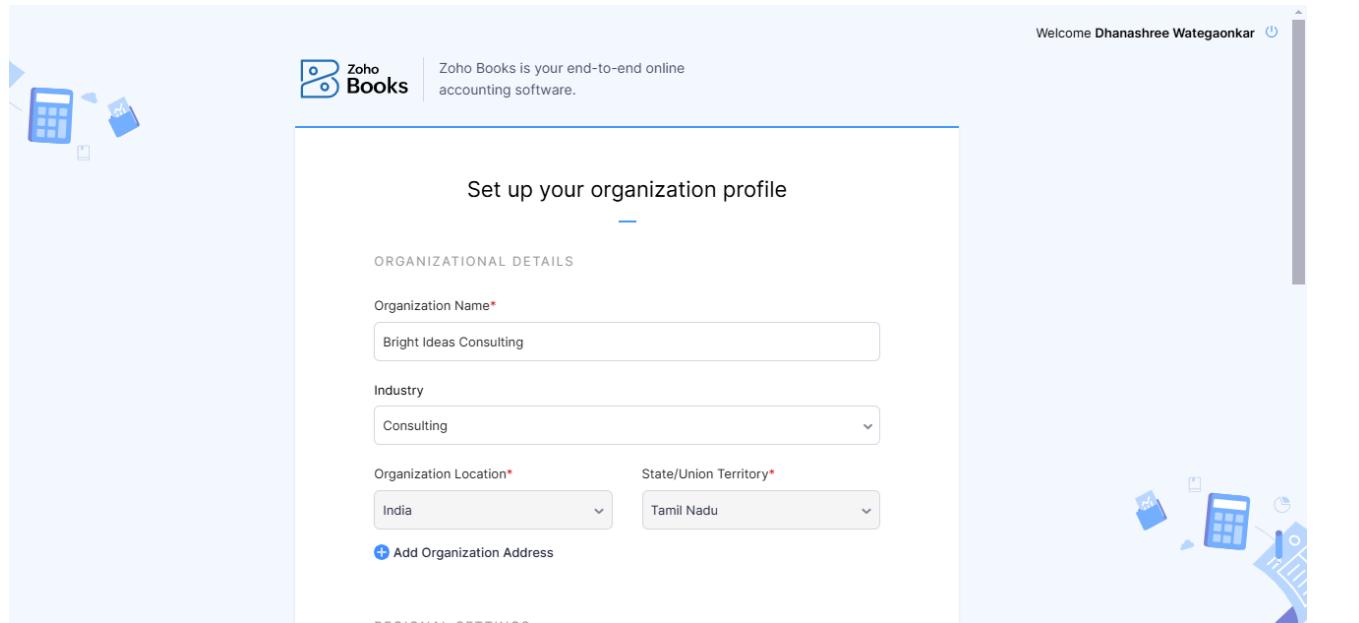
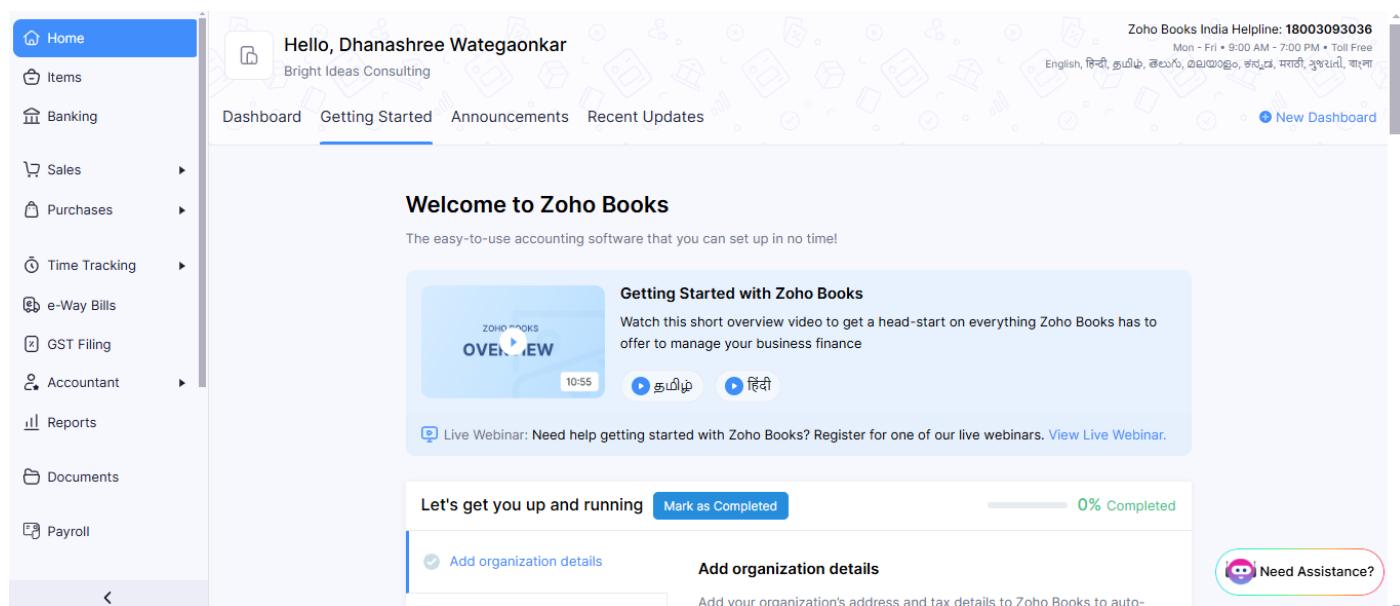


• Milestone 1: Set up your account

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



The screenshot shows the Zoho Books sign-up process. At the top, it says "Welcome Dhanashree Wategaonkar". The main heading is "Set up your organization profile". Under "ORGANIZATIONAL DETAILS", there are fields for "Organization Name*" (filled with "Bright Ideas Consulting"), "Industry" (set to "Consulting"), "Organization Location*" (set to "India") and "State/Union Territory*" (set to "Tamil Nadu"). There is also a link "+ Add Organization Address".



The screenshot shows the Zoho Books dashboard for "Hello, Dhanashree Wategaonkar" from "Bright Ideas Consulting". The dashboard includes links for "Dashboard", "Getting Started", "Announcements", and "Recent Updates". A prominent feature is the "Welcome to Zoho Books" message with a video thumbnail titled "ZOHOBOKS OVERVIEW" (10:55). Below it, there's a "Getting Started with Zoho Books" section with a video thumbnail for "தமிழ்" and "हिंदी". A "Live Webinar" link is also present. On the left, a sidebar lists various modules: Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. A "Need Assistance?" button is located in the bottom right corner.

We create an organizational profile by adding the organization name

“Bright Ideas Consulting” and then set up an organizational profile with appropriate information.

Activity 2: Introduction

The screenshot shows the Zoho Books dashboard. On the left, there's a sidebar with links to Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main area has tabs for Dashboard, Getting Started, Announcements, and Recent Updates. Under the Dashboard tab, there are three main sections: 'Total Receivables' (Current: ₹0.00, Overdue: ₹0.00), 'Total Payables' (Current: ₹0.00, Overdue: ₹0.00), and 'Cash Flow' (This Fiscal Year, Cash as on 01/04/2024: ₹0.00, Incoming: ₹0.00 +, Outgoing: ₹0.00). A 'Need Assistance?' button is in the bottom right.

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

Activity 3: let's get started

Let's Assume Bright Ideas Consulting is offering the below list of various services:

1. Management Consulting
2. Financial Consulting
3. Human Resources (HR) Consulting
4. Legal Consulting

The selling Price for all the above services is say Rs.1000/- per Consulting Hour. Output GST @ 18% is applicable for all the above services.

• Milestone 2: Service Creation:

Activity 1: Creation

1. Management Consulting

The screenshot shows the 'Edit Item' screen in Zoho Books. The 'Name*' field is filled with 'Management Consulting'. The 'Unit' is set to 'hrs'. The 'SAC' code is '998311'. The 'Tax Preference*' is 'Taxable'. Under 'Sales Information', the 'Selling Price*' is 'INR 1000' and the 'Account*' is 'Sales'. Under 'Purchase Information', the 'Cost Price*' is 'INR 0' and the 'Account*' is 'Cost of Goods Sold'. At the bottom, there are 'Save' and 'Cancel' buttons.

The screenshot shows the 'Active Items' list in Zoho Books. The item 'Management Consulting' is selected. The 'Overview' tab is active, showing details like Item Type (Sales Items (Service)), SAC (998311), Unit (Hrs), Created Source (User), Tax Preference (Taxable), Intra State Tax Rate (GST18 (18 %)), Inter State Tax Rate (IGST18 (18 %)), Selling Price (₹1,000.00), and Sales Account (Sales).

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.

2. Financial Consulting:

The screenshot shows the 'New Item' creation screen in Zoho Books. The left sidebar is visible with various accounting categories like Home, Items, Banking, Sales, Purchases, etc. The main form is titled 'New Item' and has the following fields:

- Type: Service (selected)
- Name*: Financial Consulting
- Unit: hrs
- SAC: 998311
- Tax Preference*: Taxable
- Sales Information:**
 - Selling Price*: INR 1000
 - Account*: Sales
 - Description
- Purchase Information:**
 - Cost Price*: INR 0
 - Account*: Cost of Goods Sold
 - Description

At the bottom are 'Save' and 'Cancel' buttons.

3. Human Resources (HR) Consulting

The screenshot shows the 'New Item' creation screen in Zoho Books. The left sidebar is visible with various accounting categories like Home, Items, Banking, Sales, Purchases, etc. The main form is titled 'New Item' and has the following fields:

- Type: Service (selected)
- Name*: Human Resources Consulting
- Unit: hrs
- SAC: 998311
- Tax Preference*: Taxable
- Sales Information:**
 - Selling Price*: INR 1000
 - Account*: Sales
 - Description
- Purchase Information:**
 - Cost Price*: INR 0
 - Account*: Cost of Goods Sold
 - Description

At the bottom are 'Save' and 'Cancel' buttons.

4. Legal Consulting:

The screenshot shows the 'New Item' creation screen in Zoho Books. The left sidebar is visible with various accounting categories like Home, Items, Banking, Sales, Purchases, etc. The main form is titled 'New Item' and has the following fields:

- Type: Service (selected)
- Name*: Legal Consulting
- Unit: hrs
- SAC: 998311
- Tax Preference*: Taxable
- Sales Information:**
 - Selling Price*: INR 1000
 - Account*: Sales
 - Description
- Purchase Information:**
 - Cost Price*: INR 0
 - Account*: Cost of Goods Sold
 - Description

At the bottom are 'Save' and 'Cancel' buttons.

Activity 2: Review of Items after Addition

The screenshot shows the Zoho Books interface. On the left, a sidebar menu includes 'Books', 'Home', 'Items' (selected), 'Banking', 'Sales', 'Purchases', 'Time Tracking', 'e-Way Bills', 'GST Filing', 'Accountant', 'Reports', 'Documents', and 'Payroll'. The main area is titled 'Active Items' and displays a table with four rows of data. The columns are: NAME, PURCHASE DESCRIPTION, PURCHASE RATE, DESCRIPTION, RATE, HSN/SAC, and USAGE UNIT. The data is as follows:

NAME	PURCHASE DESCRIPTION	PURCHASE RATE	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
Human Resources Consulting		₹0.00		₹1,000.00	998311	hrs
Legal Consulting		0		₹1,000.00	998311	hrs
Financial Consulting		0		₹1,000.00	998311	hrs

Here we successfully added all the items that are:

1. Management Consulting
2. Financial Consulting
3. Human Resources (HR) Consulting
4. Legal Consulting

• Milestone 3: Vendors

Activity 1: Vendor Creation

1. Randstad Technologies

The screenshot shows the vendor creation interface. The primary contact is set to 'Randstad Technologies'. The company name and display name are also 'Randstad Technologies'. There is a placeholder email address and phone number. Under 'Other Details', the GST treatment is 'Registered Business - Regular', the GSTIN/UIN is '33AAAAA0000A15Z', and the source of supply is '[TN] - Tamil Nadu'. The 'Save' button is visible at the bottom.

Books

Search in Vendors (/)

Trial expire... Subscribe | Bright Ideas Cons... | +

Logout

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Primary Contact: Salutation: Randstad Technologies Last Name:

Company Name: Randstad Technologies

Display Name*: Randstad Technologies

Email Address:

Phone: Work Phone Mobile

Other Details

GST Treatment*: Registered Business - Regular

GSTIN / UIN*: 33AAAAA0000A15Z Get Taxpayer details

Source of Supply*: [TN] - Tamil Nadu

Save Cancel

Here we successfully created one Vendor in books from the Navigation Panel while going to Purchases>Vendors>Create New Vendors and add the respective fields>Click on save.

2. Amazon Web Services

The screenshot shows the vendor creation interface for Amazon Web Services. The primary contact is 'Amazon Web Se'. The company name and display name are 'Amazon Web Services'. There is a placeholder email address and phone number. Under 'Other Details', the GST treatment is 'Registered Business - Regular', the GSTIN/UIN is '33AAAAA0000A15Z', and the source of supply is '[TN] - Tamil Nadu'. A new field 'PAN' is present with the value 'AAAAAA0000A'. The 'Save' button is visible at the bottom.

Books

Search in Vendors (/)

Trial expire... Subscribe | Bright Ideas Cons... | +

Logout

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Primary Contact: Salutation: Amazon Web Se Last Name:

Company Name: Amazon Web Services

Display Name*: Amazon Web Services

Email Address:

Phone: Work Phone Mobile

Other Details

GST Treatment*: Registered Business - Regular

GSTIN / UIN*: 33AAAAA0000A15Z Get Taxpayer details

Source of Supply*: [TN] - Tamil Nadu

PAN: AAAAAA0000A

Save Cancel

3. Raj Kamal External Consulting

The screenshot shows the Zoho Books vendor creation interface. On the left, a sidebar menu is open with 'Vendors' selected. The main form is titled 'Fetch Vendor Details From GSTN >'. It contains fields for Primary Contact (Salutation: Raj Kamal Exterr, Last Name: Raj Kamal External Consulting), Company Name (Raj Kamal External Consulting), Display Name* (Raj Kamal External Consulting), Email Address, Phone (Work Phone, Mobile), and Other Details (GST Treatment: Unregistered Business, Source of Supply: [TN] - Tamil Nadu). A PAN field is also present. At the bottom are 'Save' and 'Cancel' buttons.

Activity 2: Review of Vendors List

The screenshot shows the Zoho Books active vendors list. The sidebar menu has 'Vendors' selected. The main area displays a table titled 'Active Vendors' with columns: NAME, COMPANY NAME, EMAIL, WORK PHONE, SOURCE OF SUPPLY, PAYABLES (BCY), and UNUSED CREDITS (BCY). Three vendors are listed:

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/> Raj Kamal External Consulting	Raj Kamal External Consulting			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Amazon Web Services	Amazon Web Services			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Randstad Technologies	Randstad Technologies			Tamil Nadu	₹0.00	₹0.00

Here we successfully created all the vendors that are:

1. Randstad Technologies (GST registered)
2. Amazon Web Services (GST registered)
3. Raj Kamal External Consulting (Non GST)

• Milestone 4: Purchases

Activity 1: Purchase Order Creation

Bright Ideas Consulting has raised below purchase orders from the vendors:

- 05-04-2023 Randstad Technologies – Office Equipment - Qty 20 @ Rs.10,000/- each GST @ 18%

New Purchase Order

Vendor Name*: Randstad Technologies Pvt Ltd

BILLING ADDRESS: Dhanashree Wategaonkar
GST Treatment: Registered Business - Regular

SHIPPING ADDRESS: Dhanashree Wategaonkar

GSTIN: 33AAAAA0000A15Z

Source of Supply*: [TN] - Tamil Nadu

Destination of Supply*: [TN] - Tamil Nadu

Delivery Address*: Organization: Dhanashree Wategaonkar

Save as Draft | **Save and Send** | **Cancel**

Date: dd/MM/yyyy

Delivery Date: dd/MM/yyyy

Payment Terms: Due On Receipt

Shipment Preference: Choose the shipment preference or type to add

Tax Exclusive: At Transaction Level

Item Table

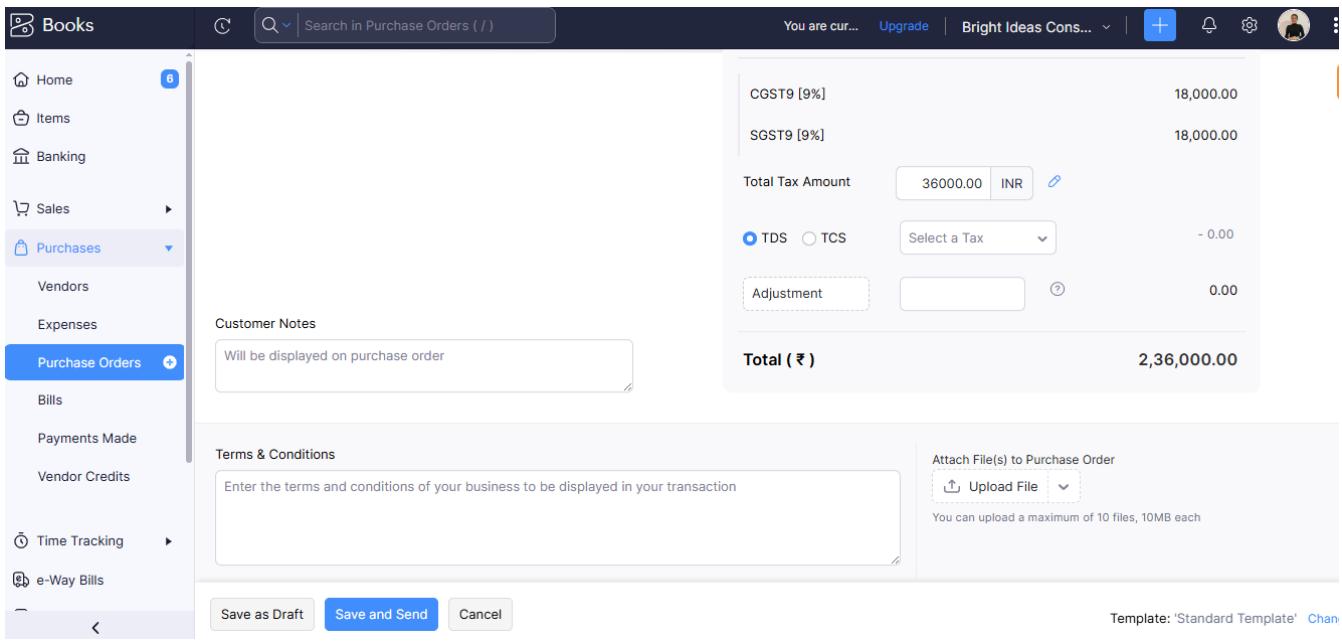
ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Office equipment	Furniture and Equipment	20	10000	GST18 [18%]	2,00,000.00

Add New Row | **Add Items in Bulk**

Sub Total: 2,00,000.00

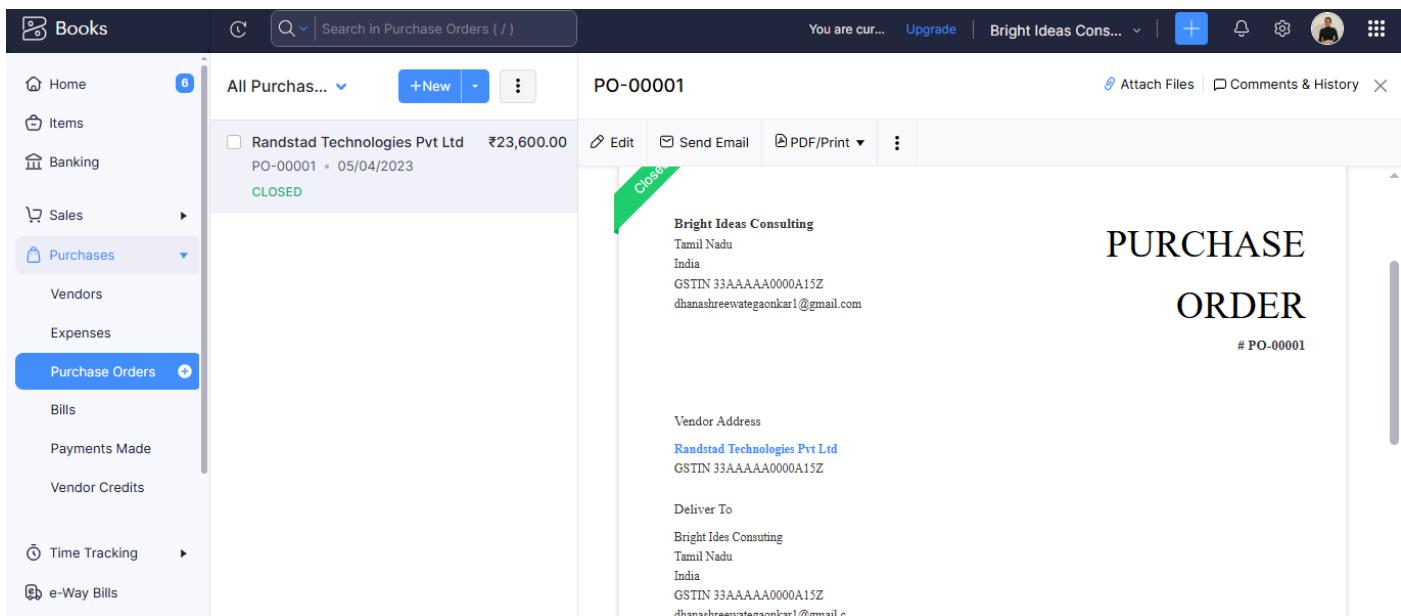
Total Quantity: 20

Save as Draft | **Save and Send** | **Cancel**



For the Creation of purchase orders from the Navigation Panel we go to Purchases>Purchase Order> Creat New>Provie the respective details>Save on draft

Activity 2: Purchase Order to Purchase Bills Conversion



After Creating the Purchase orders, We mark them as Issued and then PO as “Convert to Bill” to convert the same as bill entry:

We Enter the Date of the Bill as 05-04-2023 and then click on Save as open.

Activity 3: Direct Vendor Purchases Bills Creation:

Bright Ideas Consulting availed the services from the below Suppliers:

**1. 10-04-2023 Cloud Database From Amazon Wed Services-
Rs.50,000/- pm GST @ 18%**

The screenshot shows the 'Books' application interface for creating a new bill. The left sidebar navigation includes Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills (selected), Payments Made, Recurring Bills, and Vendor Credits. The main form fields are: Vendor Name* (Amazon Web Services), BILLING ADDRESS (+ New Address), GST Treatment: Registered Business - Regular, GSTIN: 33AAAAA0000A15Z, Source of Supply* ([TN] - Tamil Nadu), Destination of Supply* ([TN] - Tamil Nadu), BILL#* (02), Order Number, Bill Date* (10/04/2023), Due Date (10/04/2023), Payment Terms (Due On Receipt), and a checkbox for reverse charge. Buttons at the bottom are Save and Cancel. A template note 'Template: Standard Template' is visible.

The screenshot shows the 'Books' application interface for managing item details. The left sidebar navigation includes Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills (selected), Payments Made, Recurring Bills, and Vendor Credits. The main area displays an 'Item Table' with columns: ITEM DETAILS, ACCOUNT, QUANTITY, RATE, TAX, CUSTOMER DETAILS, and AMOUNT. An entry for 'Cloud Database' is shown with Account: Cost of Goods Sold, Quantity: 1, Rate: 50000, Tax: GST18 [18%], Customer: Select Customer, and Amount: 50,000.00. Below the table are buttons for Add New Row, Bulk Actions, and Save/Cancel. A note at the bottom right indicates 'Template: Standard Template'.

To create direct purchase invoices for the above transaction from the navigation panel we go to:
Purchases>Bills>Create New>Enter the details>Click on Save Open

2. 10-04-2023 Consultancy Services from Raj Kamal External Consulting - Rs.1,00,000/- pm

Vendor Name*: Raj Kamal External Consulting

BILLING ADDRESS
+ New Address

GST Treatment: Unregistered Business

Source of Supply*: [TN] - Tamil Nadu

Destination of Supply*: [TN] - Tamil Nadu

Bill#: 03

Order Number:

Bill Date*: 10/04/2023

Due Date: 10/04/2023

Payment Terms: Due On Receipt

This transaction is applicable for reverse charge

Template: 'Standard Template'

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Consultancy Services	Subcontractor	1	100000	Select a Tax Eligible For ITC	Select Customer	1,00,000.00

Sub Total 1,00,000.00

Discount 0 % 0.00

TDS TCS Select a Tax -0.00

Adjustment 0 0.00

Total (₹) 1,00,000.00

Notes Attach File(s) to Bill

Template: 'Standard Template'

Here we complete the Direct Vendor Purchases bill Creation that Bright Ideas Consulting availed the services from the below Suppliers:

1. 10-04-2023 Cloud Database From Amazon Web Services- Rs.50,000/- pm GST @ 18%
2. 10-04-2023 Consultancy Services from Raj Kamal External Consulting - Rs.1,00,000/- pm

Activity 4: Reconciliation of Open & Outstanding Bills

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

The screenshot shows a software application for managing financial bills. On the left, a sidebar menu includes Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills (selected), Payments Made, Recurring Bills, and Vendor Credits. The main area displays three bills:

- Raj Kamal External Consulting: ₹1,00,000.00, Due Date: 03 - 10/04/2023, Status: OVERDUE BY 685 DAYS
- Amazon Web Services: ₹59,000.00, Due Date: 02 - 10/04/2023, Status: OVERDUE BY 685 DAYS
- Randstad Technologies Pvt Ltd: ₹23,600.00, Due Date: 01 - 05/04/2023, Status: OVERDUE BY 690 DAYS

On the right, a modal window titled "WHAT'S NEXT?" suggests recording payment for the overdue bill. It also shows a preview of a PDF bill document. The PDF document has a yellow header "Overdue" and contains the following details:
BILL
Bill# 03
Balance Due
₹1,00,000.00
Bill Date: 10/04/2023
Bright Ideas Consulting
Tamil Nadu
India
GSTIN 33AAAAA0000A1Z
dhanashreewategaonkar1@gmail.com

• Milestone 5: Customers

Activity 1: Customers Creation:

1. TechWise Solutions Pvt Ltd :

The screenshot shows the 'Customers' creation form in Zoho Books. The 'Customer Type' is set to 'Business'. The 'Primary Contact' is listed as 'Salutation' (Vice President) and 'Last Name' (TechWise Solutions Pvt Ltd). The 'Company Name' is 'TechWise Solutions Pvt Ltd'. The 'Display Name*' is also 'TechWise Solutions Pvt Ltd'. There are fields for 'Email Address' and 'Phone' (Work Phone and Mobile). The 'Other Details' tab is selected, showing 'GST Treatment*' as 'Registered Business - Regular', 'GSTIN / UIN' as '33AAAAA0000A15Z' with a link to 'Get Taxpayer details', and 'Business Legal Name' as empty. At the bottom are 'Save' and 'Cancel' buttons.

The screenshot shows the continuation of the 'Customers' creation form. The 'Business Legal Name' and 'Business Trade Name' fields are empty. The 'Place of Supply*' is '[TN] - Tamil Nadu'. The 'PAN' is 'AAAAAA0000A'. The 'Tax Preference*' is 'Taxable'. The 'Currency' is 'INR- Indian Rupee'. The 'Payment Terms' are 'Due On Receipt'. The 'Portal Language' is 'English'. The 'Documents' section has an 'Upload File' button and a note about file limits. At the bottom are 'Save' and 'Cancel' buttons.

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

3. SmartTech Innovations

Books

Customer Type Business Individual

Primary Contact 3. SmartTech Innov

Company Name 3. SmartTech Innovations

Display Name* 3. SmartTech Innovations

Email Address

Phone

Other Details Address Contact Persons Custom Fields Reporting Tags Remarks

GST Treatment* Unregistered Business

Place of Supply* [TN] - Tamil Nadu

PAN

?

Books

PAN

Tax Preference* Taxable Tax Exempt

Currency INR- Indian Rupee

Opening Balance INR

Payment Terms Due On Receipt

Portal Language English

Documents You can upload a maximum of 10 files, 10MB each

Add more details

Customer Owner: Assign a user as the customer owner to provide access only to the data of this customer. [Learn More](#)

?

Activity 2: Review the Customer's List

The screenshot shows the Zoho Books interface for managing customers. On the left sidebar, under the 'Sales' category, 'Customers' is selected. In the main content area, a card for '3. SmartTech Innovations' is displayed. The card includes the company name, address, contact information, and financial details like outstanding receivables and unused credits. A 'WHAT'S NEXT?' section suggests creating an invoice or quote.

Customer	Address	Outstanding Receivables	Unused Credits
3. SmartTech Innovations	Tamil Nadu	₹0.00	₹0.00

The screenshot shows the Zoho Books interface displaying a list of active customers. The 'Active Customers' section lists three entries: '3. SmartTech Innovations', '2. DigitalEdge Technologies PVT', and 'TechWise Solutions Pvt Ltd'. Each entry includes the customer name, company name, place of supply, and financial status.

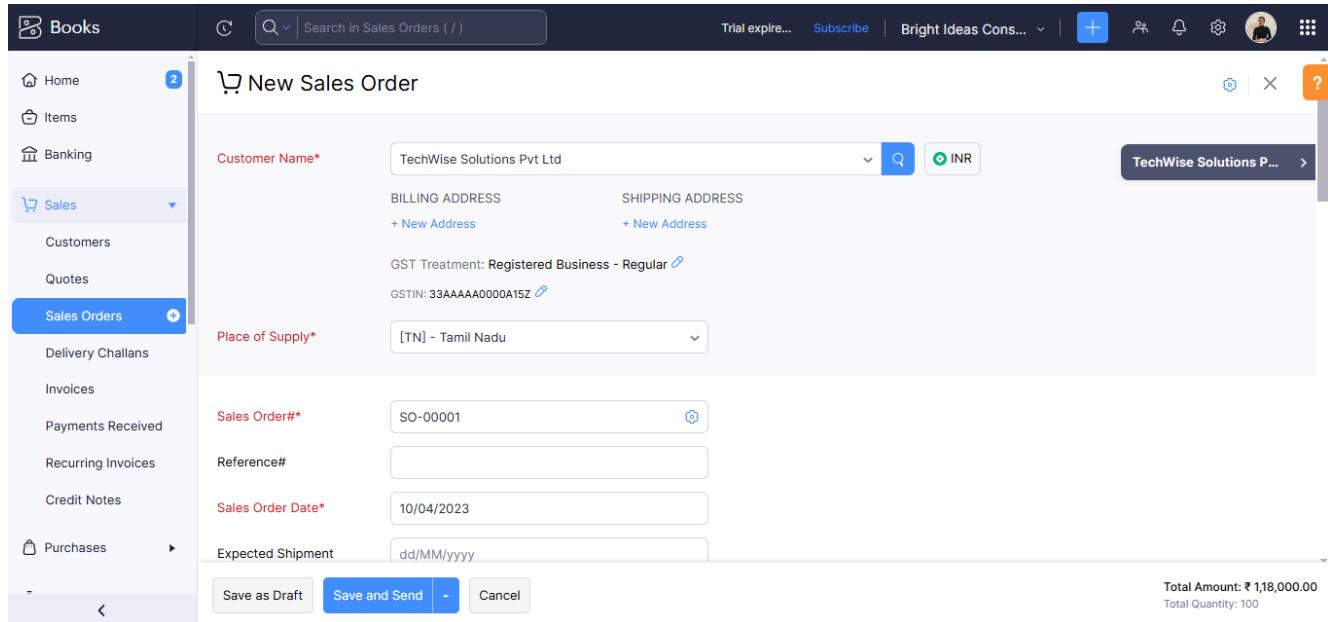
Name	Company Name	Place of Supply	Receivables (BCY)	Unused Credits (BCY)
3. SmartTech Innovations	3. SmartTech Innovations	Tamil Nadu	₹0.00	₹0.00
2. DigitalEdge Technologies PVT	2. DigitalEdge Technologies PVT	Tamil Nadu	₹0.00	₹0.00
TechWise Solutions Pvt Ltd	TechWise Solutions Pvt Ltd	Tamil Nadu	₹0.00	₹0.00

• Milestone 6: Sales

Activity 1: Sales Order Creation

Bright Ideas Consulting received the below Sales Order from the mentioned Customer:

1. 10/04/2023 TechWise Solutions Pvt Ltd - 100 Hrs of Financial Consultation - paid through bank on 25/04/2023

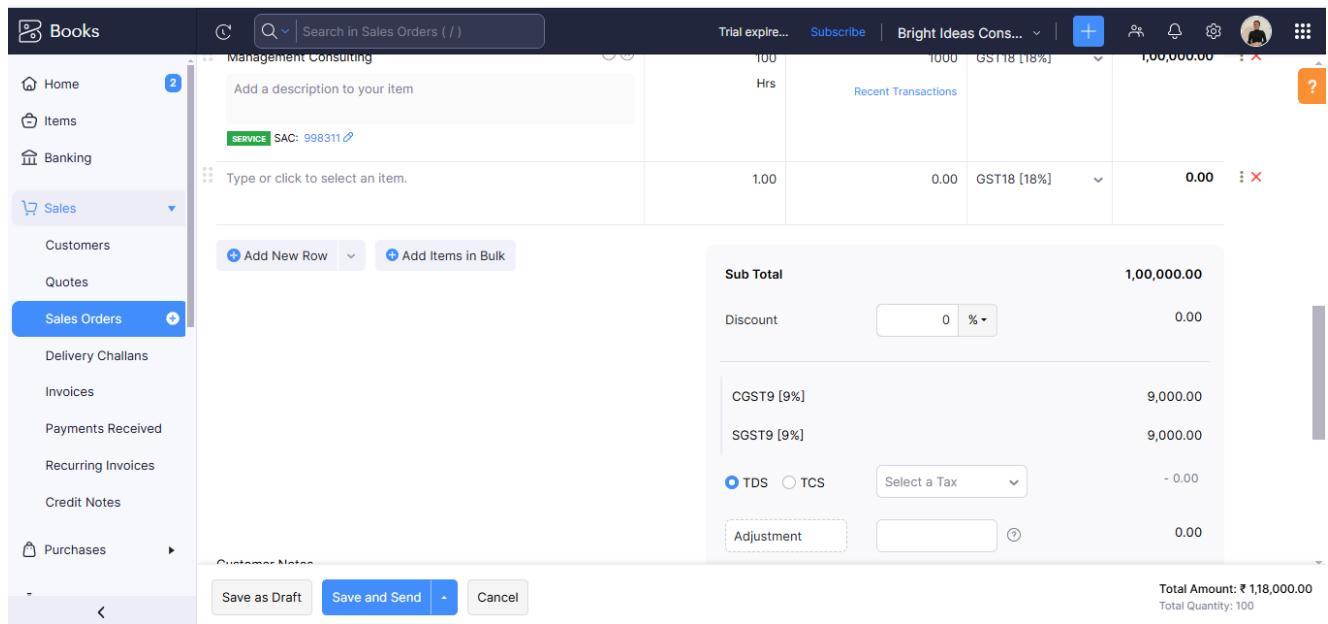


The screenshot shows the 'New Sales Order' creation page in Zoho Books. The customer is set to 'TechWise Solutions Pvt Ltd'. Billing and shipping addresses are listed, along with GST treatment and GSTIN. The place of supply is 'TN - Tamil Nadu'. The sales order number is 'SO-00001'. The date is '10/04/2023'. The total amount is ₹ 1,18,000.00 and the total quantity is 100.

Sales Order Details:

- Customer Name*: TechWise Solutions Pvt Ltd
- BILLING ADDRESS: + New Address
- SHIPPING ADDRESS: + New Address
- GST Treatment: Registered Business - Regular
- GSTIN: 33AAAAA0000A15Z
- Place of Supply*: [TN] - Tamil Nadu
- Sales Order#: SO-00001
- Reference#
- Sales Order Date*: 10/04/2023
- Expected Shipment: dd/MM/yyyy

Total Amount: ₹ 1,18,000.00
Total Quantity: 100



The screenshot shows the continuation of the 'New Sales Order' creation page. The customer is now 'Management Consulting'. A service item is added with 100 hours at ₹ 1,000 per hour, resulting in a total of ₹ 1,00,000.00. Taxes for CGST and SGST of 9% are applied, totaling ₹ 18,000.00. The total amount remains ₹ 1,18,000.00.

Sales Order Details:

- Customer Name*: Management Consulting
- Add a description to your item
- Service SAC: 998311
- Type or click to select an item.
- Sub Total: 1,00,000.00
- Discount: 0 %
- CGST9 [9%]: 9,000.00
- SGST9 [9%]: 9,000.00
- TDS: 0.00
- TCS: 0.00
- Adjustment: 0.00

Total Amount: ₹ 1,18,000.00
Total Quantity: 100

Activity 2: Sales Order to Sale Invoice Conversion

The screenshot shows the Zoho Books interface. On the left, the sidebar is open with the 'Sales' category selected, showing options like Sales Orders, Invoices, Payments Received, Recurring Invoices, Credit Notes, and Purchases. The main area displays a Sales Order for 'TechWise Solutions Pvt Ltd' with the number SO-00001 and a total amount of ₹1,18,000.00. The status is 'DRAFT'. A large button labeled 'SALES ORDER' is visible on the right, along with a 'Draft' indicator. Below the main content, there's a 'WHAT'S NEXT?' section with buttons for 'Send Sales Order' and 'Mark as Confirmed'.

Activity 3: Direct Sale Invoices

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

1. 15-04-2023 SmartTech Innovations Pvt Ltd- 200Hrs for Financial Consulting

The screenshot shows the Zoho Books interface. The sidebar is open with the 'Invoices' category selected. A new invoice is being created for 'SmartTech Innovations' with the invoice number INV-000002. The date is set to 15/04/2023. The total amount is ₹2,36,000.00. The main area shows a table with one row for 'SERVICE SAC: 999311' with a quantity of 1.00, a unit price of 0.00, and a tax of GST18 [18%]. The subtotal is 2,00,000.00. Taxes include CGST9 [9%] and SGST9 [9%], both totaling 18,000.00. The TDS/TCS field is set to 'Select a Tax'. The total amount is 2,36,000.00. Customer notes at the bottom say 'Thanks for your business.'

2. 15-04-2023 DigitalEdge Technologies PVT Ltd – 300Hrs for Legal Consulting

New Invoice

Customer Name*: 2. DigitalEdge Technologies PVT

BILLING ADDRESS: + New Address **SHIPPING ADDRESS**: + New Address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A15Z

Place of Supply*: [TN] - Tamil Nadu

Invoice#*: INV-000003

Order Number:

Invoice Date*: 15/04/2023

Terms: Due On Receipt **Due Date**: 15/04/2023

Total Amount: ₹ 3,54,000.00 **Total Quantity:** 300

Save as Draft **Save and Send** **Cancel**

SAC: 998311

Type or click to select an item.

	1.00	0.00	GST18 [18%]	0.00
Sub Total	3,00,000.00			
Discount	0	%	0.00	
CGST9 [9%]	27,000.00			
SGST9 [9%]	27,000.00			
TDS TCS	Select a Tax - 0.00			
Adjustment	0.00			
Total (₹)	3,54,000.00			

Customer Notes: Thanks for your business.

Total Amount: ₹ 3,54,000.00 **Total Quantity:** 300

Save as Draft **Save and Send** **Cancel**

All Invoices **+ New**

INV-000003

WHAT'S NEXT?
Payment is overdue. Send a payment reminder or record payment. [Learn More](#) [Record Payment](#)

Get paid faster by setting up payment gateways or display a UPI QR code.

Bright Ideas Consulting
Tamil Nadu
India
GSTIN: 33AAAAA0000A15Z
dhanshree@geekonkar1@gmail.com

TAX INVOICE

Bill To	Ship To
2. DigitalEdge Technologies PVT GSTIN: 33AAAAA0000A15Z	GSTIN: 33AAAAA0000A15Z

Activity 4: Reconciliation of Open Invoices

The screenshot shows the Zoho Books interface for managing invoices. The left sidebar navigation includes Home, Items, Banking, Sales (selected), Customers, Quotes, Sales Orders, Delivery Challans, Invoices (selected), Payments Received, Recurring Invoices, Credit Notes, Purchases, and Time Tracking.

The main area displays a table titled "All Invoices" with the following data:

	DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUUE DATE	AMOUNT	BALANCE DUE
<input type="checkbox"/>	15/04/2023	INV-000003		2. DigitalEdge Technologies PVT	OVERDUE BY 681 DAYS	15/04/2023	₹3,54,000.00	₹3,54,000.00
<input type="checkbox"/>	15/04/2023	INV-000002		3. SmartTech Innovations	OVERDUE BY 681 DAYS	15/04/2023	₹2,36,000.00	₹2,36,000.00
<input type="checkbox"/>	10/04/2023	INV-000001	SO-00001	TechWise Solutions Pvt Ltd	OVERDUE BY 686 DAYS	10/04/2023	₹1,18,000.00	₹1,18,000.00

• Milestone 7: Bank Account

Activity 1: Adding Bank Account

Bright Ideas Consulting has opened an account in ICICI Bank with A/c no 000001

The screenshot shows the Zoho Books software interface. On the left, there's a sidebar with various menu items: Home, Items, Banking (which is selected and highlighted in blue), Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. At the top, there's a search bar labeled 'Search in Banking (/)'. The main area is titled 'Add Bank or Credit Card'. It contains fields for 'Select Account Type*' (Bank is selected), 'Account Name*' (ICICI Bank-001), 'Account Code' (empty), 'Currency*' (INR), 'Account Number' (000001), 'Bank Name' (ICICI Bank), 'IFSC' (empty), and 'Description' (Max. 500 characters). There's also a checkbox for 'Make this primary'. At the top right of the main area, there are buttons for 'Trial expire...', 'Subscribe', and 'Bright Ideas Cons...'. The top right corner also includes icons for notifications, user profile, and more.

• 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: Salary Payable & Rent Payable under Other Current Liabilities

The screenshot shows the 'Create Account' dialog box in the Zoho Books interface. The 'Account Type*' dropdown is set to 'Other Current Liability'. The 'Account Name*' field contains 'Rent Payable'. A tooltip box titled 'Liability' defines it as 'Any short term liability like:' with examples 'Customer Deposits' and 'Tax Payable'. Below the name field is a checkbox for 'Make this a sub-account'. The 'Description' field has a placeholder 'Max. 500 characters'. At the bottom are 'Save' and 'Cancel' buttons. In the background, the main 'Chart of Accounts' screen is visible, showing various account categories like Input SGST, Advance Tax, Undeposited Funds, Other Current Asset, and Cash.

• Milestone 9: Journal Entries:

Activity 1: Recording of Journal Entries

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

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

New Journal

Date*: 30/04/2023

Journal#*: 1

Reference#

Notes*: Salary payable for month of April 2023

Journal Type: Cash based journal

Currency: INR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salaries and Employee Wages	Description	Select Contact	100000	

Save and Publish | Save as Draft | Cancel | Make Recurring

Journals

Status: All Jour... All ▾

Date	Amount	Status
30/04/2023	₹1,00,000.00	PUBLISHED

JOURNAL

#1

Date: 30/04/2023
Amount: ₹1,00,000.00
Reference Number:
Notes: Salary payable for month of April 2023

Account	Contact	Debits	Credits
Salaries and Employee Wages		1,00,000.00	
Salary Payable			1,00,000.00

Milestone 10: Expense & Bills

Activity 1: Expense & Bills Entry

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

1. Office Rent Rs.1,00,000/- excluding GST @ 18% Total Invoice Value Rs.1,18,000/- paid through Bank on same day.

Screenshot of the 'Edit Expense' page in a software application. The 'Purchases' tab is selected in the sidebar. The form fields are as follows:

- Date*: 30/04/2023
- Expense Account*: Rent Expense
- Amount*: INR 100000
- Paid Through*: ICICI Bank-001
- Expense Type*: Services
- SAC: 998311
- Vendor: (dropdown menu)
- GST Treatment*: Registered Business - Regular

On the right side, there is a dashed box labeled "Drag or Drop your Receipts" with a file size limit of 10MB. Below it is a "Upload your Files" button.

Screenshot of the 'Edit Expense' page in a software application. The 'Purchases' tab is selected in the sidebar. The form fields are as follows:

- 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 = 18000.00 INR
Eligible For ITC
- Amount Is: Tax Inclusive
- Invoice#: 0001
- Notes: Max. 500 characters

On the right side, there is a "Get Taxpayer details" link.

Screenshot of the 'Expense Details' page in a software application. The 'All Expenses' tab is selected in the sidebar. The table shows two expense entries:

Category	Description	Amount
Other Expenses	30/04/2023	₹5,000.00
Rent Expense	30/04/2023	₹1,18,000.00

Expense Details panel on the right:

- Expense Amount: ₹5,000.00 on 30/04/2023
NON-BILLABLE
- Category: Other Expenses
- Paid Through: Petty Cash
- GST Treatment: Unregistered Business
- SAC: 998311
- Source of Supply: Tamil Nadu
- Destination of Supply: (dropdown menu)

On the right side, there is a "Drag or Drop your Receipts" area with a file size limit of 10MB and an "Upload your Files" button.

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

The screenshot shows the 'Record Expense' page in Zoho Books. The left sidebar lists categories like Home, Items, Banking, Sales, Purchases, and Time Tracking. The main form has the following fields:

- Date*: 30/04/2023
- Expense Account*: Other Expenses
- Amount*: INR 5000
- Paid Through*: Petty Cash
- Expense Type*: Services
- SAC
- Vendor
- GST Treatment*: Unregistered Business

At the bottom are buttons for Save (alt+s), Save and New (alt+n), and Cancel.

After recording the Expense Entries:

The screenshot shows the 'All Expenses' list in Zoho Books. The left sidebar shows the navigation menu. The main area displays two entries:

Expense Type	Date	Amount
Other Expenses	30/04/2023	₹5,000.00
Rent Expense	30/04/2023	₹1,18,000.00

On the right, a detailed view for the first entry ('Other Expenses') is shown:

- Expense Amount: ₹5,000.00 on 30/04/2023
- Category: NON-BILLABLE
- Details:
 - Paid Through: Petty Cash
 - GST Treatment: Unregistered Business
 - SAC: 998311
 - Source of Supply: Tamil Nadu
 - Destination of Supply

A sidebar on the right provides options to drag and drop receipts or upload files.

• Milestone 11: Bank Entries

The Below are the Bank Transactions occurred during the month:

01-04-2023 Capital Deposit

The screenshot shows the Zoho Banking interface for the account "ICICI Bank-001". The main dashboard displays a balance of ₹-1,18,000.00. A transaction table shows a single entry for "Rent Expense" on 30/04/2023, manually added, with a value of ₹1,18,000.00. On the right, a modal window titled "Owner's Contribution" is open, showing fields for "From Account" (Owner's Equity), "Date" (01/04/2023), "Amount" (INR 100000), "Received Via" (Bank Transfer), and "Description" (Max. 500 characters). The modal also includes sections for "Reporting Tags" and "Attachments".

10-04-2023 Petty Cash Withdrawl

The screenshot shows the Zoho Banking interface for the account "ICICI Bank-001". The main dashboard displays a balance of ₹-18,000.00. A transaction table shows two entries: one for "Rent Expense" on 30/04/2023 (₹1,18,000.00) and another for "Owners Contribution" on 01/04/2023 (₹1,00,000.00). On the right, a modal window titled "Transfer To Another Account" is open, showing fields for "From Account" (ICICI Bank-001), "To Account" (Petty Cash), "Date" (10/04/2023), "Amount" (INR 10000), and "Description" (Max. 500 characters). The modal also includes sections for "Reporting Tags" and "Attachments".

12-04-2023 Amount received from Techwise Solutions

The screenshot shows the Zoho Books application interface. On the left, there's a sidebar with various icons. The main area displays the 'ICICI Bank-001' account summary, which includes an account number (xxxx0001) and a balance of ₹-28,000.00. Below this is a transaction table with three entries: a rent expense, a transfer fund to Petty Cash, and an owners contribution. To the right of the table is a 'Customer Payment' form. The form fields include: Customer (TechWise Solutions Pvt Ltd), Amount Received (INR 118000.00), Date (12/04/2023), Payment # (1), Received Via (Bank Transfer), and Description (Max. 500 characters). A 'Retained Tax?' checkbox is also present.

20-04-2023 Amount received from Smart Tech Innovations

This screenshot shows the same Zoho Books interface as the previous one, but for a different date (20-04-2023). The account summary for 'ICICI Bank-001' now shows a balance of ₹90,000.00. The transaction table has been updated to show a customer payment from 'TechWise Solutions Pvt Ltd' and a transfer fund to Petty Cash. The 'Customer Payment' form on the right has been updated to reflect these changes, with the customer now listed as '3. SmartTech Innovations'. The other fields remain the same: Amount Received (INR 236000.00), Date (20/04/2023), Payment # (2), Received Via (Bank Transfer), and Description (Max. 500 characters).

25-04-2023 Paid to Rand Stand Technologies

The screenshot shows the Zoho Books interface for managing bank statements and vendor payments. On the left, a sidebar lists various categories like Home, Bank, and Reports. The main area displays a table of transactions for account ICICI Bank-001. A summary at the top right indicates an amount of ₹3,26,000.00 in Zoho Books. The transaction table includes columns for Date, Reference#, Type, Status, Deposits, Withdrawals, and Running Balance. Several entries are listed, including a manual addition for Rent Expense and Customer Payments from SmartTech Innovations and TechWise Solutions.

Vendor Payment Details:

- Vendor***: Randstad Technologies Pvt Ltd
- Payment #***: 1
- Amount***: INR 236000
- Date***: 25/04/2023
- Reference#**: (empty)
- Paid Via**: Bank Transfer
- Description**: Max. 500 characters (empty)

Bill Details:

- Bill Number: 01
- Show PO#
- Payment(INR): 23600.00

25-04-2023 Paid to Amazon Web Services

This screenshot shows the same Zoho Books interface as the previous one, but for a different vendor. The transaction table remains largely the same, showing manual additions for Rent Expense and Customer Payments from the same companies. The vendor payment details are updated to reflect the new recipient.

Vendor Payment Details:

- Vendor***: Amazon Web Services
- Payment #***: 1
- Amount***: INR 59000
- Date***: 25/04/2023
- Reference#**: (empty)
- Paid Via**: Bank Transfer
- Description**: Max. 500 characters (empty)

Bill Details:

- Bill Number: 02
- Due ₹59 000.00
- Payment(INR): 59000.00

25-04-2023 Amount received from DigitalEdge Technologies

The screenshot shows the Zoho Books interface for managing bank statements. On the left, a sidebar lists navigation icons: Home, Bank Statements, Dashboard, Account Summary, Transactions, Reports, and Help. The main area displays a bank statement for 'ICICI Bank-001' with an account number of 'xxxx0001'. The balance is shown as 'Amount in Zoho Books ₹2,67,00,000.00'. Below this, a table lists transactions:

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BAL...
30/04/2023	0001	Rent Expense	Manually Added	₹1,18,00,000.00	₹2,67,00,000.00	
25/04/2023		Vendor Payment	Manually Added	₹59,00,000.00	₹3,85,00,000.00	
20/04/2023		Customer Payment	Manually Added	₹2,36,00,000.00	₹4,44,00,000.00	

A modal window titled 'Customer Payment' is open on the right side, containing fields for 'Customer*' (set to '2. DigitalEdge Technologies PVT'), 'Amount Received*' (set to 'INR 354000.00'), 'Bank Charges (if any)', 'Date*' (set to '25/04/2023'), 'Payment #' (set to '3'), 'Reference#', 'Received Via' (set to 'Bank Transfer'), 'Description' (with placeholder 'Max. 500 characters'), and 'Retained Tax?' (unchecked).

25-04-2023 Paid To RajKamal External Consulting

The screenshot shows the Zoho Books interface for managing bank statements. The sidebar and bank statement details are identical to the previous screenshot. The transaction table shows:

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BAL...
30/04/2023	0001	Rent Expense	Manually Added	₹1,18,00,000.00	₹6,21,00,000.00	
25/04/2023		Customer Payment	Manually Added	₹3,54,00,000.00	₹7,39,00,000.00	
25/04/2023		Vendor Payment	Manually Added	₹59,00,000.00	₹3,85,00,000.00	

A modal window titled 'Vendor Payment' is open on the right side, containing fields for 'Vendor*' (set to 'Raj Kamal External Consulting'), 'Payment #' (set to '2'), 'Amount*' (set to 'INR 100000'), 'Date*' (set to '25/04/2023'), 'Reference#', 'Paid Via' (set to 'Bank Transfer'), 'Description' (with placeholder 'Max. 500 characters'), and a 'Bill Details' section with '03' and 'Due ₹1,00,00,000.00'. A 'Clear Applied Amount' button is also visible.

30-04-2023 Salary Paid

The screenshot shows the Zoho Books application interface. On the left, there's a sidebar with various icons and a main dashboard area showing a summary of transactions. The main content area displays three rows of transaction details:

Date	Reference#	Type	Status	Deposits	Withdrawals	Running Bal...
30/04/2023	0001	Rent Expense	Manually Added	₹1,18,000.00	₹5,21,000.00	
25/04/2023		Vendor Payment	Manually Added Vendor: Raj Kamal External Consulting	₹1,00,000.00	₹6,39,000.00	
25/04/2023		Customer Payment	Manually Added Customer: 2. DigitalEdge Technologies	₹3,54,000.00	₹7,39,000.00	

To the right, a modal window titled "Expense" is open, allowing the creation of a new expense entry. The form fields include:

- Expense Account*: Salaries and Employee Wages
- Expense Type*: Services
- Date*: 30/04/2023
- SAC (Searchable Accounting Code)
- Amount*: INR 100000
- Vendor (dropdown menu)
- GST Treatment*: Unregistered Business
- Source of Supply*: [TN] - Tamil Nadu
- Destination of Supply*: [TN] - Tamil Nadu

At the bottom of the modal are "Save" and "Cancel" buttons.

• Milestone 12: Financial Reports:

Activity 1: Profit and Loss Account

The screenshot shows a financial reporting interface with a sidebar of icons on the left. At the top, it displays "Business Overview" and "Profit and Loss • From 01/04/2023 To 30/04/2023". Below this are filters for "Date Range: Custom", "Report Basis: Accrual", and a "Run Report" button. The main area shows a report titled "Bright Ideas Consulting Profit and Loss Basis: Accrual From 01/04/2023 To 30/04/2023". The report table has columns for "ACCOUNT" and "TOTAL". The data includes operating income (Sales: 6,00,000.00), total for operating income (6,00,000.00), cost of goods sold (Cost of Goods Sold: 1,50,000.00), total for cost of goods sold (1,50,000.00), and gross profit (Gross Profit: 4,50,000.00).

ACCOUNT	TOTAL
Operating Income	
Sales	6,00,000.00
Total for Operating Income	6,00,000.00
Cost of Goods Sold	
Cost of Goods Sold	1,50,000.00
Total for Cost of Goods Sold	1,50,000.00
Gross Profit	4,50,000.00

Bright Ideas Consulting

Profit and Loss

Basis: Accrual

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

Account	Total
Operating Income	
Sales	6,00,000.00
Total for Operating Income	
	6,00,000.00
Cost of Goods Sold	
Cost of Goods Sold	50,000.00
Subcontractor	1,00,000.00
Total for Cost of Goods Sold	1,50,000.00
Gross Profit	4,50,000.00
Operating Expense	
Other Expenses	5,000.00
Rent Expense	1,00,000.00
Salaries and Employee Wages	1,00,000.00
Total for Operating Expense	2,05,000.00
Operating Profit	2,45,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	2,45,000.00

Activity 2: Balance Sheet

Bright Ideas Consulting

Balance Sheet

Basis: Accrual

As of 19/02/2025

Account	Total
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
ICICI Bank-001	1,85,000.00
Total for Bank	1,85,000.00
Other current assets	
Input Tax Credits	0.00
Input CGST	31,500.00
Input SGST	31,500.00
Total for Input Tax Credits	63,000.00
Total for Other current assets	63,000.00
Total for Current Assets	2,53,000.00
Other Assets	
Total for Other Assets	0.00
Fixed Assets	
Furniture and Equipment	2,00,000.00
Total for Fixed Assets	2,00,000.00
Total for Assets	4,53,000.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
GST Payable	0.00
Output CGST	54,000.00
Output SGST	54,000.00
Total for GST Payable	1,08,000.00

Account	Total
Total for Current Liabilities	1,08,000.00
Long Term Liabilities	
Total for Long Term Liabilities	0.00
Other Liabilities	
Total for Other Liabilities	0.00
Total for Liabilities	1,08,000.00
Equities	
Owner's Equity	1,00,000.00
Retained Earnings	2,45,000.00
Total for Equities	3,45,000.00
Total for Liabilities & Equities	4,53,000.00

**Amount is displayed in your base currency INR

Activity 3 GSTR- 3B

Taxes
GSTR-3B Summary • From 01/04/2023 To 30/04/2023

Filters : Date Range : Custom

Bright Ideas Consulting
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)	₹6,00,000.00	₹0.00	₹54,000.00	₹54,000.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹0.00	₹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				

Taxes > GSTR-3B Summary
Tax Return • From 01/04/2023 To 30/04/2023

Bright Ideas Consulting
Tax Return
From 01/04/2023 To 30/04/2023

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	IGST AMOUNT	CGST AMOUNT	SGST AMOUNT	CESS AMOUNT
10/04/2023	INV-000003	Invoice	₹1,00,000.00	₹0.00	₹9,000.00	₹9,000.00	₹0.00
15/04/2023	INV-000001	Invoice	₹2,00,000.00	₹0.00	₹18,000.00	₹18,000.00	₹0.00
15/04/2023	INV-000002	Invoice	₹3,00,000.00	₹0.00	₹27,000.00	₹27,000.00	₹0.00

Activity 4: Journal Report

Bright Ideas Consulting

Journal Report

Basis: Accrual

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

	Debit	Credit
01/04/2023 - Owners Contribution 1		
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 01 (Randstad Technologies)		
Furniture and Equipment	2,00,000.00	0.00
Input CGST	18,000.00	0.00
Input SGST	18,000.00	0.00
Accounts Payable	0.00	2,36,000.00
	2,36,000.00	2,36,000.00
10/04/2023 - Bill 02 (Amazon Web Services)		
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
	59,000.00	59,000.00
10/04/2023 - Invoice INV-000003 (TechWise Solutions Pvt Ltd)		
Accounts Receivable	1,18,000.00	0.00
Output CGST	0.00	9,000.00
Output SGST	0.00	9,000.00
Sales	0.00	1,00,000.00
	1,18,000.00	1,18,000.00
10/04/2023 - Transfer Fund 1		
Petty Cash	10,000.00	0.00
ICICI Bank-001	0.00	10,000.00
	10,000.00	10,000.00
10/04/2023 - Bill 03 (Raj Kamal External Consulting)		
Subcontractor	1,00,000.00	0.00
Accounts Payable	0.00	1,00,000.00
	1,00,000.00	1,00,000.00
12/04/2023 - Invoice Payment INV-000003 (TechWise Solutions Pvt Ltd)		
ICICI Bank-001	1,18,000.00	0.00
Accounts Receivable	0.00	1,18,000.00
	1,18,000.00	1,18,000.00
15/04/2023 - Invoice INV-000001 (SmartTech Innovations)		
Accounts Receivable	2,36,000.00	0.00
Output CGST	0.00	18,000.00
Output SGST	0.00	18,000.00
Sales	0.00	2,00,000.00
	2,36,000.00	2,36,000.00
15/04/2023 - Invoice INV-000002 (DigitalEdge Technologies PVT Ltd)		
Accounts Receivable	3,54,000.00	0.00
Output CGST	0.00	27,000.00
Output SGST	0.00	27,000.00
Sales	0.00	3,00,000.00
	3,54,000.00	3,54,000.00
20/04/2023 - Invoice Payment INV-000001 (SmartTech Innovations)		
ICICI Bank-001	2,36,000.00	0.00
Accounts Receivable	0.00	2,36,000.00
	2,36,000.00	2,36,000.00
25/04/2023 - Payments Made 01 (Randstad Technologies)		
Accounts Payable	2,36,000.00	0.00
ICICI Bank-001	0.00	2,36,000.00
	2,36,000.00	2,36,000.00

25/04/2023 - Payments Made 02 (Amazon Web Services)		Debit	Credit
Accounts Payable		59,000.00	0.00
ICICI Bank-001		0.00	59,000.00
		59,000.00	59,000.00
25/04/2023 - Invoice Payment INV-000002 (DigitalEdge Technologies PVT Ltd)		Debit	Credit
ICICI Bank-001		3,54,000.00	0.00
Accounts Receivable		0.00	3,54,000.00
		3,54,000.00	3,54,000.00
25/04/2023 - Payments Made 03 (Raj Kamal External Consulting)		Debit	Credit
Accounts Payable		1,00,000.00	0.00
ICICI Bank-001		0.00	1,00,000.00
		1,00,000.00	1,00,000.00
30/04/2023 - Journal 1		Debit	Credit
Salaries and Employee Wages		1,00,000.00	0.00
Salary Payable		0.00	1,00,000.00
		1,00,000.00	1,00,000.00
30/04/2023 - Expense 001		Debit	Credit
Input CGST		9,000.00	0.00
Input SGST		9,000.00	0.00
Rent Expense		1,00,000.00	0.00
ICICI Bank-001		0.00	1,18,000.00
		1,18,000.00	1,18,000.00
30/04/2023 - Expense 2		Debit	Credit
Other Expenses		5,000.00	0.00
Petty Cash		0.00	5,000.00
		5,000.00	5,000.00
30/04/2023 - Journal 2		Debit	Credit
Salary Payable		1,00,000.00	0.00
ICICI Bank-001		0.00	1,00,000.00
		1,00,000.00	1,00,000.00

**Amount is displayed in your base currency INR

Activity 5: Accounts Receivable Aging Details

The screenshot shows a software interface for managing accounts receivable. On the left is a vertical toolbar with icons for home, back, forward, search, and other functions. The main area has a header "Receivables" and "AR Aging Summary By Invoice Due Date • As of 20/04/2023". Below the header are filter options: "As of: Custom", "Aging By: Invoice Due Date", "Entities: Invoice", "More Filters", and a "Run Report" button. To the right are export and print icons. The main content area displays a report titled "AR Aging Summary By Invoice Due Date" for "Bright Ideas Consulting" as of "20/04/2023". The report includes a table with columns: CUSTOMER NAME, CURRENT, 1-15 DAYS, 16-30 DAYS, 31-45 DAYS, > 45 DAYS, TOTAL, and TOTAL (FCY). The data shows one entry for "DigitalEdge Technologies PVT Ltd" with a total of ₹3,54,000.00 across all aging categories. A "Total" row also shows the same amount.

CUSTOMER NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	TOTAL (FCY)
DigitalEdge Technologies PVT Ltd	₹3,54,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹3,54,000.00	₹3,54,000.00
Total	₹3,54,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹3,54,000.00	₹3,54,000.00

Activity 6: Accounts Payable Aging Details

The screenshot shows a software interface for managing accounts payable. On the left is a vertical toolbar with icons for home, back, forward, search, and other functions. The main area has a header "Payables" and "AP Aging Summary By Bill Due Date • As of 20/04/2023". Below the header are filter options: "As of: Custom", "Aging By: Bill Due Date", "More Filters", and a "Run Report" button. To the right are export and print icons. The main content area displays a report titled "AP Aging Summary By Bill Due Date" for "Bright Ideas Consulting" as of "20/04/2023". The report includes a table with columns: VENDOR NAME, TOTAL (FCY), CURRENT, 1-15 DAYS, 16-30 DAYS, 31-45 DAYS, > 45 DAYS, TOTAL, and TOTAL (FCY). The data shows three entries: "Amazon Web Services" with a total of ₹59,000.00, "Raj Kamal External Consulting" with a total of ₹1,00,000.00, and "Randstad Technologies" with a total of ₹2,36,000.00. A "Total" row shows the sum of ₹3,95,000.00.

VENDOR NAME	TOTAL (FCY)	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	TOTAL (FCY)
Amazon Web Services	₹59,000.00	₹0.00	₹59,000.00	₹0.00	₹0.00	₹0.00	₹59,000.00	₹59,000.
Raj Kamal External Consulting	₹1,00,000.00	₹0.00	₹1,00,000.00	₹0.00	₹0.00	₹0.00	₹1,00,000.00	₹1,00,000.
Randstad Technologies	₹2,36,000.00	₹0.00	₹2,36,000.00	₹0.00	₹0.00	₹0.00	₹2,36,000.00	₹2,36,000.
Total	₹0.00	₹3,95,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹3,95,000.00	₹3,95,000.00