

Milestone 1: Set up your account

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

Set up your organization profile



ORGANIZATIONAL DETAILS

Organization Name*

Industry

Organization Location* State/Union Territory*

[+ Add Organization Address](#)

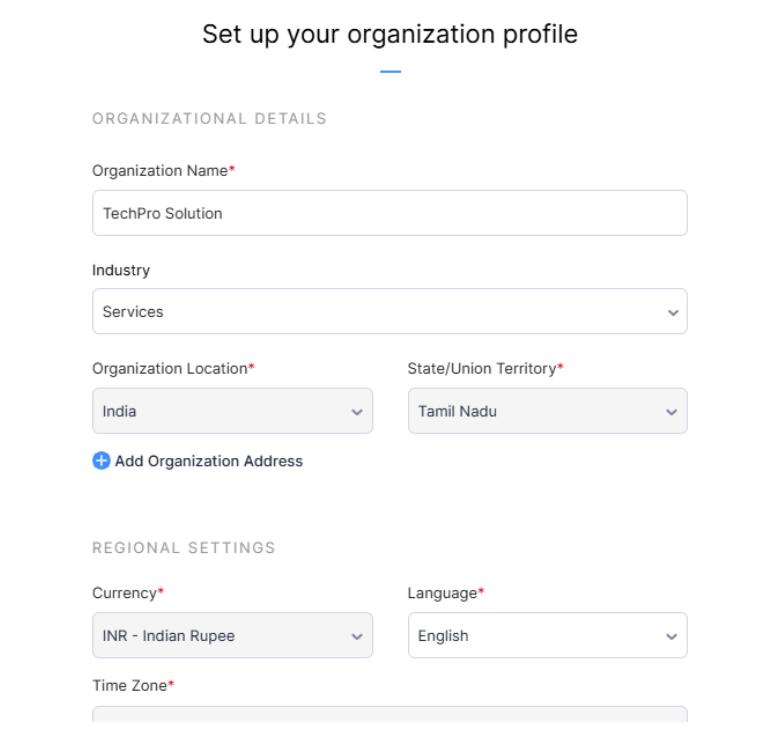
REGIONAL SETTINGS

Currency*

Language*

Time Zone*





ORGANIZATIONAL DETAILS

Organization Name*
TechPro Solutions

Industry
Services

Organization Location*
India

State/Union Territory*
Tamil Nadu

Add Organization Address

REGIONAL SETTINGS

Currency*
INR - Indian Rupee

Language*
English

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

Is this business registered for GST?
Yes

33AAAAA0000A15Z

Activity 2: Introduction

Books

Search in Customers (/)

Trial expire... | Subscribe | TechPro Solution | + | ☰ | 🔍 | R | ☰

Hello, ROHIT JADHAV
TechPro Solution

Dashboard Announcements 3 Fiscal Year-End Tasks Getting Started

Update TCS and TDS in Zoho Books

The Union Budget 2025-26 has introduced changes related to Tax Collected at Source (TCS) and Tax Deducted at Source (TDS). These changes will come into effect from **April 1, 2025**. View them and update the relevant taxes in your Zoho Books organization to stay compliant.

Total Receivables [+ New](#)

Total Unpaid Invoices ₹0.00

CURRENT	OVERDUE
₹0.00	₹0.00 ▾

Total Payables [+ New](#)

Total Unpaid Bills ₹0.00

CURRENT	OVERDUE
₹0.00	₹0.00 ▾

Cash Flow

Zoho Books India Helpline: 18003093036
Mon - Fri • 9:00 AM - 7:00 PM • Toll Free
English, हिन्दी, தமிழ், తెలుగు, ମୁଲ୍ୟାଙ୍କୁ, ଚଞ୍ଚାର୍, ମରାଠୀ, କୁଣ୍ଡଳୀ, ଲାଙ୍ଘା

New Dashboard

View Updates

Need Assistance?

This Fiscal Year

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

Activity 3: Lets get started

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

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

Output GST @ 18% is applicable for all the above

service

Milestone 2: Products/Service Creation:

Activity 1: Creation

The screenshot shows the Zoho Books software interface. The top navigation bar includes links for 'Items | Zoho Books', 'Welcome rechargee...', 'Adobe Premier Pro...', 'Avid Media Compos...', 'Tamil Video Lesson', '100 Tamil Vocabulary', 'E-Hentai Galleries ...', '(Layers Cafe) [EROQ...]', 'All Bookmarks', and a 'Verify your Zoho account to start invoicing your customers.' button. The main menu on the left lists 'Books', 'Home', 'Items' (which is selected), 'Banking', 'Sales', 'Purchases', 'Time Tracking', 'e-Way Bills', 'GST Filing', 'Accountant', 'Reports', 'Documents', and 'Payroll'. The central 'All Items' page has a search bar and a table with columns: NAME, PURCHASE DESCRIPTION, PURCHASE RATE, DESCRIPTION, RATE, HSN/SAC, and USAGE UNIT. A note at the bottom says 'Goods and Services, if they have a price tag, put them here.' A promotional banner for 'Zoho Inventory' is visible at the bottom.

The screenshot shows the 'Add New Item' page in Zoho Books. The navigation bar at the top has a 'Books' icon and a search bar. Below the header, there's a message to 'Verify your Zoho account to start invoicing your customers.' and a 'VERIFY ACCOUNT' button. The main content area is titled 'New Item'. On the left, a sidebar lists various modules: Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configuration Features. The 'Items' section is expanded, showing sub-options like 'Create Item', 'Create Service', 'Import', and 'Sync'. The main form has a 'Type' field with 'Service' selected (radio button). Other fields include 'Name*' (IT Consulting), 'Unit*' (Hrs), 'SAC' (998313), 'Tax Preference *' (Taxable), and sections for 'Sales Information' and 'Purchase Information'. The 'Sales Information' section contains 'Selling Price*' (INR 10000), 'Account*' (Sales), and 'Description'. The 'Purchase Information' section contains 'Cost Price', 'Account', and 'Description'. At the bottom are 'Save' and 'Cancel' buttons.

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

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

After providing all the required details click on save.

Activity 2: Review of Items after Addition

The screenshot shows the Zoho Books application interface. On the left, there's a sidebar with various menu items like Home, Items (which is selected and highlighted in blue), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main content area is titled 'Active Items' and lists five items: Cybersecurity, Cloud Services, Web Maintenance, Software Development, and IT Consulting. Each item has a checkbox next to its name, purchase description, purchase rate, description, rate, HSN/SAC, and usage unit (Hrs). At the top of the page, there's a banner prompting to verify the Zoho account with a 'VERIFY ACCOUNT' button. The top right corner shows a trial period of 14 days, a 'Subscribe' link, and a 'TechPro Solutions' dropdown. The bottom of the screen shows a taskbar with various icons and system status information.

NAME	PURCHASE DESCRIPTION	PURCHASE RATE	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
Cybersecurity		₹0.00		₹10,000.00	998313	Hrs
Cloud Services		0		₹15,000.00	998313	Hrs
Web Maintenance		0		₹30,000.00	998313	Hrs
Software Development		0		₹20,000.00	998313	Hrs
IT Consulting		0		₹10,000.00	998313	Hrs

Here we successfully added all the items that are:

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

Milestone 3: Vendors

Activity 1: Vendors Creation

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

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

The screenshot shows the Books software interface with a dark blue header. The top left has a logo and the word 'Books'. The top right shows a trial status ('Trial expires in 13 days.'), a 'Subscribe' button, user icons, and the text 'TechPro Solutions Pri...'. A search bar at the top center contains the placeholder 'Search in Vendors (/)'. On the far right of the header is a user profile icon.

The left sidebar is a navigation menu with the following items:

- Home
- Items
- Banking
- Sales
- Purchases
- Vendors (selected, highlighted in blue)
- Expenses
- Recurring Expenses
- Purchase Orders
- Bills
- Payments Made
- Recurring Bills
- Vendor Credits
- Time Tracking

The main content area is titled 'New Vendor'. It contains several input fields for vendor information:

Primary Contact ⓘ	Salutation	1. Juniper Netv	Last Name	
Company Name	Juniper Networks			
Vendor Display Name* ⓘ	Juniper Networks			
Vendor Email ⓘ	junipernetworks@gmail.com			
Vendor Phone ⓘ	Work Phone	Mobile		
Other Details				
GST Treatment*	Registered Business - Regular			
GSTIN / UIN* ⓘ	33AAAAA0000A1Z5		Get Taxpayer details	
PAN ⓘ	AAAAAA0000A			
Source Of Supply*	[TN] - Tamil Nadu			

The screenshot shows the Zoho Books application interface. The left sidebar has navigation links: Home, Items, Banking, Sales, Purchases (selected), Vendors (selected), Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, and Time Tracking. The main title is "New Vendor". A banner at the top says "Verify your Zoho account to start invoicing your customers." with a "VERIFY ACCOUNT" button. The central form fields include: Primary Contact (Salutation: Juniper Networks, Last Name: Juniper Networks); Company Name: Juniper Networks; Display Name*: Juniper Networks; Email Address: junipernetworks@gmail.com; Phone (Work Phone: Juniper Networks, Mobile: Juniper Networks). Below this is a tabbed section for "Other Details" which includes: GST Treatment* (Registered Business - Regular); GSTIN / UIN* (33AAAAA0000A15Z) with a link to "Get Taxpayer details"; and Source of Supply* ([TN] - Tamil Nadu). At the bottom are "Save" and "Cancel" buttons.

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

Activity 2: Review of Vendors List

The screenshot shows the Zoho Books interface for managing vendors. On the left, a sidebar menu lists various categories like Home, Items, Banking, Sales, Purchases, Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, and Time Tracking. The 'Vendors' option is currently selected. The main content area displays the details for a vendor named 'Randstad Technologies'. The vendor's name is listed at the top with a checkbox and a plus sign icon. Below this is a table with columns for Overview, Comments, Transactions, Mails, and Statement. The 'Overview' tab is active, showing basic information such as the vendor's name, email (randstadtechnologies@gmail.com), and address. A 'WHAT'S NEXT?' section suggests creating a purchase order or recording a bill. To the right, there are sections for Payables, showing currency (INR), outstanding payables (₹0.00), and unused credits (₹0.00). At the bottom, there is a chart for expenses and a toolbar with various icons.

The screenshot shows the Zoho Books interface displaying a list of active vendors. The left sidebar menu is identical to the previous screenshot. The main content area is titled 'Active Vendors' and contains a table with columns for NAME, COMPANY NAME, EMAIL, WORK PHONE, SOURCE OF SUPPLY, PAYABLES (BCY), and UNUSED CREDITS (BCY). The table lists five vendors: Randstad Technologies, Comcast Telecom and Internet, IBM Cloud, Amazon Web Services, and Juniper Networks. Each row includes a checkbox and a link to their respective vendor detail pages. The table has a header row with a 'New' button and a question mark icon. The bottom of the screen features a toolbar with various application icons and system status indicators.

Here we successfully created all the vendors that are:

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

Milestone 4: Purchases

Activity 1: Purchase Order Creation

Techpro solutions has raised below purchase orders from the vendors :

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

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

Create New> Provide the respective details as shown below:

The screenshot shows the Zoho Books application interface. The left sidebar navigation menu includes Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders (selected), Bills, Payments Made, Recurring Bills, Vendor Credits, and Time Tracking. The main content area is titled 'New Purchase Order'. It contains fields for 'Vendor Name*' (Juniper Networks), 'BILLING ADDRESS' (+ New Address), 'SHIPPING ADDRESS' (+ New Address), 'GST Treatment: Registered Business - Regular', 'GSTIN: 33AAAAA0000A15Z', 'Source of Supply*' ([TN] - Tamil Nadu), 'Destination of Supply*' ([TN] - Tamil Nadu), 'Delivery Address*' (Organization: Shubham Bakare, Shubham Bakare, Tamil Nadu, India), and a radio button for 'Customer'. At the bottom are buttons for 'Save as Draft', 'Save and Send' (highlighted in blue), and 'Cancel'. A status bar at the bottom shows weather (33°C, Partly cloudy), system icons, and the date/time (08:26 PM, 29-03-2025).

Add New | Purchase Orders | Zoho Books

books.zoho.in/app/60039340162#/purchaseorders/new

Verify your Zoho account to start invoicing your customers. [VERIFY ACCOUNT](#)

Books

SERVICE SAC: [Update](#)

[Home](#) [Items](#) [Banking](#) [Sales](#) [Purchases](#) [Vendors](#) [Expenses](#) [Recurring Expenses](#) [Purchase Orders](#) [Bills](#) [Payments Made](#) [Recurring Bills](#) [Vendor Credits](#)

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

Sub Total **2,00,000.00**
Total Quantity : 200

Discount %

CGST9 [9%] 18,000.00
SGST9 [9%] 18,000.00

Total Tax Amount INR [Edit](#)

TDS TCS Select a Tax - 0.00

Adjustment [?](#) 0.00

Total (₹) **2,36,000.00**

Customer Notes: Will be displayed on purchase order

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

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

33°C Partly cloudy

Search bar and system tray icons.

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

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

Books

[Home](#) [Items](#) [Banking](#) [Sales](#) [Purchases](#) [Vendors](#) [Expenses](#) [Recurring Expenses](#) [Purchase Orders](#) [Bills](#) [Payments Made](#) [Recurring Bills](#) [Vendor Credits](#) [Time Tracking](#) [e-Way Bills](#) [GST Filing](#) [Accountant](#) [Reports](#) [Documents](#)

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

Item Table

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

[Edit Row](#) [Delete Row](#)

Sub Total **2,00,000.00**
Total Quantity : 200

Discount %

CGST9 [9%] 18,000.00
SGST9 [9%] 18,000.00

Total Tax Amount INR [Edit](#)

TDS TCS Select a Tax - 0.00

Adjustment [?](#) 0.00

Total (₹) **2,36,000.00**

Customer Notes: Will be displayed on purchase order

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

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

Activity 2: Purchase Order to Purchase Bills Conversion

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

The screenshot shows the Books software interface. On the left, a navigation sidebar includes Home, Items, Banking, Sales, Purchases (selected), and Purchase Orders (selected). Under Purchase Orders, there are sub-options for Bills, Payments Made, Recurring Bills, and Vendor Credits. The main area displays a Purchase Order (PO-00001) for juniper Network, dated 05/04/2023, with a total amount of ₹2,36,000.00. The status is listed as ISSUED. A prominent button labeled "Convert to Bill" is visible. Below the PO details, a PDF preview of the purchase order is shown, featuring a blue ribbon banner that reads "Issued". The PDF header includes "PURCHASE ORDER" and the reference "# PO-00001". The PDF body contains the vendor information: TechPro Solution, Tamil Nadu, India, GSTIN 33AAAAA0000A15Z, and the email address jadhavrohits019@gmail.com. At the bottom of the PDF preview, it says "Vendor Address".

Activity 3: Direct Vendor Purchases Bills Creation:

Techpro Solutions availed the services from the below Suppliers:

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

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

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

New Bill

Vendor Name* Amazon Web Services

BILLING ADDRESS
+ New Address

GST Treatment: Registered Business - Regular
GSTIN: 33AAAAA000A152

Source of Supply* [TN] - Tamil Nadu
Destination of Supply* [TN] - Tamil Nadu

Bill#* 02
Order Number
Bill Date* 05/04/2023
Due Date 05/04/2023 Payment Terms: Due On Receipt
 This transaction is applicable for reverse charge

Subject Enter a subject within 250 characters

Activate Windows
Go to Settings to activate Windows.

PDF Template: Standard Template Make Recurring

We've fine-tuned Zoho Books under the hood. When you find time, refresh this tab to experience the latest Zoho Books.

Item Table

ITEM DETAILS	ACCOUNT	QUANTITY	RATE <input type="button" value="INR"/>	TAX	CUSTOMER DETAILS	AMOUNT
Cloud Database	Cost of Goods Sold <input type="button" value="Update"/>	1.00	50000	GST18 [18%] <input type="button" value="Eligible for ITC"/>	Select Customer <input type="button" value="Update"/>	50,000.00 <input type="button" value="Delete"/>
Add New Row <input type="button" value="New"/>						Sub Total 50,000.00
Discount <input type="button" value="0"/> % <input type="button" value="Apply after tax"/>						0.00
						CGST9 [9%]
						4,500.00
						SGST9 [9%]
						4,500.00
Total Tax Amount 9000.00 <input type="button" value="INR"/>						
<input type="radio"/> TDS <input type="radio"/> TCS Professional ... <input type="button" value="Update"/>						-5,000.00 <input type="button" value="Delete"/>
Professional Fees 10% <input type="button" value="Update"/>						
Adjustment <input type="button" value="0"/>						0.00
Total (₹)						54,000.00

Activate Windows
Go to Settings to activate Windows.

PDF Template: Standard Template Make Recurring

Activity 4: Reconciliation of Open & Outstanding Bills

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

The screenshot shows the Zoho Books interface. On the left, a sidebar menu is open under the 'Purchases' tab, with 'Purchase Orders' selected. In the main area, a purchase order for 'juniper Network' is displayed with the number 'PO-00001' and a value of '₹2,36,000.00'. The status is shown as 'ISSUED'. A callout box at the bottom right of the purchase order card says 'WHAT'S NEXT? Convert this to a bill to complete your purchase.' with a 'Convert to Bill' button. The right side of the screen shows a PDF preview of the purchase order document, which includes the company details: TechPro Solution, Tamil Nadu, India, GSTIN 33AAAAA0000A15Z, and email jadHAVrohit01@gmail.com. The PDF also has a blue ribbon banner that says 'Issued'. The document title is 'PURCHASE ORDER' and the number '# PO-00001'. At the bottom of the PDF view, it says 'Vendor Address'.

Milestone 5: Customers

Activity 1: Customers Creation:

The below are the list of customers:

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

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

The screenshot shows the 'Edit Customer' page in Zoho Books. The left sidebar has 'Customers' selected. The main form fields include:

- Customer Type:** Business (radio button selected)
- Primary Contact:** Salutation dropdown set to 'Last Name', value 'TechWise Solutions P'
- Company Name:** TechWise Solutions Pvt Ltd.
- Display Name:** TechWise Solutions Pvt Ltd.
- Email Address:** (empty field)
- Phone:** Work Phone (checkbox selected), Mobile (checkbox unselected)
- Other Details:** Address, Contact Persons, Custom Fields, Reporting Tags, Remarks
- GST Treatment:** Registered Business - Regular
- GSTIN / UIN:** 33AAAAAD000A15Z
- Business Legal Name:** (empty field)
- Business Trade Name:** (empty field)
- Place of Supply:** [TN] - Tamil Nadu
- PAN:** AAAAA0000A
- Tax Preference:** Taxable (radio button selected)

At the bottom right, there's an 'Activate Windows' message: 'Go to Settings to activate Windows.'

Activity 2: Review the Customers List

The screenshot shows the Zoho Books software interface. On the left, there's a sidebar with various menu items like Home, Items, Banking, Sales, Customers (which is selected), Quotes, Sales Orders, Delivery Charters, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, and Documents. The main area displays the details for 'ApexTech Consultants'. It includes sections for Overview, Comments, Transactions, Mails, Statement, and a 'New Transaction' button. The 'Address' section shows 'ApexTech Consultants' with a note to 'Enter to View'. The 'Receivables' section shows a table with columns for Currency (USD - United States Dollar), Outstanding Receivables (\$0.00), and Unused Credits (\$0.00). The 'Other Details' section includes fields for Customer Type (Business), Default Currency (USD), GST Treatment (Overseas), PAN (AAAAAO000A), Portal Status (Enabled), and Portal Language (English). The 'Contact Persons' section indicates 'No contact persons found.' A message at the bottom right says 'Activate Windows Go to Settings to activate Windows.'

This screenshot shows the 'Active Customers' list in Zoho Books. The left sidebar is identical to the previous screenshot. The main area lists four customers: ApexTech Consultants, SmartTech Innovations Pvt Ltd, DigitalEdge Technologies PVT Ltd, and TechWise Solutions Pvt Ltd. Each row contains columns for Name, Company Name, Email, WorkPhone, Place of Supply, Receivables (B/CY), and Unused Credits (B/CY). The 'Email' column for all entries shows 'apextechconsultants@gmail.com'. The 'Place of Supply' column shows 'Tamil Nadu' for all entries. The 'Receivables (B/CY)' and 'Unused Credits (B/CY)' columns show '\$0.00' for all entries. A message at the bottom right says 'Activate Windows Go to Settings to activate Windows.'

Milestone 6: Sales

Activity 1: Sales Order Creation

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

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

To Create Sales Order from navigation panel go to :

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

The screenshot shows the 'New Sales Order' creation screen. The customer is set to 'DigitalEdge Technologies PVT Ltd'. The sales order number is 'SO-00004'. The date is '10/04/2023'. The item is 'IT Consulting' at a rate of 100 hours.

The screenshot shows the 'Sales Order' creation screen. The item table lists 'IT Consulting' with a quantity of 100 hours and a rate of 10000. The total amount is 10,00,000.00. The tax breakdown includes CGST 9% and SGST 9%, both totaling 90,000.00. The total amount including taxes is 11,80,000.00.

Activity 2: Sales Order to Sale Invoice Conversion

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

The screenshot shows the Zoho Books interface. On the left, a sidebar menu includes 'Books', 'Banking', 'Sales' (selected), 'Customers', 'Quotes', 'Sales Orders' (selected), 'Delivery Challans', 'Invoices', 'Payments Received', 'Recurring Invoices', 'Credit Notes', 'Purchases', 'Time Tracking', 'e-Way Bills', and 'GST Filing'. The main area displays a sales order for 'DigitalEdge Technologies' with order number SO-00001, value ₹11,80,000.00, and date 10/04/2023. The status is 'CONFIRMED'. Action buttons include 'Edit', 'Email', 'PDF/Print', 'Convert to Invoice' (which is highlighted in blue), 'Create', and a three-dot menu. A message box says 'WHAT'S NEXT? Convert the sales order into packages, shipments, or invoices.' with a 'Convert' button. Below this, the 'Invoice Status' is shown as 'NOT INVOICED'. A PDF preview of the 'SALES ORDER' document is displayed, featuring a 'Confirmed' stamp, company details ('TechPro Solution, Tamil Nadu, India, GSTIN 33AAAAA0000A15Z, jadHAVrohits019@gmail.com'), and bill-to information ('DigitalEdge Technologies, GSTIN 33AAAAA0000A15Z'). The PDF view has a 'Show PDF View' toggle switch.

Activity 3: Direct Sale Invoices

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

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

To Create new invoice from navigation panel go to :

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

Edit Invoice

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

Invoice#*: INV-000002

Order Number:

Invoice Date*: 20/04/2023

Terms: Due On Receipt

Due Date: 20/04/2023

Salesperson: Select or Add Salesperson

Subject: Let your customer know what this invoice is for

Item Table

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Web Maintenance	50 Hrs	30000	GST18 [18%]	15,00,000.00

Scan Item **Bulk Actions**

Save **Save and Send** **Cancel**

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

Item Table

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Web Maintenance	50 Hrs	30000	GST18 [18%]	15,00,000.00

Recent Transactions

Sub Total: 15,00,000.00

Discount: 0 % 0.00

CGST9 [9%]: 1,35,000.00

SGST9 [9%]: 1,35,000.00

TDS **TCS** Professional ... - 150,000.00 Professional Fees 10%

Adjustment: 0 0.00

Total (₹): 16,20,000.00

Customer Notes: Thanks for your business.

Will be displayed on the invoice.

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

Attach File(s) to Invoice: Upload File

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

All Invoices **+ New**

INV-000002

Draft

WHAT'S NEXT? Send this Invoice to your customer or mark it as Sent. **Send Invoice** **Mark As Sent**

TechPro Solution
Tamil Nadu
India
GSTIN 33AAAAA0000A15Z
jadhav.rohits019@gmail.com

TAX INVOICE

#	: INV-000002	Place Of Supply	: Tamil Nadu (33)
Invoice Date	: 20/04/2023	Terms	: Due On Receipt
Due Date	: 20/04/2023	PO #	: 2
Bill To	Ship To		
TechWise Solution PVT GSTIN 33AAAAA0000A15Z		GSTIN 33AAAAA0000A15Z	
		CGST	SGST

Activity 4: Recording of Export Invoice

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

The screenshot shows the Zoho Books software interface. The left sidebar has a navigation menu with options like Home, Items, Banking, Sales, Customers, Quotes, Sales Orders, Delivery Challans, Invoices (which is selected), Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, and Documents. The main area is titled 'New Invoice'. It has fields for Customer Name (set to 'ApexTech Consultants'), Billing Address (with '+ New Address' link), Shipping Address (with '+ New Address' link), and DST Treatment (set to 'Overseas'). There are fields for Invoice# (INV-000009), Order Number, Invoice Date (20/04/2023), Terms (Due On Receipt), Due Date (20/04/2023), Salesperson (dropdown menu), and a checkbox for 'I'll pay tax for this export as I do not have a Letter of Undertaking / Bond'. The Subject field contains the placeholder 'Let your customer know what this invoice is for'. At the bottom, there's an 'Item Table' section with a 'Scan Item' button and a 'Bulk Actions' dropdown. Buttons at the bottom left include 'Save as Draft', 'Save and Send' (highlighted in blue), and 'Cancel'. A status bar at the bottom right says 'Activate Windows' and 'Go to Settings to activate Windows.', 'Total Amount: \$ 0.00', and 'Total Quantity: 0'.

The screenshot shows the Zoho Books software interface. The left sidebar contains navigation links for Home, Items, Banking, Sales, Customers, Quotes, Sales Orders, Delivery Challans, Invoices (selected), Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, and Documents. The main area displays an 'Item Table' with one row for 'Cloud Service'. The table includes columns for ITEM DETAILS, QUANTITY, RATE, TAX, and AMOUNT. The total amount is listed as \$9,130.50. Below the table are sections for Sub Total (\$9,130.50), Discount (0%), IOGSTO (0%), TDS (0.00), and Adjustment (0.00). A note in the Customer Notes field says 'Thanks for your business.' The bottom right corner shows activation information for Windows.

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Cloud Service Add a description to your item SALES SAC 989312	50 Hrs	182.61	IGSTO [0%]	\$9,130.50

Sub Total: \$9,130.50

Discount: 0 %

IGSTO [0%]: 0.00

TDS: 0.00

Adjustment: 0.00

Total (\$): \$9,130.50

Customer Notes: Thanks for your business.

Activate Windows: Go to Settings to activate Windows

Total Amount: \$ 9130.50

Total Quantity: 50

Activity 5: Reconciliation of Open Invoices

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

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.

TechPro Solution
Tamil Nadu
India
GSTIN 33AAAAA0000A15Z
jadavrohit019@gmail.com

#	: INV-000003	Place Of Supply	: Tamil Nadu (33)
Invoice Date	: 20/04/2023		
Terms	: Due On Receipt		
Due Date	: 20/04/2023		
P.O.#	: 03		
Bill To		Ship To	
CSTIN 33AAAAA0000A15Z			

Milestone 7: Bank Account

Activity 1: Adding Bank Account

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

Add Bank or Credit Card

Select Account Type* Bank Credit Card

Account Name* ICICI Bank-001

Account Code

Currency* INR

Account Number 000001

Bank Name ICICI Bank

IFSC

Description Max. 500 characters

Make this primary

Save **Cancel**

Milestone 8: Accounts & Ledgers

Activity 1: Creation of New Accounts/Ledgers:

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

We Create these Ledgers:

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

The screenshot shows the Zoho Books interface. On the left, a sidebar menu includes options like Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Manual Journals, Bulk Update, Currency Adjustments, and Chart of Accounts (which is selected). The main area displays a list of 'Active Accounts' such as Employee Advance, Prepaid Expenses, TDS Receivable, Reverse Charge Tax Input but not due, Input Tax Credits (with sub-items: Input IGST, Input CGST, Input SGST), Advance Tax, Undeposited Funds, Petty Cash, ICICI Bank-001, Accounts Receivable, Furniture and Equipment, and Salary Payable.

A modal window titled 'Create Account' is open in the center. It has fields for 'Account Type*' (set to 'Other Current Liability'), 'Account Name*' (set to 'Salary Payable'), and 'Description' (with a note: 'Max. 500 characters'). There is also a checkbox for 'Make this a sub-account'. A tooltip box labeled 'Liability' lists 'Any short term liability like:' with examples: 'Customer Deposits' and 'Tax Payable'. At the bottom of the modal are 'Save' and 'Cancel' buttons.

The right side of the screen shows a preview of the account structure. It lists 'Input Tax Credits' (under 'Other Current Asset'), 'Input Tax Credits' (under 'Other Current Asset'), 'Input Tax Credits' (under 'Other Current Asset'), 'Advance Tax' (under 'Other Current Asset'), 'Undeposited Funds' (under 'Cash'), 'Petty Cash' (under 'Cash'), 'ICICI Bank-001' (under 'Bank'), 'Accounts Receivable' (under 'Accounts Receivable'), 'Furniture and Equipment' (under 'Fixed Asset'), and 'Salary Payable' (under 'Other Current Liability'). A watermark at the bottom right says 'Activate Windows' and 'Go to Settings to activate Windows.'

Milestone 9: Journal Entries:

Activity 1: Recording of Journal Entries

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

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

Edit Journal

Date*: 30/04/2023
Journal#: 1
Reference#:
Notes*: Salary for the Month of April-2023
Journal type: Cash based journal
Currency: INR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (NRI)	DEBITS	CREDITS
Salaries and Employee Wages	Being Salary for the month of April-2023	Select Contact	2500000	
Salary Payable	Being Salary for the month of April-2023	Select Contact		2500000

Add New Row

	Sub Total	25,00,000.00	25,00,000.00
Total (₹)	25,00,000.00	25,00,000.00	0
Difference			0.00

Activate Windows
Go to Settings to activate Windows.

Journals **+ New Journal** 1

Status: All Jour... All ▾

30/04/2023 ₹25,00,000.00 PUBLISHED

JOURNAL #1

Notes: Salary for the Month of April-2023 Date: 30/04/2023 Amount: ₹25,00,000.00 Reference Number:

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

Sub Total: 25,00,000.00 25,00,000.00
Total: ₹25,00,000.00 ₹25,00,000.00

Activate Windows
Go to Settings to activate Windows.

Milestone 10: Expense & Bills

Activity 1: Expense & Bills Entry

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

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

The screenshot shows the 'Edit Expense' screen in the Books software. The 'Purchases' tab is selected in the sidebar. The main form fields are: Date (30/04/2023), Expense Account (Rent Expense), Amount (INR 200000). Below these, Paid Through (Rent Payable), Expense Type (Services), SAC, Vendor, GST Treatment (Registered Business - Regular), Vendor GSTIN (33AAAAAG0000A15Z), Source of Supply (TN - Tamil Nadu), Destination of Supply (TN - Tamil Nadu), Reverse Charge (unchecked), and Tax (GST18 [18%]). A note indicates a tax amount of 36000.00 INR. On the right, there's a placeholder for receipts with a 'Drag or Drop your Receipts' message and an 'Upload your Files' button. The bottom buttons include Save (ctrl+s), Save and New (alt+n), and Cancel.

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

The screenshot shows the 'Edit Expense' screen in the Books software. The 'Purchases' tab is selected in the sidebar. The main form fields are: Date (30/04/2023), Expense Account (Other Expenses), Amount (INR 5000). Below these, Paid Through (Petty Cash), Expense Type (Services), SAC, Vendor, GST Treatment (Registered Business - Regular), Vendor GSTIN (33AAAAAG0000A15Z), Source of Supply (TN - Tamil Nadu), Destination of Supply (TN - Tamil Nadu), Reverse Charge (unchecked), and Tax (GST0 [0%]). A note indicates a tax amount of 0.00 INR. On the right, there's a placeholder for receipts with a 'Drag or Drop your Receipts' message and an 'Upload your Files' button. The bottom buttons include Save (ctrl+s), Save and New (alt+n), and Cancel.

After recording the Expense Entries:

The screenshot shows the Zoho Books software interface. The left sidebar has a tree view with categories like Home, Items, Banking, Sales, Purchases, Vendors, Expenses (which is selected), Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, and Documents. The main area is titled "All Expenses" and shows a table with two rows of expense data. The columns are DATE, EXPENSE ACCOUNT, REFERENCE#, VENDOR NAME, PAID THROUGH, CUSTOMER NAME, STATUS, and AMOUNT. The first row is for "Other Expenses" dated 30/04/2023, paid through "Petty Cash", and has a status of "NON-BILLABLE" with an amount of €5,000.00. The second row is for "Rent Expense" dated 30/04/2023, paid through "Rent Payable", and has a status of "NON-BILLABLE" with an amount of €2,36,000.00. A search bar at the top says "Search in Expenses //". The top right corner shows "Trial expires in 12 days", "Subscribe", "TechPro Solutions", and other icons.

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

Milestone 11: Bank Entries

Activity 1: Recording of Bank Transactions

The Below are the Bank Transactions occurred during the month:

The screenshot shows the Zoho Books Banking module interface. On the left, there's a sidebar with various icons. In the center, it displays a summary for 'ICICI Bank-001' with a balance of ₹0.00. A large blue button labeled 'Add Transaction' is prominent. A modal window titled 'Add Transaction' is open, showing a list of transaction types under 'MONEY OUT' and 'MONEY IN'. The 'Expense' option is selected. The 'MONEY OUT' section includes: Vendor Advance, Vendor Payment, Transfer To Another Account, Card Payment, Owner Drawings, Credit Note Refund, and Payment Refund. The 'MONEY IN' section includes: Customer Advance. Below the transaction types, there's a section for importing bank statements with instructions and a 'Import Statement' button. At the bottom, there's a note about opening balances and a link to enter them.

No transactions, yet! Import your bank statements and view them here.

To import your bank statements to Zoho Books:

1. Log in to your bank's online banking portal.
2. Download your bank statement for the period you require.
3. Attach the downloaded file and import them.

Import Statement

Supported File Formats: CSV • TSV • OFX • QIF • PDF

Prefer adding just the opening balances?

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

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

For Vendor Payment:

The screenshot shows the Zoho Books interface for vendor payments. On the left, there's a sidebar with various icons and a main dashboard area for ICICI Bank-001. A modal window titled "Vendor Payment" is open on the right, containing fields for Vendor*, Payment #*, Amount*, Date*, Reference#, Paid Via, and Description. The "Vendor Payment" option is selected in a dropdown menu on the left. A cartoon illustration of a person working on a laptop is visible in the background.

Vendor Payment

Vendor* Amazon Web Services

Payment #* 1

Amount* INR 54000

Date* 10/04/2023

Reference#

Paid Via Bank Transfer

Description Payment Made against bills

Bill Details
02 Due ₹54,000.00
05/04/2023

Clear Applied Amount
Payment(INR)
54000.00
Pay in Full

For Customer Payment:

The screenshot shows the Zoho Books interface for customer payments. On the left, there's a sidebar with various icons and a main dashboard area for ICICI Bank-001. A modal window titled "Customer Payment" is open on the right, containing fields for Customer*, Amount Received*, Date*, Payment #*, Reference#, Received Via, and Description. The "Customer Payment" option is selected in a dropdown menu on the left. A table on the left shows a transaction for a vendor payment from 10/04/2023.

Customer Payment

Customer* DigitalEdge Technologies PVT Ltd

Amount Received* INR 1180000

Date* 15/04/2023

Payment #* 1

Reference#

Received Via Bank Transfer

Description Amount Received Against Invoice

Retained Tax?

Clear Applied Amount
Payment(INR)
1180000.00

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

Milestone 12: Financial Reports:

The screenshot shows the Zoho Books interface under the 'Reports' tab. The left sidebar includes links for Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports (which is selected and highlighted in blue), Documents, and Payroll. The main content area is titled 'General Reports' and 'Custom Reports'. Under 'General Reports', there are sections for Business Overview, Sales, Receivables, and various financial statements like Profit and Loss, Cash Flow Statement, Balance Sheet, etc. Under 'Custom Reports', there are sections for Sales by Customer, Sales by Item, Sales by Sales Person, and other detailed reports for Receivables, Payables, and Recurring Invoices.

https://books.zoho.in/app/60022364461#/reports/profitandloss?cash_based=&compare_entities=&compare_with=&corporation_tax_return_id=&custom_report_id=&filter_by=&from_date=&is_recent_period_first=&previous_periods=&select_columns=&show_rows=&to_date=..

Activity 1: Profit and Loss Account

The screenshot displays a detailed Profit and Loss statement for TechPro Solutions Private Limited. The report is dated from 01/04/2023 to 30/04/2023, based on an accrual basis. The total operating profit is 11,94,989.81. The report is organized into categories: Operating Income, Cost of Goods Sold, Operating Expense, Non Operating Income, and Non Operating Expense. The final net profit is 1,363.25.

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

Activity 2: Balance Sheet

Search in Customers (/)

Customize Report

Schedule Report

Add Temporary Note

Balance Sheet
Basis: Accrual
As of 30/04/2023

Collapse all | Expand All

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	45,000.00
Total for Cash	45,000.00
Bank	
ICICI Bank-001	8,12,626.56
Total for Bank	8,12,626.56
Accounts Receivable	10,80,000.00
Other current assets	
TDS Receivable	2,50,000.00
Input Tax Credits	99,000.00
Total for Other current assets	3,49,000.00
Total for Current Assets	22,86,626.56
Total for Assets	22,86,626.56
Liabilities & Equities	
Liabilities	
Current Liabilities	
Accounts Payable	1,08,000.00
Rent Payable	2,36,000.00
TDS Payable	19,000.00
GST Payable	6,30,000.00
Total for Current Liabilities	9,93,000.00
Total for Liabilities	9,93,000.00
Equities	
Owner's Equity	1,00,000.00
Current Year Earnings	11,93,626.56
Total for Equities	12,93,626.56
Total for Liabilities & Equities	22,86,626.56

Activity 3: GST Reports

Screenshot of the GSTR-3B Summary report interface.

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

3.1 Details of Outward Supplies and inward supplies liable to reverse charge

Nature of Supply	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	₹35,00,000.00	₹0.00	₹3,15,000.00	₹3,15,000.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹7,49,989.81	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, exempted)	₹0.00				
(d) Inward supplies (liable to reverse charge)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(e) Non-GST outward supplies	₹0.00				
Total value	₹42,49,989.81	₹0.00	₹3,15,000.00	₹3,15,000.00	₹0.00

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

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6

Screenshot of the GSTR-3B Summary report interface.

**TechPro Solutions Private Limited
Tax Return**
From 01/04/2023 To 30/04/2023

+ Add Temporary Note

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

Activity 4: Journal Report

The screenshot shows the Zoho Books Journal Report page for TechPro Solutions Private Limited. The report is titled "Journal Report" and specifies "Basis: Accrual" and the date range "From 01/04/2023 To 30/04/2023". Two journal entries are listed:

01/04/2023 - OWNERS CONTRIBUTION 1		DEBIT	CREDIT
ICICI Bank-001		1,00,000.00	0.00
Owner's Equity		0.00	1,00,000.00
		1,00,000.00	1,00,000.00

05/04/2023 - BILL 02 (AMAZON WEB SERVICES)		DEBIT	CREDIT
Accounts Payable		5,000.00	0.00
Cost of Goods Sold		50,000.00	0.00
Input CGST		4,500.00	0.00
Input SGST		4,500.00	0.00
Accounts Payable		0.00	59,000.00

Activity 5: Accounts Receivable Aging Details

The screenshot shows the Zoho Books AR Aging Summary By Invoice Due Date report for TechPro Solutions Private Limited. The report is titled "AR Aging Summary By Invoice Due Date" and is dated "As of 30/04/2023". It displays the aging details for a single customer, SmartTech Innovations Pvt Ltd.

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

Activity 6: Accounts Payable Aging Details

The screenshot shows a Zoho Books interface with a sidebar on the left containing various icons. At the top, there's a search bar labeled "Search in Customers (/)". On the right, it says "Trial expires in 3 days. Subscribe" and "TechPro Solutions Pri...". Below the header, there are buttons for "Custom" and "Customize Report", and on the far right, "Schedule Report", "Export As", and other export/print options. The main content area is titled "TechPro Solutions Private Limited AP Aging Summary By Bill Due Date As of 30/04/2023". It includes a "Add Temporary Note" button. A table below shows the aging details:

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

The screenshot shows a Zoho Books interface with a sidebar on the left. At the top, there's a search bar labeled "Search in Customers (/)". On the right, it says "Trial expires in 3 days. Subscribe" and "TechPro Solutions Pri...". Below the header, there are buttons for "Custom" and "Customize Report", and on the far right, "Export As" and other export/print options. The main content area is titled "TechPro Solutions Private Limited TDS Summary Basis: Accrual From 01/04/2023 To 30/04/2023". It includes a "Add Temporary Note" button. A table below shows the TDS summary:

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

Activity 7: TDS Payable & Receivable Reports

