

Preparation and Maintenance of ZOHO Books

for

Bright Ideas Consulting

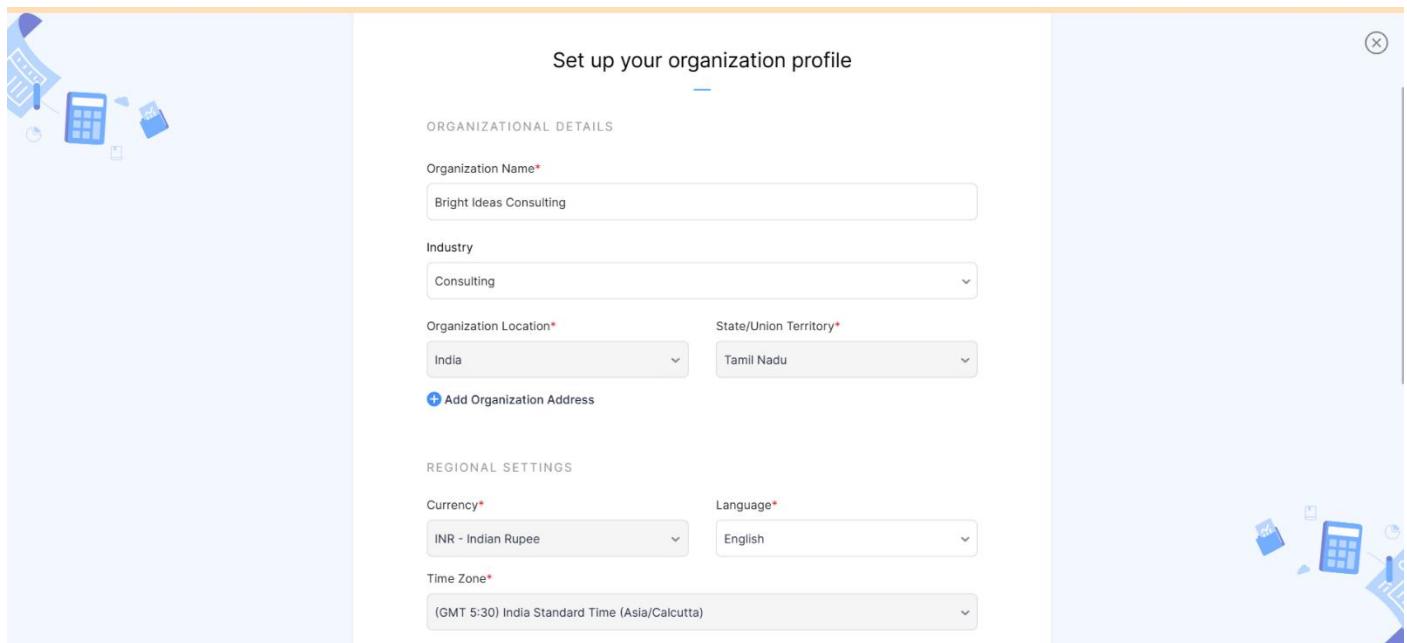
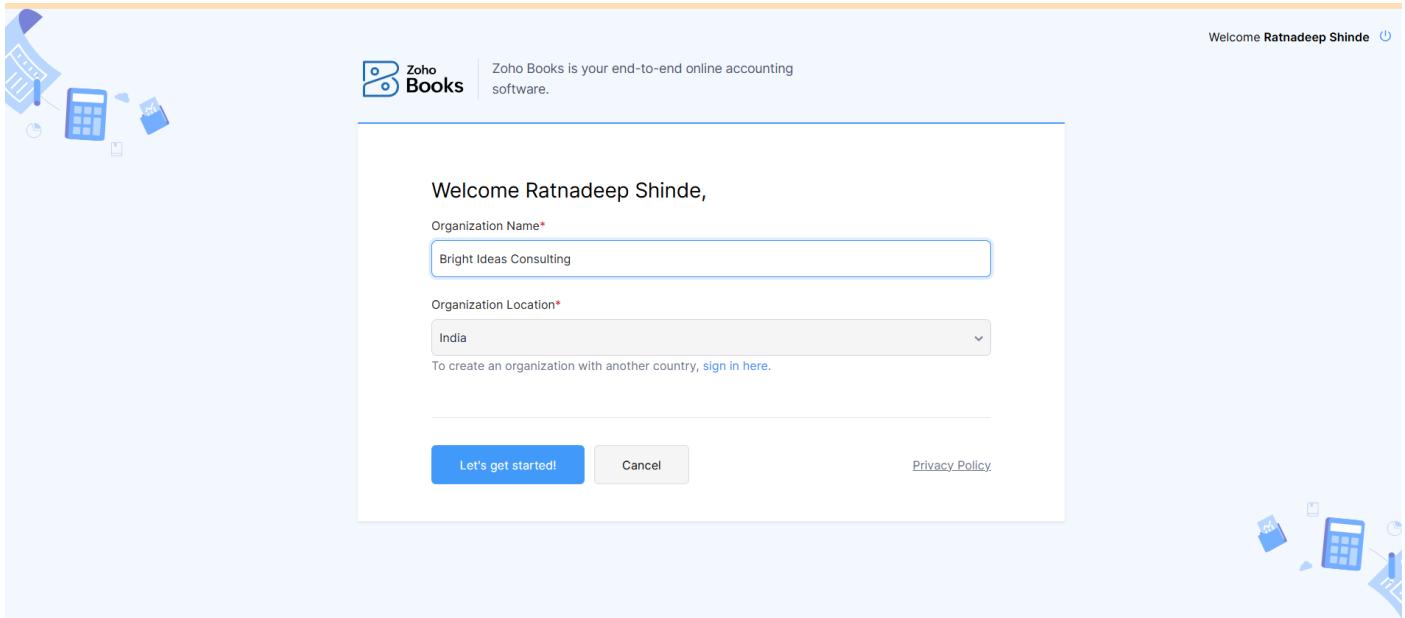
Bright Ideas Consulting, a consulting firm, relies on Zoho Books to track their billable hours, expenses, and client invoices. The software helps them accurately calculate project costs, monitor profitability, and generate reports for better financial management.

Bright Ideas Consulting is a Private Limited company registered under GST in Tamil Nadu. Bright Ideas Consulting offers various expert consulting services in India and outside India.

- **Student Name:** Ratnadeeep Shinde
- **Class:** MBA-I
- **Course:** Business Accounting & Taxation
- **Date:** 20/02/2025

- **Milestone 1: Set up your account**

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



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 for a user named Hello, Ratnadeep Shinde from Bright Ideas Consulting. The dashboard includes sections for Total Receivables (Current: ₹0.00, Overdue: ₹0.00) and Total Payables (Current: ₹0.00, Overdue: ₹0.00). Below these are sections for Cash Flow (Current: ₹0.00, Incoming: ₹0.00 +, Outgoing: ₹0.00) and a bar chart for Cash Flow. The sidebar on the left lists various modules: Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The top right corner shows a trial period of 14 days, a 'Subscribe' button, and a 'Bright Ideas Cons...' link. A 'Need Assistance?' button is also visible.

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 'New Item' creation screen in Zoho Books. On the left, a navigation panel lists various modules: Home, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The 'Items' module is selected and highlighted in blue. The main form is titled 'New Item' and contains the following fields:

- Type: Service (radio button selected)
- Name*: 1. Management Consulting
- Unit: Hrs
- SAC: 998311
- Tax Preference*: Taxable
- Sales Information** (checkbox checked):
 - Selling Price*: INR 1000
 - Account*: Sales
 - Description
- Purchase Information** (checkbox unchecked):
 - Cost Price: INR
 - Account: Cost of Goods Sold
 - Description

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

The screenshot shows the 'Overview' tab for the item '1. Management Consulting'. The left sidebar remains the same as the previous screenshot. The main area displays the following details:

1. Management Consulting	
Active Items	+ New
1. Management Consulting	₹1,000.00
Overview Transactions History	
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 %)	
Sales Information	
Selling Price ₹1,000.00	
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' form in a software application. The left sidebar has a 'Items' section selected. The main form fields are:

- Type: Service (radio button selected)
- Name*: Financial Consulting
- Unit: Hrs
- SAC: 998311
- Tax Preference*: Taxable
- Sales Information Purchase Information
- Selling Price*: INR 1000
- Cost Price: INR (empty)
- Account*: Sales
- Account: Cost of Goods Sold
- Description: (empty)
- Description: (empty)
- Preferred Vendor: (empty)

Buttons at the bottom: Save, Cancel.

3. Human Resources (HR) Consulting

The screenshot shows the 'Edit Item' form for 'Human Resources (HR) Consulting'. The left sidebar has a 'More Features' section selected. The main form fields are identical to the 'New Item' form for Financial Consulting, except for the Name field which is pre-filled with 'Human Resources (HR) Consulting'.

4. Legal Consulting:

The screenshot shows the 'New Item' form for 'Legal Consulting'. The left sidebar has a 'Items' section selected. The main form fields are identical to the other consulting forms, with the Name field set to 'Legal Consulting'.

Activity 2: Review of Items after Addition

The screenshot shows the Zoho Books interface. On the left, a sidebar menu includes 'Home', 'Items' (which is selected and highlighted in blue), 'Banking', 'Sales', 'Purchases', 'Time Tracking', 'e-Way Bills', 'GST Filing', 'Accountant', 'Reports', 'Documents', and 'Payroll'. Below these is a link to 'Configure Features list'. At the top right, there are links for 'Trial expires in 14 days.', 'Subscribe', 'Bright Ideas Cons...', and various user icons. The main area is titled 'Active Items' and displays a table with four rows of data. The columns are labeled: 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
Legal Consulting		₹0.00		₹1,000.00	998311	Hrs
Human Resources (HR) Consulting		₹0.00		₹1,000.00	998311	Hrs
Financial Consulting		₹0.00		₹1,000.00	998311	Hrs
Management Consulting		₹0.00		₹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

New Vendor
Fetch Vendor Details From GSTN >

Primary Contact ⓘ Salutation: Randstad Technologi, Last Name: Randstad Technologies Pvt Ltd

Company Name: Randstad Technologies Pvt Ltd

Display Name* ⓘ Randstad Technologies

Email Address ⓘ

Phone ⓘ Work Phone: +91 9876543210, Mobile: +91 9876543210

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

GST Treatment* Registered Business - Regular

GSTIN / UIN ⓘ 33AAAAA0000A15A 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

New Vendor
Fetch Vendor Details From GSTN >

Primary Contact ⓘ Salutation: Amazon Web Service, Last Name: Amazon Web Services

Company Name: Amazon Web Services

Display Name* ⓘ Amazon Web Services

Email Address ⓘ

Phone ⓘ Work Phone: +91 9876543210, Mobile: +91 9876543210

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

GST Treatment* Registered Business - Regular

GSTIN / UIN ⓘ 33AAAAA0000A15A Get Taxpayer details

Source of Supply* [TN] - Tamil Nadu

Save Cancel

3. Raj Kamal External Consulting

New Vendor

Fetch Vendor Details From GSTN >

Primary Contact (Salutation: Raj Kamal External Cc, Last Name:)

Company Name: Raj Kamal External Consulting

Display Name*: Raj Kamal External Consulting

Email Address:

Phone (Work Phone: empty, Mobile: empty)

Other Details

GST Treatment*: Unregistered Business

Source of Supply*: [TN] - Tamil Nadu

PAN:

MSME Registered? This vendor is MSMF registered

Save Cancel

Activity 2: Review of Vendors List

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
Raj Kamal External Consulting	Raj Kamal External Consulting			Tamil Nadu	₹0.00	₹0.00
Amazon Web Services	Amazon Web Services			Tamil Nadu	₹0.00	₹0.00
Randstad Technologies	Randstad Technologies Pvt Ltd			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

BILLING ADDRESS: + New Address

SHIPPING ADDRESS: + New Address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A15A

Source of Supply*: [TN] - Tamil Nadu

Destination of Supply*: [TN] - Tamil Nadu

Delivery Address*: Organization: Ratnadeep Shinde

Tamil Nadu, India ,

Change destination to deliver

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

Delivery Date: dd/MM/yyyy

Payment Terms: Due On Receipt

Shipment Preference: Choose the shipment preference or type to add

This transaction is applicable for reverse charge

Tax Exclusive: At Transaction Level

Item Table						<input type="radio"/> Bulk Actions
ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT	
Office Equipment	Furniture and Equipment	20	10000	GST18 [18%]	2,00,000.00	<input type="radio"/>
						Eligible For ITC
Add New Row Add Items in Bulk						
Sub Total Total Quantity : 20						2,00,000.00
Discount Apply after tax						0 %

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

For the Creation of purchase orders from the Navigation Panel we go to Purchases>Purchase Order> Create New>Provide 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%**

Vendor Name* Amazon Web Services

BILLING ADDRESS
GST Treatment: Registered Business - Regular
GSTIN: 33AAAAA0000A15A

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

Save as Draft Save as Open Cancel

Cloud Database Cost of Goods Sold 1.00 50000 GST18 [18%] Select Customer 50,000.00

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 Select a Tax -0.00

Adjustment 0.00

Total (₹) 59,000.00

Save as Draft Save as Open Cancel

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

New Bill

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 (empty)

Bill Date* 10/04/2023

Due Date 10/04/2023

Payment Terms Due On Receipt

This transaction is applicable for reverse charge

Save as Draft Save as Open Cancel

Item Table

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Consultancy Services	Cost of Goods Sold	1.00	100000	Select a Tax	Select Customer	1,00,000.00

Sub Total 1,00,000.00

Discount 0 % 0.00

TDS TCS Select a Tax -0.00

Adjustment 0.00

Total (₹) 1,00,000.00

Notes Attach File(s) to Bill

Save as Draft Save as Open Cancel

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, Vendor Credits, Time Tracking, and e-Way Bills. The main area displays a list of three bills:

Bill Details	Amount
Raj Kamal External Consulting 03 * 10/04/2023 OVERDUE BY 681 DAYS	₹1,00,000.00
Amazon Web Services 02 * 10/04/2023 OVERDUE BY 681 DAYS	₹59,000.00
Randstad Technologies 01 * 05/04/2023 OVERDUE BY 686 DAYS	₹2,36,000.00

On the right, a modal window titled '03' shows a summary of the bills and a 'Record Payment' button. Below it, a PDF view of the bill is displayed, featuring an orange 'Overdue' ribbon. The PDF details are as follows:

BILL
Bill# 03
Balance Due
₹1,00,000.00
Bill Date : 10/04/2023
Due Date : 10/04/2023
Bill From : Raj Kamal External Consulting
Terms : Due On Receipt

• Milestone 5: Customers

Activity 1: Customers Creation:

1. TechWise Solutions Pvt Ltd :

The screenshot shows the 'New Customer' creation form in Zoho Inventory. The left sidebar navigation includes Home, Items, Banking, Sales (selected), Customers (selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main form has tabs for 'Other Details' (selected), Address, Contact Persons, Custom Fields, Reporting Tags, and Remarks. The 'Other Details' tab contains fields for Customer Type (Business selected), Primary Contact (Salutation dropdown, TechWise Solutions P, Last Name input), Company Name (TechWise Solutions Pvt Ltd), Display Name (TechWise Solutions Pvt Ltd dropdown), Email Address (input), Phone (Work Phone and Mobile dropdowns), GST Treatment (Registered Business - Regular dropdown), GSTIN / UIN (33AAAAA0000A15A input, Get Taxpayer details button), and Business Legal Name (input). Buttons at the bottom are Save and Cancel.

This screenshot shows the continuation of the 'New Customer' creation form. It includes fields for GSTIN / UIN (33AAAAA0000A15A), Business Legal Name, Business Trade Name, Place of Supply (TN - Tamil Nadu dropdown), PAN (AAAAA0000A input), Tax Preference (Taxable selected), Currency (INR - Indian Rupee dropdown), Opening Balance (INR input), Payment Terms (Due On Receipt dropdown), Portal Language (English dropdown), and Documents (Upload File button, note: You can upload a maximum of 10 files, 10MB each). Buttons at the bottom are Save and Cancel.

- 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

New Customer
[Fetch Customer Details From GSTN >](#)

Customer Type Business Individual

Primary Contact Salutation SmartTech Innovation Last Name

Company Name: SmartTech Innovations

Display Name* SmartTech Innovations

Email Address

Phone Work Phone Mobile

Other Details Address Contact Persons Custom Fields Reporting Tags Remarks

GST Treatment* Unregistered Business

Place of Supply* [TN] - Tamil Nadu

PAN

Save **Cancel**

Books

Search in Customers (/)

Place of Supply* [TN] - Tamil Nadu

PAN

Tax Preference* Taxable Tax Exempt

Currency INR- Indian Rupee

Opening Balance INR

Payment Terms Due On Receipt

Portal Language English

Documents Upload File
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](#)

Save **Cancel**

Activity 2: Review the Customer's List

The screenshot shows the Zoho Books software interface. On the left, there is a sidebar with various menu options under 'Sales' (Home, Items, Banking, Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills). The 'Customers' option is selected and highlighted in blue.

The main content area displays the details for a customer named 'SmartTech Innovations'. The top navigation bar includes a search bar ('Search in Customers (/)'), trial information ('Trial expires in 14 days. Subscribe'), and a 'Bright Ideas Cons...' button. There are also buttons for 'Edit', 'New Transaction', 'More', and a user profile icon.

The 'Overview' tab is selected, showing basic information like company name, address, and contact details. A 'WHAT'S NEXT?' section suggests creating an invoice or quote. Below this, sections for 'ADDRESS', 'Billing Address', 'Shipping Address', and 'OTHER DETAILS' (Customer Type, Default Currency, GST Treatment, Place of Supply, Tax Preference) are visible.

A 'Receivables' section on the right shows currency details (INR- Indian Rupee), outstanding receivables (₹0.00), and unused credits (₹0.00). It also includes an 'Income' chart for the last 6 months.

This screenshot shows a list of active customers in the Zoho Books software. The left sidebar is identical to the previous screenshot, with 'Customers' selected.

The main area displays a table titled 'Active Customers' with the following columns: NAME, COMPANY NAME, EMAIL, WORK PHONE, PLACE OF SUPPLY, RECEIVABLES (BCY), and UNUSED CREDITS (BCY). The table lists three entries:

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
SmartTech Innovations	SmartTech Innovations			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

At the bottom of the page, a URL is visible: https://books.zoho.in/app/60037860306#/customers?filter_by=Static_ActiveFilter.page-25&sort.column=created_time&sort.order=D.

• Milestone 6: Sales

Activity 1: Sales Order Creation

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

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

New Sales Order

Customer Name*: TechWise Solutions Pvt Ltd

BILLING ADDRESS: + New Address

SHIPPING ADDRESS: + New Address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A15A

Place of Supply*: [TN] - Tamil Nadu

Sales Order#*: SO-00001

Reference#:

Sales Order Date*: 10/04/2023

Expected Shipment Date: dd/MM/yyyy

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

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

Financial Consulting

Add a description to your item

SERVICE SAC: 998311

Type or click to select an item.

+ Add New Row, **+ Add Items in Bulk**

	100 Hrs	1000	GST18 [18%]	1,00,000.00
Recent Transactions				

Sub Total: 1,00,000.00

Discount: 0 % 0.00

CGST9 [9%]: 9,000.00

SGST9 [9%]: 9,000.00

TDS **TCS** **Select a Tax**: - 0.00

Adjustment: 0.00

Total (₹): 1,18,000.00

Customer Notes: Enter any notes to be displayed in your transaction

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

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 navigation bar includes 'Books', 'Home', 'Items', 'Banking', and a 'Sales' dropdown menu with options like 'Customers', 'Quotes', 'Sales Orders', 'Delivery Challans', 'Invoices', 'Payments Received', 'Recurring Invoices', 'Credit Notes', 'Purchases', 'Time Tracking', and 'e-Way Bills'. The main area displays a Sales Order for TechWise Solutions Pvt Ltd, SO-00001, dated 10/04/2023, with a total amount of ₹1,18,000.00. The status is 'CONFIRMED'. A large button labeled 'SO-00001' is present. Below it, a message says 'WHAT'S NEXT? Convert the sales order into packages, shipments, or invoices.' with a 'Convert' button. The 'Invoice Status' is listed as 'NOT INVOICED'. A 'Confirmed' badge is visible. To the right, a PDF view of the 'SALES ORDER' document is shown, with details including the customer name 'Bright Ideas Consulting', address 'Tamil Nadu, India', GSTIN '33AAAAA0000A15Z', email 'shunderatdeep06@gmail.com', and the order number 'Sales Order# SO-00001'. The bill to section lists 'TechWise Solutions Pvt Ltd' with GSTIN '33AAAAA0000A15A'. The ship to section also lists 'TechWise Solutions Pvt Ltd' with GSTIN '33AAAAA0000A15A'. The order date is 10/04/2023.

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 for creating a new invoice. The left sidebar includes 'Books', 'Home', 'Items', 'Banking', and a 'Sales' dropdown menu with options like 'Customers', 'Quotes', 'Sales Orders', 'Delivery Challans', 'Invoices', 'Payments Received', 'Recurring Invoices', 'Credit Notes', 'Purchases', 'Time Tracking', and 'e-Way Bills'. The main form for 'New Invoice' is displayed, with fields for 'Customer Name*' (SmartTech Innovations), 'BILLING ADDRESS' (with '+ New Address' link), 'SHIPPING ADDRESS' (with '+ New Address' link), 'GST Treatment: Unregistered Business', 'Place of Supply*' (TN - Tamil Nadu), 'Invoice#*' (INV-000001), 'Order Number' (empty), 'Invoice Date*' (15/04/2023), 'Terms' (Net 15), 'Due Date' (30/04/2023), and 'Salesperson' (Select or Add Salesperson). At the bottom are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. A note at the bottom right says 'Total Amount: ₹ 2,36,000.00 Total Quantity: 200'. Below this, another screenshot shows the invoice details for 'Financial Consulting' with a service tax of 988311. The invoice breakdown includes a Sub Total of 2,00,000.00, a Discount of 0%, and taxes (COST9 [9%] of 18,000.00, SGST9 [9%] of 18,000.00) totaling 36,000.00. The final Total (₹) is 2,36,000.00. The same note about total amount and quantity is present.

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

New Invoice

Customer Name*: DigitalEdge Technologies PVT Ltd

BILLING ADDRESS: GSTIN: 33AAAAA0000A15A

SHIPPING ADDRESS: GST Treatment: Registered Business - Regular

Place of Supply*: [TN] - Tamil Nadu

Invoice#*: INV-000002

Order Number:

Invoice Date*: 15/04/2023

Terms: Net 15

Due Date: 30/04/2023

Salesperson: Select or Add Salesperson

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

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

Legal Consulting

Item Description: Add a description to your item

SAC: 998311

Type or click to select an item.

Add New Row, **Add Items in Bulk**

Quantity	Rate	Tax	Total
300 Hrs	1000	GST18 [18%]	3,00,000.00
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 (radio button), **TCS** (radio button), **Select a Tax**: - 0.00

Adjustment: 0.00

Total (₹): 3,54,000.00

Customer Notes: Thanks for your business.

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

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

All Invoices

INV-000002

DigitalEdge Technologies P... ₹ 3,54,000.00
INV-000002 • 15/04/2023
OVERDUE BY 661 DAYS

SmartTech Innovations ₹ 2,36,000.00
INV-000001 • 15/04/2023
OVERDUE BY 661 DAYS

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.

Overview

Bright Ideas Consulting

Tamil Nadu
India
GSTIN 33AAAAA0000A15Z
dhondredep06@gmail.com

#	Invoice Date	Place Of Supply
1	15/04/2023	Tamil Nadu (33)
Terms		Net 15
Due Date		30/04/2023
Bill To		Ship To
DigitalEdge Technologies PVT Ltd GSTIN 33AAAAA0000A15A		GSTIN 33AAAAA0000A15A

TAX INVOICE

#	Item & Description	HSN/SAC	Qty	Rate	CGST %	SGST %	Amount
1	Legal Consulting	998311	300.00	1,000.00	9%	27.00	3,00,000.00

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), Invoices (selected), Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main content area displays a table titled "All Invoices" with the following data:

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUUE DATE	AMOUNT	BALANCE DUE
10/04/2023	INV-000003	SO-00001	TechWise Solutions Pvt Ltd	OVERDUE BY 681 DAYS	10/04/2023	₹1,18,000.00	₹1,18,000.00
15/04/2023	INV-000002		DigitalEdge Technologies PVT Ltd	OVERDUE BY 661 DAYS	30/04/2023	₹3,54,000.00	₹3,54,000.00
15/04/2023	INV-000001		SmartTech Innovations	OVERDUE BY 661 DAYS	30/04/2023	₹2,36,000.00	₹2,36,000.00

• 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, Payroll, and Configure Features list. At the top right, there's a search bar with placeholder text 'Search in Banking (/)', and status messages like 'Trial expires in 14 days.', 'Subscribe', and 'Bright Ideas Cons...'. Below the search bar, there's a user profile icon and some global navigation icons.

The main content area is titled 'Add Bank or Credit Card'. It has a section for 'Select Account Type*' where 'Bank' is selected. The form fields include:

- Account Name***: ICICI Bank-001
- Account Code**: (empty)
- Currency***: INR
- Account Number**: 000001
- Bank Name**: ICICI Bank
- IFSC**: (empty)
- Description**: Max. 500 characters

At the bottom of the form, there's a checkbox labeled 'Make this primary' and two buttons: 'Save' (in blue) and '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: 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 for 'Liability' defines it as 'Any short term liability like: Customer Deposits, Tax Payable'. The 'Save' button is visible at the bottom left of the dialog.

Create Account

Account Type* Other Current Liability

Account Name* Rent Payable

Liability
Any short term liability like:
• Customer Deposits
• Tax Payable

Save Cancel

Active Account

Account Name	Description	Type
Employee Advance		Other Current Asset
Prepaid Expenses		Other Current Asset
Reverse Charge VAT		Other Current Asset
TDS Received		Other Current Asset
Input Tax Credit		Input Tax Credits
Input IGST		Input Tax Credits
Input CGST		Input Tax Credits
Input SGST		Input Tax Credits
Advance Tax		Other Current Asset
Undeposited Funds		Cash
Petty Cash		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.

The screenshot shows the 'New Journal' screen in Zoho Books. The 'Notes' field contains 'Salary Payable for the month of April-2023'. The 'Journal Type' is set to 'Cash based journal'. The 'Currency' is 'INR- Indian Rupee'. The journal entries table shows two entries: one debit to 'Salaries and Employee Wages' and one credit to 'Salary Payable'. Both entries have a value of 1,00,000.00. The totals at the bottom show a subtotal of 1,00,000.00 and a final total of 1,00,000.00. Buttons at the bottom include 'Save and Publish', 'Save as Draft', and 'Cancel'.

The screenshot shows the 'Journals' list screen in Zoho Books. A single journal entry is listed for '30/04/2023' with an amount of '₹1,00,000.00'. The status is 'PUBLISHED'. The journal entry details are shown in a large preview window on the right. The journal has a green 'Published' ribbon. The header of the journal page says 'JOURNAL #1'. The journal details include:
Date: 30/04/2023
Amount: ₹1,00,000.00
Notes: Salary Payable for the month of April-2023
Reference Number:
Account: Salaries and Employee Wages Debits: 1,00,000.00
Salary Payable Credits: 1,00,000.00
Total: 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.

This screenshot shows the initial step of entering an expense. The 'Record Expense' tab is selected. The form fields include:

- Date*: 30/04/2023
- Expense Account*: Rent Expense
- Amount*: INR 100000
- Paid Through*: ICICI Bank-001
- Expense Type*: Services
- SAC (Searchable Accounting Code) field
- Vendor dropdown
- GST Treatment*: Registered Business - Regular
- Vendor GSTIN*: 33AAAAA0000A15A
- Buttons: Save (alt+s), Save and New (alt+n), Cancel

A sidebar on the right allows for dragging and dropping receipts or uploading files.

This screenshot shows the continuation of the expense entry, focusing on GST-related details. The 'Record Expense' tab is still selected. The form fields include:

- Vendor GSTIN*: 33AAAAA0000A15A
- Source of Supply*: [TN] - Tamil Nadu
- Destination of Supply*: [TN] - Tamil Nadu
- Reverse Charge checkbox (unchecked)
- Tax*: GST18 [18%]
- Amount Is: Tax Inclusive (radio button selected)
- Invoice#: 001
- Notes: Max. 500 characters
- Buttons: Save (alt+s), Save and New (alt+n), Cancel

This screenshot shows the 'Expense Details' page after the expense has been saved. The 'All Expenses' dropdown is set to 'Rent Expense'. The expense record is displayed with the following details:

- Expense Amount: ₹1,18,000.00 on 30/04/2023
- NON-BILLABLE
- Paid Through: ICICI Bank-001
- Tax: GST18 [18%]
- Tax Amount: ₹18,000.00 (Exclusive)
- Ref #: 001
- GST Treatment: Registered Business - Regular

A sidebar on the right allows for dragging and dropping receipts or uploading files.

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

The screenshot shows the 'Record Expense' page in Zoho Books. The form is filled with the following details:

- Date: 30/04/2023
- Expense Account: Other Expenses
- Amount: INR 5000
- Paid Through: Petty Cash
- Expense Type: Services
- SAC: (empty)
- Vendor: (empty)
- GST Treatment: Unregistered Business
- Source of Supply: [TN] - Tamil Nadu

On the right side, there is a placeholder for receipts with the text "Drag or Drop your Receipts" and "Maximum file size allowed is 10MB". Below it is a button to "Upload your Files".

After recording the Expense Entries:

The screenshot shows the 'All Expenses' list in Zoho Books. The list includes two entries:

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

When the 'Other Expenses' entry is selected, a detailed view on the right side shows:

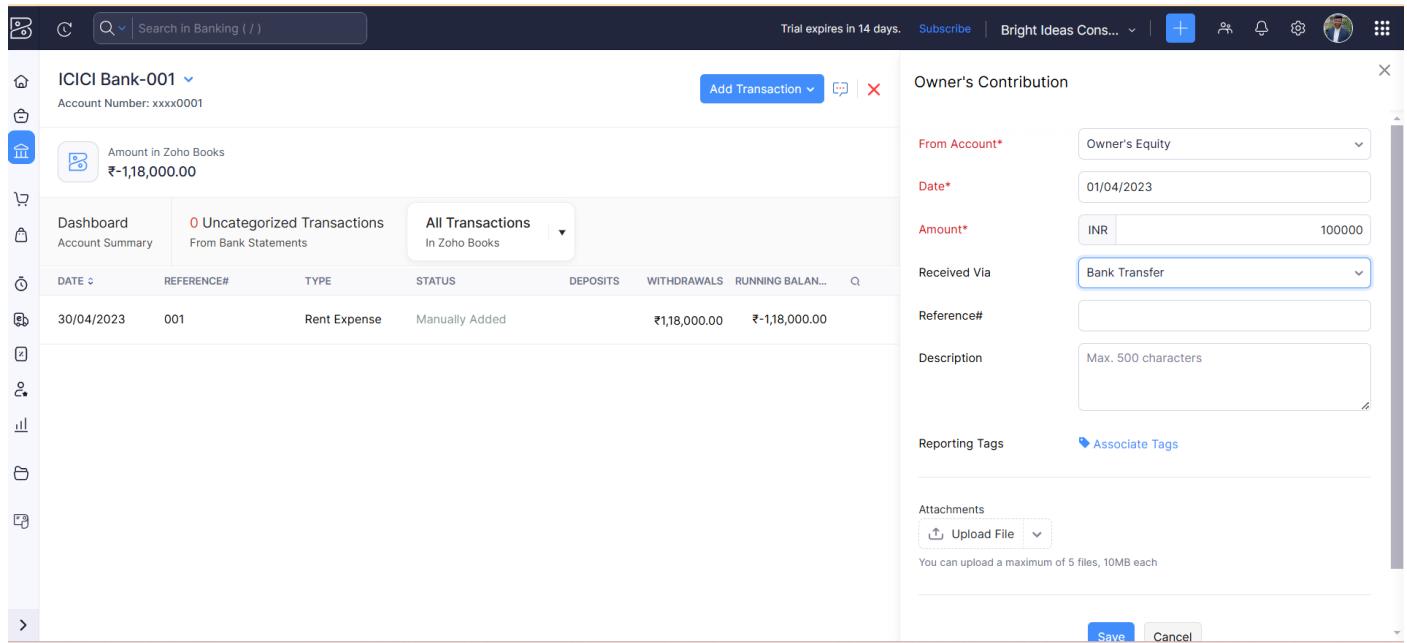
- Expense Amount: ₹5,000.00 on 30/04/2023
- NON-BILLABLE
- Category: Other Expenses
- Paid Through: Petty Cash
- GST Treatment: Unregistered Business
- Source of Supply: Tamil Nadu
- Destination of Supply: Tamil Nadu

Below the detailed view, there is a link to 'Journal'.

• Milestone 11: Bank Entries

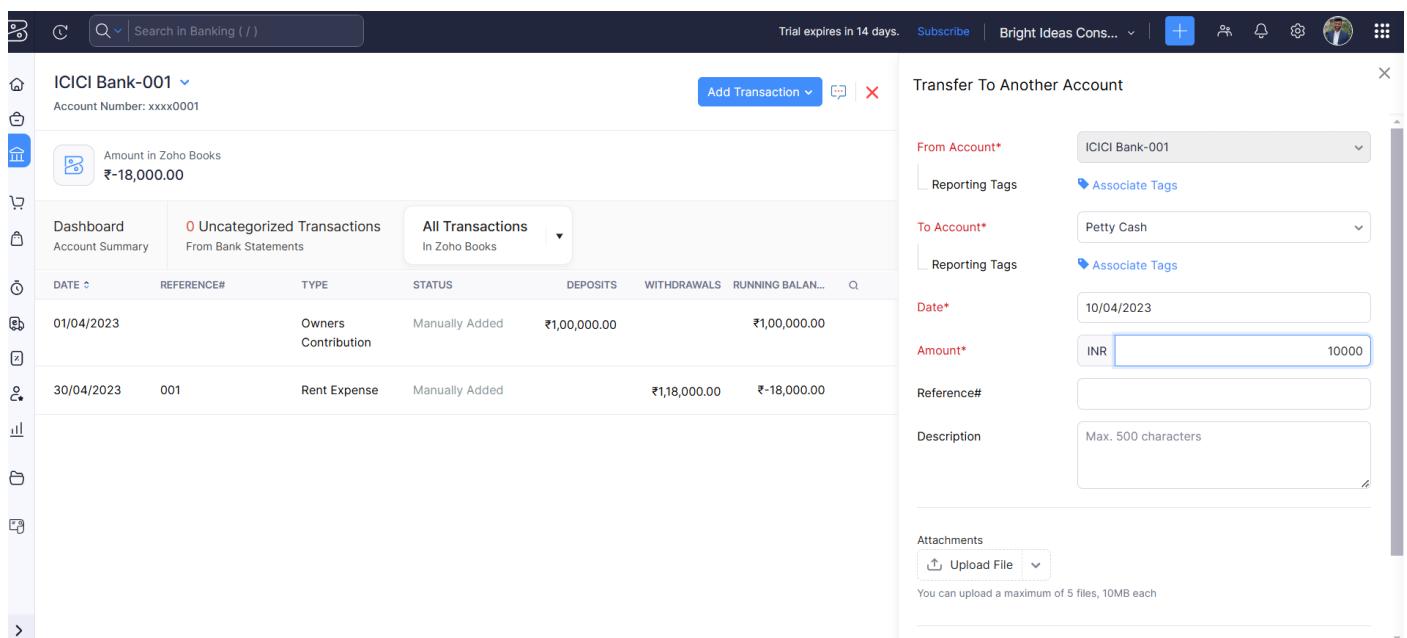
The Below are the Bank Transactions occurred during the month:

01-04-2023 Capital Deposit



The screenshot shows the Zoho Books banking module for the ICICI Bank-001 account. The main dashboard displays a balance of ₹-1,18,000.00. A transaction table shows a single entry for 30/04/2023, reference 001, labeled 'Rent Expense' with a status of 'Manually Added'. The amount is ₹1,18,000.00, and the running balance remains ₹-1,18,000.00. To the right, a modal window titled 'Owner's Contribution' is open, detailing the transaction: From Account is 'Owner's Equity', Date is '01/04/2023', Amount is 'INR 100000', Received Via is 'Bank Transfer', and Description is 'Max. 500 characters'. Buttons for 'Save' and 'Cancel' are at the bottom.

10-04-2023 Petty Cash Withdrawl



The screenshot shows the Zoho Books banking module for the ICICI Bank-001 account. The main dashboard displays a balance of ₹-18,000.00. A transaction table shows two entries: one for 01/04/2023 under 'Owners Contribution' with a status of 'Manually Added' and an amount of ₹1,00,000.00, and another for 30/04/2023 under 'Rent Expense' with a status of 'Manually Added' and an amount of ₹1,18,000.00. To the right, a modal window titled 'Transfer To Another Account' is open, detailing the transaction: From Account is 'ICICI Bank-001', To Account is 'Petty Cash', Date is '10/04/2023', Amount is 'INR 10000', and Description is 'Max. 500 characters'. Buttons for 'Save' and 'Cancel' are at the bottom.

12-04-2023 Amount received from Techwise Solutions

The screenshot shows the Zoho Books interface. On the left, there's a sidebar with various icons. The main area displays a table of bank statements for 'ICICI Bank-001'. One transaction is highlighted: '01/04/2023 Owners Contribution Manually Added ₹1,00,000.00 ₹1,00,000.00'. To the right, a modal window titled 'Customer Payment' is open. It contains fields for 'Customer*' (set to 'TechWise Solutions Pvt Ltd'), 'Amount Received*' (set to 'INR 118000.00'), 'Bank Charges (if any)' (empty), 'Date*' (set to '12/04/2023'), 'Payment #' (set to '1'), 'Reference#' (empty), 'Received Via' (set to 'Bank Transfer'), 'Description' (text area containing 'Max. 500 characters'), and 'Retained Tax?' (unchecked). Buttons for 'Clear Applied Amount', 'Invoice Details', and 'Payment(INR)' are at the bottom.

20-04-2023 Amount received from Smart Tech Innovations

This screenshot is similar to the previous one but for a different date. The bank statements table shows a transaction on '12/04/2023' labeled 'Customer Payment' with a note 'Customer: TechWise Solutions Pvt Ltd'. The 'Customer Payment' dialog is open again, showing 'Customer*' set to 'SmartTech Innovations', 'Amount Received*' set to 'INR 236000.00', 'Bank Charges (if any)' empty, 'Date*' set to '20/04/2023', 'Payment #' set to '2', 'Reference#' empty, 'Received Via' set to 'Bank Transfer', 'Description' empty, and 'Retained Tax?' unchecked. The same buttons for clearing applied amount, invoice details, and payment are present.

25-04-2023 Paid to Rand Stand Technologies

The screenshot shows the Zoho Books application interface. On the left, there's a sidebar with various icons. The main area displays a bank statement for 'ICICI Bank-001' with an account number 'xxxx0001'. The balance in Zoho Books is shown as ₹3,26,000.00. A transaction table lists several entries, including 'Owners Contribution' and 'Customer Payment' from 'TechWise Solutions Pvt Ltd'. On the right, a 'Vendor Payment' dialog box is open, allowing the user to enter details for a payment to 'Rand Stand Technologies'. The vendor is selected, and the payment amount is ₹236,000.00, dated 25/04/2023.

25-04-2023 Paid to Amazon Web Services

This screenshot shows the same Zoho Books interface as the previous one. The bank statement for 'ICICI Bank-001' is visible on the left. The transaction table on the right shows a 'Customer Payment' entry for 'TechWise Solutions Pvt Ltd'. On the right side, a 'Vendor Payment' dialog box is open for 'Amazon Web Services'. The payment amount is ₹59,000.00, dated 25/04/2023.

25-04-2023 Amount received from DigitalEdge Technologies

The screenshot shows the Zoho Books application interface. On the left, there's a sidebar with various icons. The main area displays a bank account summary for 'ICICI Bank-001' with an account number 'xxxx0001'. It shows a balance of ₹31,000.00. Below this, there are tabs for 'Dashboard', 'Account Summary', 'Uncategorized Transactions', and 'All Transactions In Zoho Books'. A table lists transactions: one for SmartTech Innovations on 25/04/2023 (Vendor Payment, ₹2,36,000.00), another for Amazon Web Services on 25/04/2023 (Vendor Payment, ₹59,000.00), and one for Rent Expense on 30/04/2023 (Manually Added, ₹1,18,000.00). On the right, a modal window titled 'Customer Payment' is open, allowing the user to enter details like Customer (DigitalEdge Technologies PVT Ltd), Amount Received (INR 354,000.00), Date (25/04/2023), Payment # (3), Reference#, Received Via (Bank Transfer), Description (Max. 500 characters), and Retained Tax? (checkbox).

25-04-2023 Paid To RajKamal External Consulting

The screenshot shows the Zoho Books application interface. The left sidebar and account summary for 'ICICI Bank-001' are similar to the previous screenshot. The transaction table shows a single entry for 'Owners Contribution' on 01/04/2023 (Manually Added, ₹1,00,000.00). On the right, a modal window titled 'Vendor Payment' is open, allowing the user to enter details like Vendor (Raj Kamal External Consulting), Payment # (3), Amount (INR 100,000), Date (25/04/2023), Reference#, Paid Via (Bank Transfer), Description (Max. 500 characters), and Bill Details (03, Due ₹1,00,000.00, 10/04/2023). There are also 'Clear Applied Amount' and 'Payment(INR)' buttons.

30-04-2023 Salary Paid

The screenshot shows the Zoho Books application interface for managing bank statements and expenses. On the left, there's a sidebar with various icons. The main area displays a summary for 'ICICI Bank-001' with an account number of 'xxxx0001'. It shows a balance of '₹2,85,000.00'. Below this, a table lists transactions from bank statements, including a payment to 'Raj Kamal External Consulting' on 25/04/2023 and a rent expense on 30/04/2023.

Expense Form:

- Expense Account***: Salaries and Employee Wages
- Expense Type***: Services
- Date***: 30/04/2023
- SAC**: (empty)
- Amount***: INR 100000
- Vendor**: (empty)
- GST Treatment***: Unregistered Business
- Source of Supply***: [TN] - Tamil Nadu
- Destination of Supply***: [TN] - Tamil Nadu
- Reverse Charge**: (checkbox) This transaction is applicable for reverse charge

Buttons: Add Transaction, Save, Cancel.

• Milestone 12: Financial Reports:

Activity 1: Profit and Loss Account

The screenshot shows a web-based financial reporting platform. At the top, there's a navigation bar with a search bar ('Search in Customers (/)'), a trial expiration notice ('Trial expires in 14 days. Subscribe'), and a user profile ('Bright Ideas Cons...'). Below the navigation is a sidebar with various icons. The main area displays a 'Business Overview' section titled 'Profit and Loss' from '01/04/2023 To 30/04/2023'. It includes filters for 'Date Range: Custom', 'Report Basis: Accrual', and a 'Run Report' button. The report itself is titled 'Bright Ideas Consulting Profit and Loss Basis: Accrual From 01/04/2023 To 30/04/2023'. It lists operating income and cost of goods sold, totaling a gross profit of 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

The screenshot shows the GSTR-3B Summary report for Bright Ideas Consulting from April 1, 2023, to April 30, 2023. The report includes a table for outward supplies and inward supplies liable to reverse charge.

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

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				

The screenshot shows the Tax Return report for Bright Ideas Consulting from April 1, 2023, to April 30, 2023. The report displays invoices with their respective amounts and tax details.

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 the Bright Ideas Consulting software interface. The top navigation bar includes a search bar, user status, upgrade options, and a navigation menu. The main content area is titled "Receivables" and displays the "AR Aging Summary By Invoice Due Date" report as of 20/04/2023. The report is grouped by customer name and shows outstanding invoice amounts across different aging intervals (Current, 1-15 days, 16-30 days, 31-45 days, > 45 days). A single customer, DigitalEdge Technologies PVT Ltd, has a total outstanding amount of ₹3,54,000.00.

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 the Bright Ideas Consulting software interface. The top navigation bar includes a search bar, user status, upgrade options, and a navigation menu. The main content area is titled "Payables" and displays the "AP Aging Summary By Bill Due Date" report as of 20/04/2023. The report is grouped by vendor name and shows outstanding bill amounts across different aging intervals (Current, 1-15 days, 16-30 days, 31-45 days, > 45 days). Three vendors are listed: Amazon Web Services, Raj Kamal External Consulting, and Randstad Technologies, with a total outstanding amount of ₹3,95,000.00.

VENDOR NAME	TOTAL (FCY)	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	F
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	