Activate Windows

Go to Settings to activate Windows.

Books

Search in Journals ( / )

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Journals

New Journal

1

Status: All Jour...

All

30/04/2023

₹25,00,000.00

PUBLISHED

JOURNAL

#1

Date:

30/04/2023

Notes

Salary for the Month of April-2023

Amount:

₹25,00,000.00

Reference Number:

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

Activate Windows

Go to Settings to activate Windows.

# 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%

Books

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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

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

Drag or Drop your Receipts

Maximum file size allowed is 10MB

Upload your Files

Save (alt+s)

Save and New (alt+nl)

Cancel

Activate Windows

Go to Settings to activate Windows.

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

Books

Search in Expenses (1)

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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

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

Drag or Drop your Receipts

Maximum file size allowed is 10MB

Upload your Files

Save (alt+s)

Save and New (alt+nl)

Cancel

Activate Windows

Go to Settings to activate Windows.

After recording the Expense Entries:

Books

Search in Expenses (7)

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All Expenses

DATE

EXPENSE ACCOUNT

REFERENCE#

VENDOR NAME

PAID THROUGH

CUSTOMER NAME

STATUS

AMOUNT

☐

30/04/2023

Other Expenses

02Petty CashNON-BILLABLE

₹5,000.00

☐

30/04/2023

Rent Expense

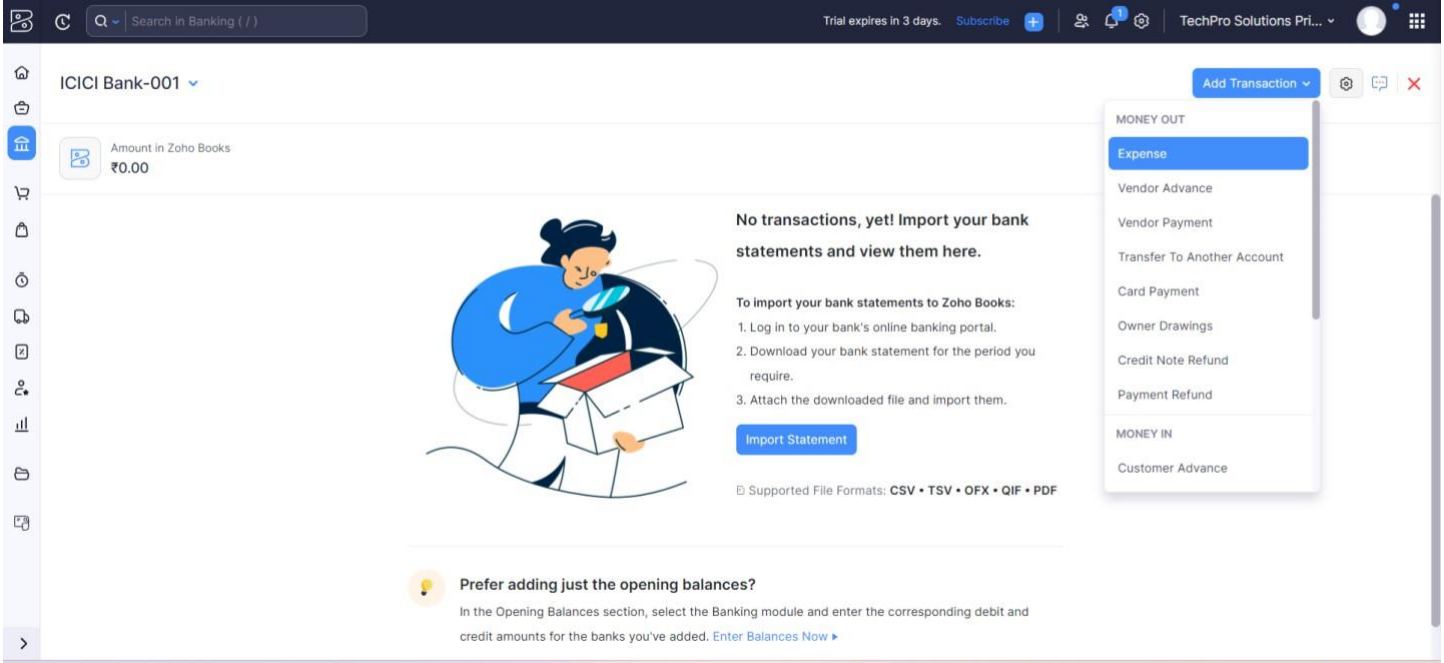
01Rent PayableNON-BILLABLE

₹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 statement in CSV or PDF format.  
3. Attach the downloaded file to this section.  
[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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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 Challan Details

Quote Details

Customer Balance Summary

Receivable Summary

Receivable Details

Payments Received

Recurring Invoices

Payables

Activity 1: Profit and Loss Account

Search in Customers ( / )

Trial exp

Custom

Customize Report

Schedule Report

Export As

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

Q - Search in Customers ( / )

Custom Customize Report

Schedule Report

Export As

Balance Sheet

Basis: Accrual  
As of 30/04/2023

+ Add Temporary Note

Collapse all Expand All

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	45,000.00
Total for Cash	45,000.00
Bank	
ICICI Bank-001	8,12,626.56
Total for Bank	8,12,626.56
Accounts Receivable	10,80,000.00
Other current assets	
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
Liabilities & Equities	
Liabilities	
Current Liabilities	
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
Equities	
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

Search In Customers ( / )

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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

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GSTR-3B Summary

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Tax Return

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

+ Add Temporary Note

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	IGST 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

Q

Search in Customers ( / )

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[Schedule Report](#)

TechPro Solutions Private Limited

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

Q

Search in Customers (/)

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Custom

Customize Report

Schedule Report

Export As

TechPro Solutions Private Limited

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

Search in Customers ( / )

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Custom

Customize Report

Export As

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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

Q

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Search in Customers ( / )

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TechPro Solutions Private Limited

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		