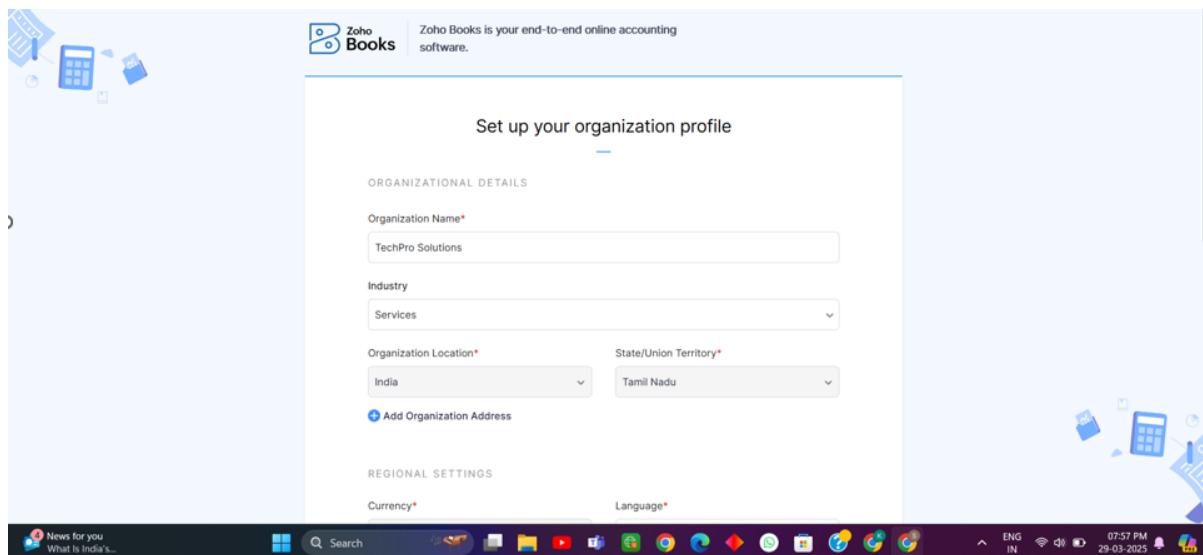


Milestone 1: Set up your account

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



This screenshot shows the same 'Set up your organization profile' page as the previous one, but with more visible fields. It includes the 'ORGANIZATIONAL DETAILS' and 'REGIONAL SETTINGS' sections. In 'ORGANIZATIONAL DETAILS', it shows 'Organization Name*' (TechPro Solutions), 'Industry' (Services), 'Organization Location*' (India), and 'State/Union Territory*' (Tamil Nadu). In 'REGIONAL SETTINGS', it shows 'Currency*' (INR - Indian Rupee) and 'Language*' (English). Below these, there are fields for 'Time Zone*' (selected as '(GMT 5:30) India Standard Time (Asia/Kolkata)') and 'Is this business registered for GST?'. A checkbox labeled 'Yes' is checked, and the registration number '33AAAAA0000A15Z' is entered into the field next to it. The background and taskbar are identical to the first screenshot.

Activity 2: Introduction

The screenshot shows the Zoho Books dashboard for 'TechPro Solutions'. The left sidebar includes links for Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main area displays a message about updating TCS and TDS, followed by sections for Total Receivables (₹0.00) and Total Payables (₹0.00). A 'Cash Flow' section is also present. The top right corner shows contact information: 'Zoho Books India Helpline: 18003093036' and operating hours 'Mon - Fri • 8:00 AM - 7:00 PM • Toll Free English, हिन्दी, தமிழ், తెలుగు, മലയാളം, കന്നಡ, മറാത്തി, മുൻഡാലി, കാട്ടാലി'.

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', 'books.zoho.in/app/60039340162#/inventory/items?filter_by=Status.All&per_page=25&sort_column=name&sort_order=A', 'Bookmarks', 'Welcome recharge...', 'Adobe Premier Pro...', 'Avid Media Compos...', 'Tamil Video Lesson', '100 Tamil Vocabulary...', 'E-Hental Galleries ...', '(Layers Cafe) [ERO...', 'All Bookmarks', and 'Error'. A message 'Verify your Zoho account to start invoicing your customers.' with a 'VERIFY ACCOUNT' button is displayed. The main menu on the left lists 'Home', 'Items' (which is selected), 'Banking', 'Sales', 'Purchases', 'Time Tracking', 'e-Way Bills', 'GST Filing', 'Accountant', 'Reports', 'Documents', and 'Payroll'. The central area is titled 'All Items' and displays a table with columns: NAME, PURCHASE DESCRIPTION, PURCHASE RATE, DESCRIPTION, RATE, HSN/SAC, and USAGE UNIT. A note 'Goods and Services, if they have a price tag, put them here.' is present. A modal window for 'Zoho Inventory' is open, describing it as 'Advanced inventory management software that works seamlessly with Zoho Books.' It highlights features like tracking items based on serial numbers and batches, selling items across sales channels, and transferring items across warehouses, with a 'Learn More' button. The bottom status bar shows the URL 'https://books.zoho.in/app/60039340162#/home', search and file icons, system notifications, and the date/time '29-03-2025 07:58 PM'.

The screenshot shows the 'New Item' creation page in Zoho Books. The left sidebar has a navigation menu with options like Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configuration. The main form is titled 'New Item' and includes fields for Type (Goods or Service selected), Name (IT Consulting), Unit (Hrs), SAC (998313), Tax Preference (Taxable), and Sales/Purchase Information. The 'Sales Information' checkbox is checked. 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, a sidebar lists various modules: Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main area is titled 'Active Items' and displays a table with the following data:

	NAME	PURCHASE DESCRIPTION	PURCHASE RATE	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
<input type="checkbox"/>	Cybersecurity		₹0.00		₹10,000.00	998313	Hrs
<input type="checkbox"/>	Cloud Services		0		₹15,000.00	998313	Hrs
<input type="checkbox"/>	Web Maintainence		0		₹30,000.00	998313	Hrs
<input type="checkbox"/>	Software Development		0		₹20,000.00	998313	Hrs
<input type="checkbox"/>	IT Consulting		0		₹10,000.00	998313	Hrs

At the top of the main area, there is a message: "Verify your Zoho account to start invoicing your customers." and a "VERIFY ACCOUNT" button. The top navigation bar includes links for Bookmarks, Welcome rechargee..., Adobe Premier Pro..., Avid Media Compos..., Tamil Video Lesson, 100 Tamil Vocabulary..., E-Hentai Galleries..., [Layers Cafe] EROQ..., All Bookmarks, and TechPro Solutions.

Here we successfully added all the items that are:

1. IT Consulting.
2. Software Development
3. Web Maintainence
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 and dropdown menus:

- Primary Contact: Salutation (dropdown), First Name (Juniper Netv), Last Name (input field).
- Company Name: Juniper Networks (input field).
- Vendor Display Name*: Juniper Networks (dropdown).
- Vendor Email: junipernetworks@gmail.com (input field).
- Vendor Phone: Work Phone (dropdown), Mobile (input field).
- Other Details tab (selected): Address (input field), Contact Persons (input field), Bank Details (input field), Custom Fields (input field), Reporting Tags (input field), Remarks (input field).
- GST Treatment*: Registered Business - Regular (dropdown).
- GSTIN / UIN*: 33AAAAA0000A1Z5 (input field), with a link 'Get Taxpayer details'.
- PAN: AAAAAA0000A (input field).
- Source Of Supply*: [TN] - Tamil Nadu (dropdown).

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 (which is selected), Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, and Time Tracking. Below the menu is a search bar and a trending video notification.

The main content area displays the details for a vendor named "Randstad Technologies". The vendor has a balance of ₹0.00. The "Overview" tab is selected, showing basic information such as the company name, email (randstadtechnologies@gmail.com), and address. It also includes sections for "WHAT'S NEXT?", "ADDRESS", "Billing Address", "Shipping Address", "OTHER DETAILS", "Payables", and "Expenses". A "Comments" section is visible at the top right.

At the bottom of the page, there is a toolbar with icons for various applications like Microsoft Office, Google Sheets, and Google Slides, along with system status indicators for language (ENG IN), connectivity, battery, and date/time (08:19 PM, 29-03-2025).

This screenshot shows the Zoho Books interface displaying a list of active vendors. The left sidebar is identical to the previous screenshot, showing the "Vendors" category is selected. The main area is titled "Active Vendors" and lists five entries:

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
Randstad Technologies	Randstad Technologies	randstadtechnologies@gmail.com		Tamil Nadu	₹0.00	₹0.00
Comcast Telecom and Internet	Comcast Telecom and Internet	comcasttelecomandinternet@gmail.com		Tamil Nadu	₹0.00	₹0.00
IBM Cloud	IBM Cloud	ibmcould@gmail.com		Tamil Nadu	₹0.00	₹0.00
Amazon Web Services	Amazon Web Services	amazonwebservices@gmail.com		Tamil Nadu	₹0.00	₹0.00
Juniper Networks	Juniper Networks	junipernetworks@gmail.com		Tamil Nadu	₹0.00	₹0.00

Below the table, there is a button to "Update MSME Details" and a "New" button to add a new vendor. The bottom of the screen features a toolbar with 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 radio buttons for 'Organization' and '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: Search in Purchase Orders (/)

Trial expires in 14 days. [Subscribe](#) | TechPro Solutions | [+ Add](#) [Help](#) [Feedback](#) [Logout](#)

System tray: ENG IN 08:27 PM 29-03-2025

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

Books

Tax Exclusive [All Transaction Level](#)

Item Table

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

[Search SAC](#) [Update](#)

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

Activate Windows. Go to Settings to activate Windows.

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

System tray: ENG IN 08:27 PM 29-03-2025

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 Zoho Books interface for managing purchase orders. On the left, a navigation sidebar lists categories like Home, Items, Banking, Sales, Purchases (selected), and Purchase Orders (also selected). The main content area displays a purchase order for Juniper Network with the number PO-00001 and a value of ₹2,36,000.00. The status is listed as 'ISSUED'. To the right, a large preview window shows a generated PURCHASE ORDER document. The document header includes the vendor details: TechPro Solutions, Tamil Nadu, India, GSTIN 33AAAAA0000A15Z, and email sm8933997@gmail.com. The body of the document contains sections for 'Vendor Address' (Juniper Network, GSTIN 33AAAAA0000A15Z) and 'Deliver To' (Sandip Mohite, Tamil Nadu, India). The date of the document is 05/04/2023. At the top of the document, there is a blue ribbon banner with the word 'Issued'.

Activity 3: Direct Vendor Purchases Bills Creation:

Techpro Solutions availed the services from the below Suppliers:

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

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

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

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

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="%"/> <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="button" value="Delete"/>
<input type="radio"/> TDS <input type="radio"/> TCS Professional ... <input type="button" value="Delete"/>						-5,000.00 <input type="button" value="Delete"/>
Professional Fees 10% <input type="button" value="Delete"/>						0.00
<input type="button" value="Adjustment"/>						<input type="button" value="Delete"/>
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 a software application for managing financial bills. On the left, a sidebar menu includes Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills (selected), Payments Made, Recurring Bills, and Vendor Credits. The main area displays a list of bills:

Bill ID	Supplier	Amount
03	Amazon Web Service	₹54,000.00
02	IBM Cloud	₹1,08,000.00
01	Juniper Network	₹2,36,000.00

Details for IBM Cloud bill (Bill # 02):
OVERDUE BY 375 DAYS
TechPro Solutions
Tamil Nadu
India
GSTIN 33AAAAA0000A15Z
sm8933997@gmail.com

PDF view of the bill:

Show PDF View

BILL
Bill# 02
Balance Due
₹1,08,000.00

Bill Date : 05/04/2024
Due Date : 05/04/2024
Terms : Due On Receipt

Bill From
IBM Cloud
GSTIN 33AAAAA0000A15Z

#	Item & Description	Qty	Rate	Amount
---	--------------------	-----	------	--------

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 main form fields are:

- Customer Type:** Business (radio button selected)
- Primary Contact:** Salutation: Mr., Last Name: TechWise Solutions P.
- Company Name:** TechWise Solutions Pvt Ltd.
- Display Name:** TechWise Solutions Pvt Ltd.
- Email Address:** [empty]
- Phone:** [empty] (Work Phone)

Below the main form, there are several tabs: **Other Details** (selected), Address, Contact Persons, Custom Fields, Reporting Tags, and Remarks. Under **Other Details**, the following information is entered:

- GST Treatment:** Registered Business - Regular
- GSTIN / UIN:** 33AAAAA0000A15Z
- Business Legal Name:** [empty]
- Business Trade Name:** [empty]
- Place of Supply:** TN - Tamil Nadu
- PAN:** AAAAA0000A
- Tax Preference:** Taxable (radio button selected)

At the bottom of the form, there are 'Save' and 'Cancel' buttons. A message at the top right says: 'We've fine-tuned Zoho Books under the hood. When you find time, refresh this tab to experience the latest Zoho Books.' and 'Trial expires in 12 days. Subscribe'. The left sidebar lists various modules: Home, Items, Banking, Sales, Customers (selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, and Documents.

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, Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, and Documents. The 'Customers' option is selected.

The main area displays the details for 'ApexTech Consultants'. It includes sections for Overview, Comments, Transactions, Mails, and Statement. The Overview section shows a balance of \$0.00. Below this, there's a summary table for 'ApexTech Consultants' with columns for CURRENCY (USD - United States Dollar), OUTSTANDING RECEIVABLES (\$0.00), and UNUSED CREDITS (\$0.00). There's also a chart titled 'Income' showing revenue over the last 6 months.

On the right side, there's a message about activating Windows, a date (31/03/2025), and a note about an invoice being added.

This screenshot shows the 'Active Customers' list in Zoho Books. The sidebar is identical to the previous screenshot, with 'Customers' selected.

The main area lists four active customers: ApexTech Consultants, SmartTech Innovations Pvt Ltd, DigitalEdge Technologies PVT Ltd, and TechWise Solutions Pvt Ltd. Each entry includes the company name, email, work phone, place of supply, receivables (₹0.00), and unused credits (₹0.00).

At the bottom right, there's a message about activating Windows, a date (31/03/2025), and a note about an invoice being added.

Milestone 6: Sales

Activity 1: Sales Order Creation

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

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

To Create Sales Order from navigation panel go to :

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

The screenshot shows the 'New Sales Order' creation screen. The customer is set to 'DigitalEdge Technologies PVT Ltd'. The form includes fields for Sales Order#, Reference#, Sales Order Date (10/04/2023), Expected Shipment Date, Payment Terms (Due On Receipt), Delivery Method, and Salesperson. At the bottom are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'.

The screenshot shows the completed Sales Order screen. The item table lists 'IT Consulting' with a quantity of 100 Hrs and an amount of 10,00,000.00. Taxes listed are CGST9 [9%], SGST9 [9%], TDS, and TCS. The total amount is 11,80,000.00. The 'Customer Notes' field is empty. At the bottom are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'.

Activity 2: Sales Order to Sale Invoice Conversion

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

The screenshot shows the Zoho Books interface. On the left, a navigation panel is open with 'Sales Orders' selected. In the center, a sales order for 'DigitalEdge Solutions Pvt Ltd' (SO-00001) is displayed. The status is 'CONFIRMED'. A prominent button at the top right says 'Convert to Invoice'. Below the main view, a 'WHAT'S NEXT?' box suggests converting the sales order into packages, shipments, or invoices, with a 'Convert' button. At the bottom, a preview of the generated 'SALES ORDER' PDF is shown, which includes the company details: 'TechPro Solutions, Tamil Nadu, India, GSTIN 33AAAAA0000A15Z, sm8933997@gmail.com'. The PDF also shows the bill-to information: 'DigitalEdge Solutions Pvt Ltd, GSTIN 33AAAAA0000A15Z'. The overall status is 'NOT INVOICED'.

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: 33A4AAA0009A1S2

Place of Supply*: [TNI] - 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

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**

You can upload a maximum of 10 files. 10MB each.

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

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

The screenshot shows the Zoho Books application interface. On the left sidebar, under the 'Sales' category, there are links for Customers, Quotes, Sales Orders, Delivery Challans, and Invoices. The 'Invoices' link is highlighted with a blue background. The main content area displays an invoice for 'TechWise Solutions Pvt Ltd' with the number INV-000002. The total amount is ₹16,20,000.00. The invoice is marked as 'DRAFT'. The right side of the screen shows the detailed invoice information, including the company details (TechPro Solutions, Tamil Nadu, India, GSTIN 33AAAAA0000A15Z, sm8933997@gmail.com), the tax invoice header ('TAX INVOICE'), and the invoice table.

#	Item & Description	HSN/SAC	Qty	Rate	% CCST	% SGST	Amount
1	Web Maintenance	998313	50.00 Hrs	30,000.00	9% 1,35,000.00	9% 1,35,000.00	15,00,000.00

Activity 4: Recording of Export Invoice

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

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

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

New Invoice

Customer Name* ApexTech Consultants [Search](#) [USD](#)

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

GST Treatment: Overseas

Invoice* INV-00009 [Edit](#)

Order Number

Invoice Date* 20/04/2023 [Terms](#) Due On Receipt Due Date 20/04/2023

Salesperson [Select or Add Salesperson](#) I'll pay tax for this export as I do not have a Letter of Undertaking / Bond

Subject [Let your customer know what this invoice is for](#)

(As on 2023-04-20) 1 USD = 82.14227 INR

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

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

Activate Windows
[Go to Settings to activate Windows](#)
[Make Recurring](#) Total Amount: \$ 0.00 Total Quantity: 0

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

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

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

ITEM DETAILS

	QUANTITY	RATE Edit	TAX	AMOUNT
Cloud Service	50 Hrs	182.61	IGSTO [0%]	9,130.50
Recent Transactions				
Type or click to select an item.	1.00	0.00	Select a Tax	0.00

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

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

Sub Total 9,130.50

Discount: 0 % 0.00

IGSTO [0%] 0.00

TDS TCS Select a Tax - 0.00

Adjustment 0.00

Total (\$) 9,130.50

Terms & Conditions Attach File(s) to Invoice

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

Activate Windows
[Go to Settings to activate Windows](#)
[Make Recurring](#) Total Amount: \$ 9,130.50 Total Quantity: 50

Activity 5: Reconciliation of Open Invoices

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

Milestone 7: Bank Account

Activity 1: Adding Bank Account

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

Home
Items
Banking
Sales
Purchases
Time Tracking
e-Way Bills
GST Filing
Accountant
Reports
Documents
Payroll

Add Bank or Credit Card

Select Account Type* Bank Credit Card

Account Name*

Account Code

Currency*

Account Number

Bank Name

IFSC

Description

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 'Create Account' dialog box in the Zoho Books interface. The 'Account Type*' dropdown is set to 'Other Current Liability'. The 'Account Name*' field contains 'Salary Payable'. A tooltip for 'Liability' defines it as 'Any short term liability like: Customer Deposits, Tax Payable'. The 'Description' field is set to 'Max. 500 characters'. There is a checkbox for 'Add to the watchlist on my dashboard' which is unchecked. At the bottom are 'Save' and 'Cancel' buttons. To the right of the dialog, a list of other accounts is visible, including 'Input Tax Credits', 'Input IGST', 'Input CGST', 'Input SGST', 'Advance Tax', 'Undeposited Funds', 'Petty Cash', 'ICICI Bank-001', 'Accounts Receivable', 'Furniture and Equipment', and 'Salary Payable'. Below the list, there is an 'Activate Windows' message: '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			

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 displays a table with two rows of expense entries. 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", status "NON-BILLABLE", amount €5,000.00. The second row is for "Rent Expense" dated 30/04/2023, paid through "Rent Payable", status "NON-BILLABLE", amount €2,36,000.00. A search bar at the top says "Search in Expenses //". The top right shows trial information and a "Subscribe" button. A "New" button is in the top right corner of the main table area.

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. On the left, there's a sidebar with various icons. In the center, it displays 'ICICI Bank-001' with a balance of 'Amount in Zoho Books ₹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. Other options include Vendor Advance, Vendor Payment, Transfer To Another Account, Card Payment, Owner Drawings, Credit Note Refund, Payment Refund, and 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 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 managing bank accounts. On the left, the 'ICICI Bank-001' account is selected, showing an amount of ₹0.00 in Zoho Books. A modal window titled 'Vendor Payment' is open, prompting for vendor information (Amazon Web Services), payment number (1), amount (INR 54000), date (10/04/2023), and reference (Bank Transfer). The payment is described as 'Payment Made against bills'. Below the modal, a 'Bill Details' section shows an outstanding amount of ₹54,000.00 due on 05/04/2023.

For Customer Payment:

The screenshot shows the Zoho Books interface for managing bank accounts. On the left, the 'ICICI Bank-001' account is selected, showing an amount of ₹-54,000.00 in Zoho Books. A modal window titled 'Customer Payment' is open, prompting for customer information (DigitalEdge Technologies PVT Ltd), amount received (INR 1180000), date (15/04/2023), and reference (Bank Transfer). The payment is described as 'Amount Received Against Invoice'. Below the modal, an 'Invoice Details' section shows an invoice number INV-000001.

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

Export As

Balance Sheet

Basis: Accrual

As of 30/04/2023

Add Temporary Note

Collapse all | Expand All

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

Activity 3: GST Reports

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

