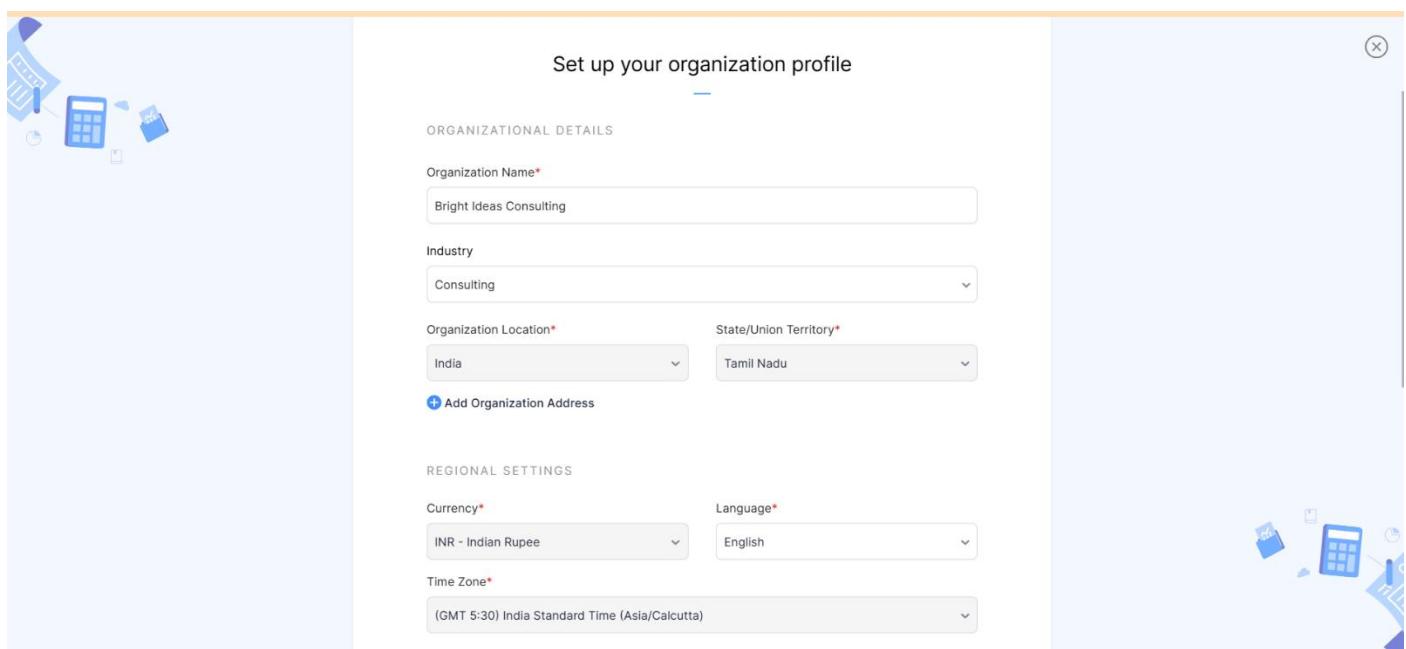
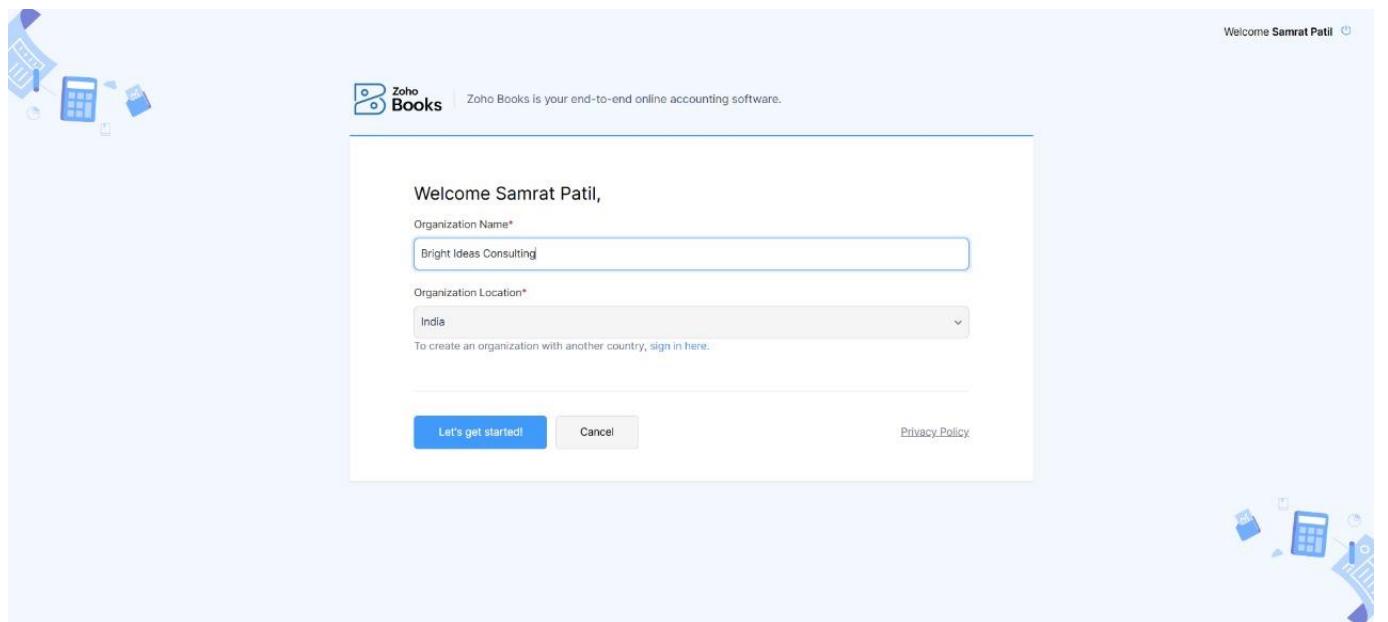


- **Milestone 1: Set up your account**

## 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 the user Samrat Patil from Bright Ideas Consulting. The dashboard features a sidebar with various financial management options like Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main area displays key financial metrics: Total Receivables (₹0.00) and Total Payables (₹0.00), both showing current and overdue amounts. Below these, a Cash Flow chart is shown for the fiscal year, indicating zero cash as of April 1, 2024. The interface is in English, with a note that it's available in other languages like Tamil, Malayalam, Kannada, Marathi, and Telugu.

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 interface. The 'Type' field is set to 'Service'. The 'Name' field contains '1. Management Consulting'. The 'Unit' field is set to 'Hrs'. The 'SAC' field contains '998311'. The 'Tax Preference' field is set to 'Taxable'. Under 'Sales Information', the 'Selling Price' is 'INR 1000' and the 'Account' is 'Sales'. Under 'Purchase Information', the 'Cost Price' is 'INR' and the 'Account' is 'Cost of Goods Sold'. There are also fields for 'Description' and 'Preferred Vendor'. 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

The screenshot shows the 'Active Items' list with one item: '1. Management Consulting'. The item has a value of ₹1,000.00. The 'Overview' tab is selected, displaying details like Item Type (Sales Items (Service)), SAC (998311), Unit (Hrs), and Sales Information (Selling Price: ₹1,000.00, Sales Account: Sales). The 'Transactions' and 'History' tabs are also present.

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:

**New Item**

The screenshot shows the 'New Item' dialog box. On the left is a sidebar with navigation links: Home, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The 'Items' link is highlighted with a blue bar.

**Item Details:**

- Type: Service (selected)
- Name\*: Financial Consulting
- Unit: Hrs
- SAC: 998311
- Tax Preference\*: Taxable

**Sales Information:**

- Selling Price\*: INR 1000
- Cost Price: INR 0
- Account\*: Sales
- Description: Cost of Goods Sold

**Purchase Information:**

- Description: Preferred Vendor

**Buttons:** Save, Cancel

### 3. Human Resources (HR) Consulting

**Edit Item**

The screenshot shows the 'Edit Item' dialog box. The sidebar on the left is identical to the 'New Item' dialog.

**Item Details:**

- Type: Service (selected)
- Name\*: Human Resources (HR) Consulting
- Unit: Hrs
- SAC: 998311
- Tax Preference\*: Taxable

**Sales Information:**

- Selling Price\*: INR 1000
- Cost Price: INR 0
- Account\*: Sales
- Description: Select an account

**Purchase Information:**

- Description: Preferred Vendor

**Buttons:** Save, Cancel

### 4. Legal Consulting;

**New Item**

The screenshot shows the 'New Item' dialog box. The sidebar on the left is identical to the 'New Item' dialog.

**Item Details:**

- Type: Service (selected)
- Name\*: Legal Consulting
- Unit: Hrs
- SAC: 998311
- Tax Preference\*: Taxable

**Sales Information:**

- Selling Price\*: INR 1000
- Cost Price: INR 0
- Account\*: Sales
- Description: Cost of Goods Sold

**Purchase Information:**

- Description: Preferred Vendor

**Buttons:** Save, Cancel

## Activity 2: Review of Items after Addition

Active Items <span>▼</span>						
	NAME	PURCHASE DESCRIPTION	PURCHASE RATE	DESCRIPTION	RATE	HSN/SAC
<input type="checkbox"/>	Legal Consulting		₹0.00	₹1,000.00	998311	Hrs
<input type="checkbox"/>	Human Resources (HR) Consulting		₹0.00	₹1,000.00	998311	Hrs
<input type="checkbox"/>	Financial Consulting		₹0.00	₹1,000.00	998311	Hrs
<input type="checkbox"/>	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

The screenshot shows the 'New Vendor' creation interface. The left sidebar has a 'Vendors' button highlighted in blue. The main form is titled 'New Vendor' with a sub-instruction 'Fetch Vendor Details From GSTN >'. It contains fields for Primary Contact (Salutation dropdown, 'Randstad Technologi...', Last Name), Company Name ('Randstad Technologies Pvt Ltd'), Display Name ('Randstad Technologies'), Email Address, Phone (Work Phone, Mobile), and Other Details tab (GST Treatment dropdown 'Registered Business - Regular', GSTIN / UIN '33AAAAA0000A15A', Source of Supply dropdown '[TN] - Tamil Nadu'). At the bottom are 'Save' and 'Cancel' buttons.

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

#### 2. Amazon Web Services

The screenshot shows the 'New Vendor' creation interface. The left sidebar has a 'Vendors' button highlighted in blue. The main form is titled 'New Vendor' with a sub-instruction 'Fetch Vendor Details From GSTN >'. It contains fields for Primary Contact (Salutation dropdown, 'Amazon Web Service...', Last Name), Company Name ('Raj Kamal External Consulting'), Display Name ('Raj Kamal External Consulting'), Email Address, Phone (Work Phone, Mobile), and Other Details tab (GST Treatment dropdown 'Unregistered Business', Source of Supply dropdown '[TN] - Tamil Nadu'). At the bottom are 'Save' and 'Cancel' buttons.

#### 3. Raj Kamal External Consulting

## 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			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:

1. 05-04-2023 Randstad Technologies – Office Equipment - Qty 20 @ Rs.10,000/- each GST @ 18%

**New Purchase Order**

Vendor Name\*: Randstad Technologies  INR

BILLING ADDRESS SHIPPING ADDRESS  
+ New 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  Customer  
Samrat Patil   
Tamil Nadu  
India,   
Change destination to deliver

Save as Draft  Save and Send  Cancel

Template: Standard Template' Change

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**  Bulk Actions

ITEM DETAILS	ACCOUNT	QUANTITY	RATE <input type="button"/>	TAX	AMOUNT
Office Equipment	Furniture and Equipment <input type="button"/>	20	10000 <input type="button"/>	GST18 [18%] <input type="button"/> <input type="checkbox"/> Eligible For ITC <input type="button"/>	2,00,000.00 <input type="button"/>
SERVICE SAC: <input type="button"/> Update					

Add New Row  Add Items in Bulk

**Sub Total**  
Total Quantity : 20 2,00,000.00

Discount  0 %  0.00

Save as Draft  Save and Send  Cancel

Template: Standard Template' Change

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: 33AAAA0000A15Z

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

Cost of Goods Sold	1.00	50000	GST18 [18%]	Select Customer	50,000.00
SERVICE SAC: Update			Eligible For ITC		
<b>Add New Row</b>					
<b>Sub Total</b> 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					
<b>Total ( ₹ )</b> 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

The screenshot shows the 'New Bill' creation interface in Zoho Books. The vendor name is set to 'Raj Kamal External Consulting'. The bill amount is listed as '1,00,000/-'. Other fields include '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', and a checkbox for reverse charge which is unchecked. The template is set to 'Standard Template'.

The screenshot shows the completed 'ITEM DETAILS' section of the bill. It lists 'Consultancy Services' as the item, 'Subcontractor' as the account, '1.00' as the quantity, '100000' as the rate, and 'Select a Tax' as the tax. The total amount is listed as '1,00,000.00'. Below this, there are sections for 'Sub Total', 'Discount', 'TDS/TCS', 'Adjustment', and 'Total (₹)'. The total remains at '1,00,000.00'. The notes section is empty, and there is an option to attach files.

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 the Zoho Books interface for managing bills. On the left sidebar, under the 'Bills' category, there are three bills listed as 'OVERDUE BY 685 DAYS':

- Raj Kamal External Consulting: ₹1,00,000.00, Due Date: 10/04/2023
- Amazon Web Services: ₹59,000.00, Due Date: 10/04/2023
- Randstad Technologies: ₹2,36,000.00, Due Date: 05/04/2023

A modal window is open for the first bill, showing the following details:

**BILL**  
Bill# 03  
Balance Due ₹1,00,000.00  
Bill Date: 10/04/2023  
Due Date: 10/04/2023  
Terms: Due On Receipt

The bill is labeled 'Overdue' in the top right corner of the modal.

# • Milestone 5: Customers

## Activity 1: Customers Creation:

### 1. TechWise Solutions Pvt Ltd :

New Customer  
Fetch Customer Details From GSTN >

Customer Type  Business  Individual

Primary Contact  Salutation  TechWise Solutions P  Last Name

Company Name: TechWise Solutions Pvt Ltd

Display Name\*  TechWise Solutions Pvt Ltd

Email Address

Phone  Work Phone  Mobile

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

GST Treatment\* Registered Business - Regular

GSTIN / UIN  \* 33AAAAA0000A15A Get Taxpayer details

Business Legal Name

**Save** **Cancel**

GSTIN / UIN  \* 33AAAAA0000A15A Get Taxpayer details

Business Legal Name

Business Trade Name

Place of Supply\* TN - Tamil Nadu

PAN  AAAAA0000A

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

**Save** **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

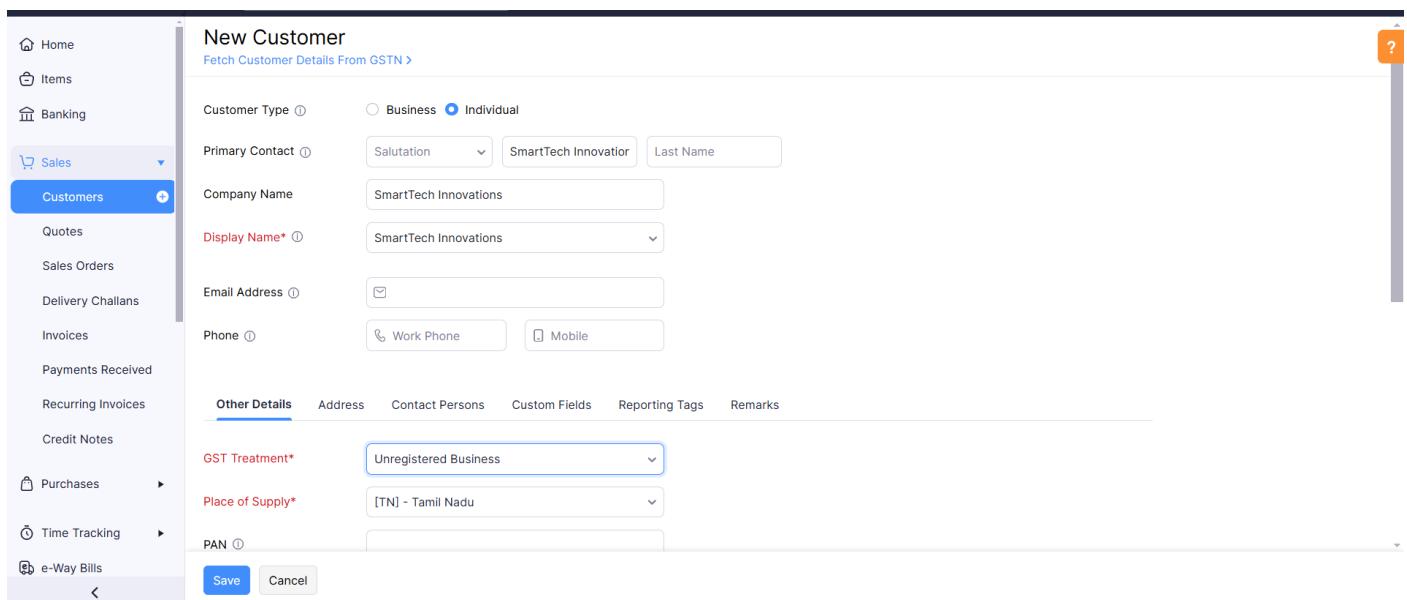
**Other Details** [Address](#) [Contact Persons](#) [Custom Fields](#) [Reporting Tags](#) [Remarks](#)

GST Treatment\*: Unregistered Business

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

PAN:

**Save** **Cancel**



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

PAN:

Tax Preference\*:  Taxable  Tax Exempt

Currency: INR- Indian Rupee

Opening Balance: INR

Payment Terms: Due On Receipt

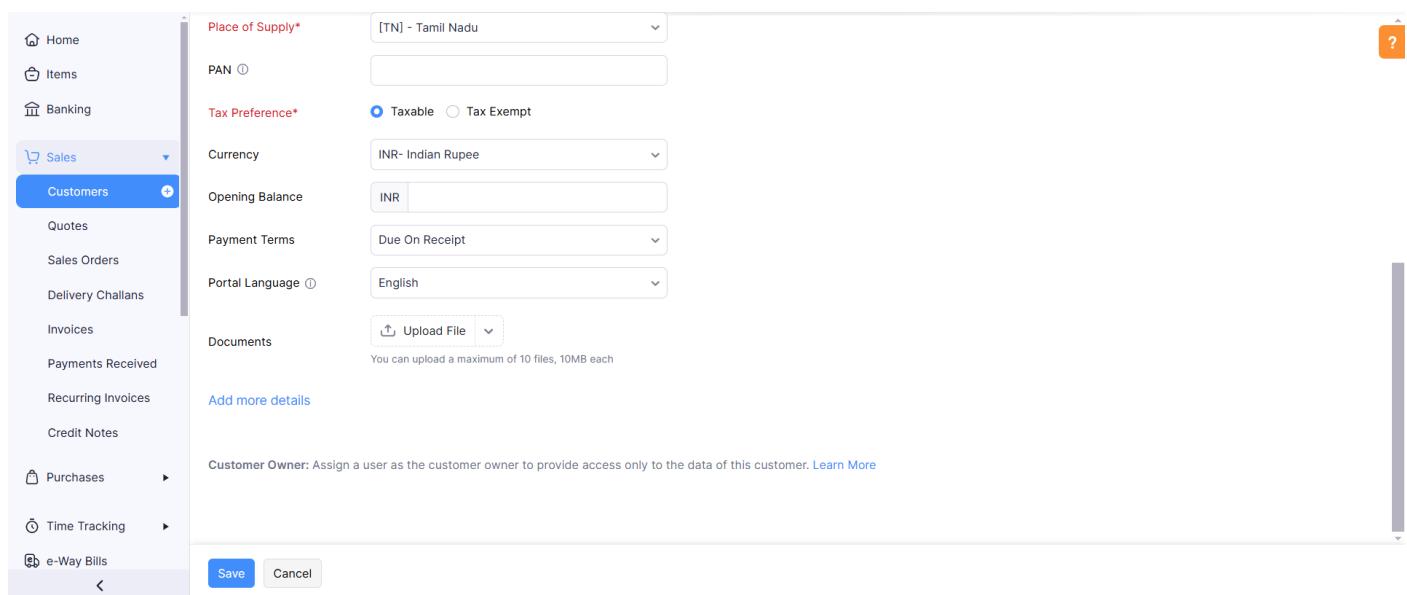
Portal Language: English

Documents:  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

**Books** Search in Customers ( / ) You are currently in the... Upgrade | Bright Ideas Cons... | + | ? | New Transaction | More | X

Home Items Banking Sales Customers Quotes Sales Orders Delivery Challans Invoices Payments Received Recurring Invoices Credit Notes Purchases Time Tracking e-Way Bills

Active C... + : SmartTech Innovations Overview Comments Transactions Mails Statement

SmartTech Innovations ₹0.00

DigitalEdge Technologies PVT Ltd ₹0.00

TechWise Solutions Pvt Ltd ₹0.00

**SmartTech Innovations**

SmartTech Innovations Invite to Portal

**ADDRESS**

Billing Address No Billing Address - + New Address

Shipping Address No Shipping Address - + New Address

**OTHER DETAILS**

Customer Type Individual Default Currency INR GST Treatment Unregistered Business Place of Supply Tamil Nadu Tax Preference Taxable

**WHAT'S NEXT?**

Create an invoice or a quote and send it to your customer.

New Invoice New Quote

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

Payment due period Due On Receipt

**Receivables**

CURRENCY	OUTSTANDING RECEIVABLES	UNUSED CREDITS
INR- Indian Rupee	₹0.00	₹0.00

Enter Opening Balance

Income This chart is displayed in the organization's base currency. Last 6 Months | Accrual

5 K  
4 K  
₹.00

**Books** Search in Customers ( / ) You are currently in the... Upgrade | Bright Ideas Cons... | + | ? | New | : | ?

Home Items Banking Sales Customers Quotes Sales Orders Delivery Challans Invoices Payments Received Recurring Invoices Credit Notes Purchases Time Tracking e-Way Bills

Active Customers

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

[https://books.zoho.in/app/v/2017000544#/customers/filter\\_by=Static Active&order=name+25&sort=column-created\\_time&report\\_id=1](https://books.zoho.in/app/v/2017000544#/customers/filter_by=Static Active&order=name+25&sort=column-created_time&report_id=1)

# • Milestone 6: Sales

## Activity 1: Sales Order Creation

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

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

The screenshot shows the 'New Sales Order' creation interface. The left sidebar is a navigation menu with options like Home, Items, Banking, Sales (selected), Customers, Quotes, Sales Orders (selected), Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main form has fields for Customer Name (TechWise Solutions Pvt Ltd), BILLING ADDRESS (+ New Address), SHIPPING ADDRESS (+ New Address), GST Treatment (Registered Business - Regular), GSTIN (33AAAAA0000A15Z), Place of Supply ([TN] - Tamil Nadu), Sales Order# (SO-00001), Reference#, Sales Order Date (10/04/2023), and Expected Shipment Date. At the bottom are Save as Draft, Save and Send, and Cancel buttons. A note at the bottom right says Total Amount: ₹ 1,18,000.00 and Total Quantity: 100.

The screenshot shows the Sales Order details page for the entry created above. The left sidebar is identical to the previous screenshot. The main area displays the sales order line item: Financial Consulting (100 Hrs, 1000 GST18 [18%], 1,00,000.00). Below it is a Sub Total row showing 1,00,000.00. The tax breakdown includes CGST9 [9%] (9,000.00) and SGST9 [9%] (9,000.00). It also shows TDS (0.00) and TCS (0.00). The total amount is listed as 1,18,000.00. A note at the bottom right says Total Amount: ₹ 1,18,000.00 and Total Quantity: 100.

## Activity 2: Sales Order to Sale Invoice Conversion

The screenshot shows the Zoho Books interface. On the left, the sidebar is open with the 'Sales' section selected, showing options like Sales Orders, Invoices, and Payments Received. The main area displays a Sales Order for 'TechWise Solutions Pvt Ltd' with a total amount of ₹1,18,000.00. The status is 'CONFIRMED'. A large blue button at the top right says '+ New' and a sub-menu shows 'All Sales Or...'. Below the Sales Order, there's a message: 'WHAT'S NEXT? Convert the sales order into packages, shipments, or invoices.' with a 'Convert' button. The 'Invoice Status' is listed as 'NOT INVOICED'. To the right, a preview of the generated 'SALES ORDER' document is shown, which includes the customer details, bill to address, ship to address, and order date (10/04/2023). The document is labeled 'Confirmed'.

## Activity 3: Direct Sale Invoices

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

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

The screenshot shows the Zoho Books interface for creating a new invoice. The sidebar is open with the 'Sales' section selected. The main form is titled 'New Invoice' and contains fields for Customer Name (SmartTech Innovations), Billing Address, Shipping Address, GST Treatment (Unregistered Business), Place of Supply ([TN] - Tamil Nadu), Invoice# (INV-000002), Order Number, Invoice Date (15/04/2023), Terms (Due On Receipt), Due Date (15/04/2023), and Salesperson (Select or Add Salesperson). At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. The total amount is listed as ₹ 2,36,000.00 and the total quantity as 200. Below this, the invoice details are reviewed, showing a Sub Total of 2,00,000.00, a Discount of 0, CGST of 18,000.00, SGST of 18,000.00, and a Total of ₹ 2,36,000.00.

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

**New Invoice**

**Customer Name\***: DigitalEdge Technologies PVT Ltd

**BILLING ADDRESS**: + New Address

**SHIPPING ADDRESS**: + New Address

**GST Treatment**: Registered Business - Regular

**GSTIN**: 33AAAAA0000A152

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

**Invoice#\***: INV-000003

**Order Number**:

**Invoice Date\***: 15/04/2023

**Terms**: Due On Receipt

**Due Date**: 15/04/2023

**Salesperson**: Select or Add Salesperson

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

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

**Legal Consulting**

	300 Hrs	1000	GST18 [18%]	3,00,000.00
Add a description to your item		Recent Transactions		
<b>SERVICE SAC: 998311</b>				
Type or click to select an item.	1.00	0.00	GST18 [18%]	0.00

**Sub Total**: 3,00,000.00

**Discount**: 0 % 0.00

**CGST9 [9%]**: 27,000.00

**SGST9 [9%]**: 27,000.00

**TDS** (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-000003**

DigitalEdge Technologies P.. ₹ 3,54,000.00 INV-000003 + 15/04/2023 OVERDUE BY 661 DAYS

SmartTech Innovations ₹ 2,36,000.00 INV-000002 + 15/04/2023 OVERDUE BY 661 DAYS

TechWise Solutions Pvt Ltd ₹ 1,18,000.00 INV-000001 + 10/04/2023 + SO-00001 OVERDUE BY 686 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.

**Bright Ideas Consulting**

Bill To: DigitalEdge Technologies PVT Ltd  
GSTIN: 33AAAAA0000A152

Ship To: GSTIN: 33AAAAA0000A152

**TAX INVOICE**

#	Item & Description	HSN/SAC	Qty	Rate	COST	SGST	Amount
---	--------------------	---------	-----	------	------	------	--------

## Activity 4: Reconciliation of Open Invoices

The screenshot shows the Zoho Books application interface. The left sidebar has a 'Sales' section selected, with 'Invoices' highlighted. The main area displays a table titled 'All Invoices' with three rows of data. The columns are: DATE, INVOICE#, ORDER NUMBER, CUSTOMER NAME, STATUS, DUE DATE, AMOUNT, and BALANCE DUE.

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
15/04/2023	INV-000003		DigitalEdge Technologies PVT Ltd	OVERDUE BY 681 DAYS	15/04/2023	₹3,54,000.00	₹3,54,000.00
15/04/2023	INV-000002		SmartTech Innovations	OVERDUE BY 681 DAYS	15/04/2023	₹2,36,000.00	₹2,36,000.00
10/04/2023	INV-000001	SO-00001	TechWise Solutions Pvt Ltd	OVERDUE BY 666 DAYS	10/04/2023	₹1,18,000.00	₹1,18,000.00

The URL in the browser address bar is: [https://books.zoho.in/app/6003799644#/invoices?filter\\_by\\_Status>All](https://books.zoho.in/app/6003799644#/invoices?filter_by_Status>All).

## • Milestone 7: Bank Account

### Activity 1: Adding Bank Account

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

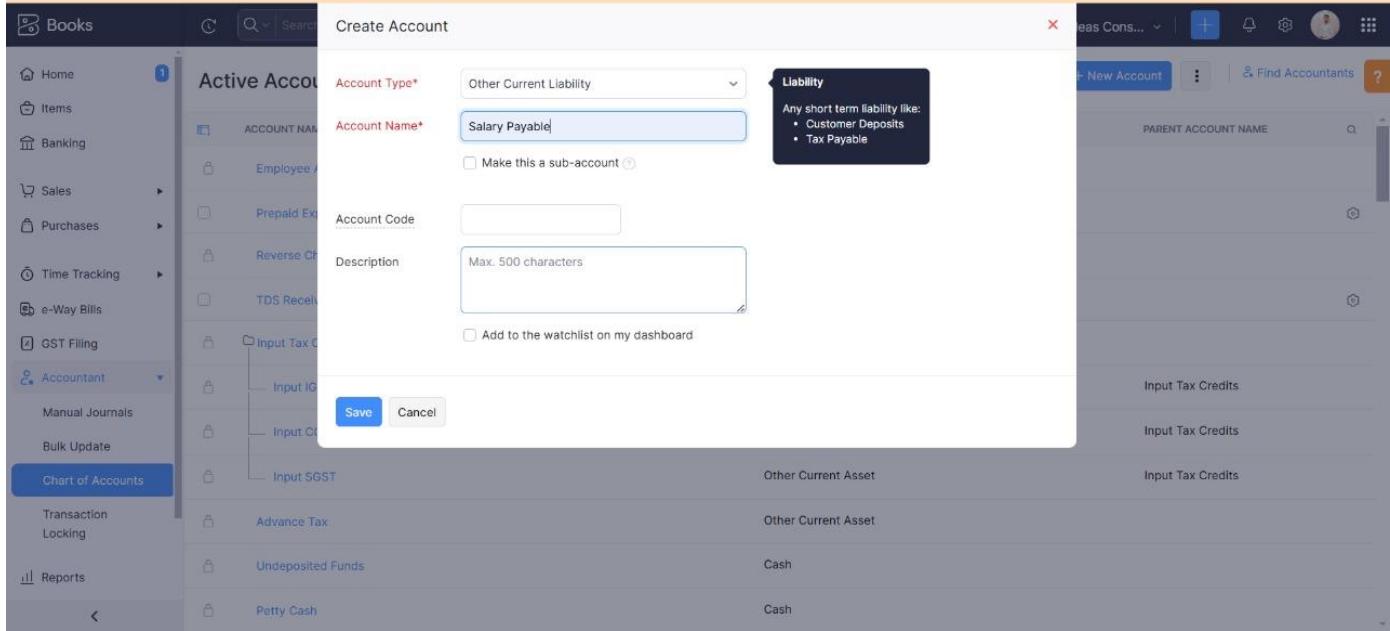
The screenshot shows a software application interface for managing bank accounts. On the left, there's a sidebar with various menu items: Home, Items, Banking (which is highlighted in blue), Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. At the top, there's a search bar labeled "Search in Banking ( / )". The main area is titled "Add Bank or Credit Card". It contains several input fields: "Account Name\*" with the value "ICICI BANK- 001", "Account Code" (empty), "Currency\*" with the value "INR", "Account Number" with the value "000001", "Bank Name" with the value "ICICI BANK", "IFSC" (empty), and a "Description" field with the placeholder "Max. 500 characters". Below these fields is a checkbox labeled "Make this primary" which is currently unchecked. At the bottom of the form are two buttons: a blue "Save" button and a grey "Cancel" button.

## • 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



# • 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 30<sup>th</sup> April 2023.

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salaries and Employee Wages	Description	Select Contact	100000	
ICICI BANK- 001	Description	Select Contact		100000

**Sub Total** 1,00,000.00 1,00,000.00

**Total (₹)** 1,00,000.00 1,00,000.00

**Difference** 0.00

**Attachments**

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

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

# Milestone 10: Expense & Bills

## Activity 1: Expense & Bills Entry

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

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

This screenshot shows the 'Record Expense' form. The 'Date\*' field is set to 30/04/2023. The 'Expense Account\*' dropdown is set to 'Rent Expense'. The 'Amount\*' field shows 'INR 100000'. The 'Paid Through\*' dropdown shows 'ICICI BANK- 001'. The 'Expense Type\*' radio buttons are selected for 'Services'. The 'GST Treatment\*' dropdown is set to 'Registered Business - Regular'. The 'Vendor GSTIN\*' field contains '33AAAAA0000A15Z'. There is a note to 'Get Taxpayer details'. The right panel has a placeholder for 'Drag or Drop your Receipts' with a maximum file size of 10MB, and a 'Upload your Files' button.

This screenshot shows the 'Record Expense' form with tax details. The 'Tax\*' dropdown is set to 'GST18 [18%]' with a note that 'Tax Amount = 18000.00 INR'. The 'Amount Is' radio buttons are selected for 'Tax Exclusive'. The 'Invoice#\*' field contains '001'. The 'Notes' field is empty. The 'Customer Name' dropdown is set to 'Select or add a customer'. The 'Reporting Tags' section is empty. The bottom buttons are 'Save (alt+s)', 'Save and New (alt+n)', and 'Cancel'.

This screenshot shows the 'Expense Details' view for the recorded expense. It displays the message 'The expense has been recorded.' The expense summary is 'All Expenses' with a total of '₹1,18,000.00' on '30/04/2023'. The expense details include:

- 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

The right panel has a placeholder for 'Drag or Drop your Receipts' with a maximum file size of 10MB, and a 'Upload your Files' button.

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

The screenshot shows the 'Record Expense' page in Zoho Books. The left sidebar lists various financial categories like Home, Items, Banking, Sales, Purchases, Vendors, Expenses, Purchase Orders, Bills, Payments Made, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, and Accountant. The main form has the following details:

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

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

After recording the Expense Entries:

The screenshot shows the 'Expense Details' page for the recorded expense. The left sidebar is identical to the previous screenshot. The main area displays the following information:

- All Expenses: +New
- Expense Details:
  - Other Expenses ₹5,000.00 on 30/04/2023
  - Rent Expense ₹1,18,000.00 on 30/04/2023
- Expense Amount: ₹5,000.00 on 30/04/2023
- NON-BILLABLE
- Other Expenses
- Paid Through: Petty Cash
- GST Treatment: Unregistered Business
- Source of Supply: Tamil Nadu
- Destination of Supply: Tamil Nadu

At the bottom is a 'Journal' link.

## • Milestone 11: Bank Entries

The Below are the Bank Transactions occurred during the month:

01-04-2023 Capital Deposit

This screenshot shows the Zoho Books Banking module interface. At the top, it displays "ICICI BANK- 001" and "Account Number: xxxx0001". A summary box on the left indicates an amount of "₹-1,18,000.00" in "Amount in Zoho Books". The main area shows a single transaction listed under "All Transactions In Zoho Books". The transaction details are: Date: 30/04/2023, Reference#: 001, Type: Rent Expense, Status: Manually Added, Deposits: ₹1,18,000.00, Withdrawals: ₹-1,18,000.00, and Running Balance: ₹-1,18,000.00.

10-04-2023 Petty Cash Withdrawl

This screenshot shows the Zoho Books Banking module interface. It displays a transaction from "ICICI BANK- 001" with an account number of "xxxx0001". The summary box shows an amount of "₹-18,000.00" in "Amount in Zoho Books". The main transaction table shows two entries: one for a rent expense on 30/04/2023 and another for an owner's contribution on 01/04/2023. On the right side, a modal dialog titled "Transfer To Another Account" is open. This dialog contains fields for "From Account\*" (set to "ICICI BANK- 001"), "To Account\*" (set to "Petty Cash"), "Date\*" (set to "10/04/2023"), "Amount\*" (set to "INR 10000"), and a "Description" field ("Max. 500 characters"). There is also an "Attachments" section with a "Upload File" button.

## 12-04-2023 Amount received from Techwise Solutions

The screenshot shows the Zoho Books application interface. On the left, the bank statement for 'ICICI BANK- 001' is displayed, showing a balance of ₹-28,000.00. On the right, a 'Customer Payment' form is open for 'TechWise Solutions Pvt Ltd' with an amount of ₹118000.00.

Date	Reference#	Type	Status	Deposits	Withdrawals	Running Balance
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹-28,000.00	₹90,000.00
10/04/2023		Transfer Fund	Manually Added	₹10,000.00	₹90,000.00	
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00	₹1,00,000.00	

**Customer Payment Form:**

- Customer\***: TechWise Solutions Pvt Ltd
- Amount Received\***: INR 118000.00
- Bank Charges (if any)**: (empty)
- Date\***: 12/04/2023
- Payment #\***: 1
- Reference#**: (empty)
- Received Via**: Bank Transfer
- Description**: Max. 500 characters
- Retained Tax?**: (checkbox)

## 20-04-2023 Amount received from Smart Tech Innovations

The screenshot shows the Zoho Books application interface. On the left, the bank statement for 'ICICI Bank-001' is displayed, showing a balance of ₹90,000.00. On the right, a 'Customer Payment' form is open for 'SmartTech Innovations' with an amount of ₹236000.00.

Date	Reference#	Type	Status	Deposits	Withdrawals	Running Balance
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00	₹1,00,000.00	
10/04/2023		Transfer Fund	Manually Added	₹10,000.00	₹90,000.00	
12/04/2023		Customer Payment Customer: TechWise Solutions Pvt Ltd	Manually Added	₹1,18,000.00	₹2,08,000.00	
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹90,000.00	

**Customer Payment Form:**

- Customer\***: SmartTech Innovations
- Amount Received\***: INR 236000.00
- Bank Charges (if any)**: (empty)
- Date\***: 20/04/2023
- Payment #\***: 2
- Reference#**: (empty)
- Received Via**: Bank Transfer
- Description**: Max. 500 characters
- Retained Tax?**: (checkbox)

## 25-04-2023 Paid to Rand Stand Technologies

The screenshot shows the Zoho Books interface. On the left, the bank account 'ICICI BANK- 001' is selected, showing a balance of ₹3,26,000.00. The main area displays a list of transactions, including a payment to 'Rand Stand Technologies' on 25/04/2023 for ₹236,000.00. On the right, a 'Vendor Payment' dialog is open, filled with the details of the payment.

Field	Value
Vendor*	Randstad Technologies
Payment #*	1
Amount*	INR 236000
Date*	25/04/2023
Reference#	
Paid Via	Bank Transfer
Description	Max. 500 characters

## 25-04-2023 Paid to Amazon Web Services

The screenshot shows the Zoho Books interface. On the left, the bank account 'ICICI BANK- 001' is selected, showing a balance of ₹90,000.00. The main area displays a list of transactions, including a payment to 'Amazon Web Services' on 25/04/2023 for ₹59,000.00. On the right, a 'Vendor Payment' dialog is open, filled with the details of the payment.

Field	Value
Vendor*	Amazon Web Services
Payment #*	2
Amount*	INR 59000
Date*	25/04/2023
Reference#	
Paid Via	Bank Transfer
Description	Max. 500 characters

## 25-04-2023 Amount received from DigitalEdge Technologies

The screenshot shows the Zoho Books interface for a customer payment. The left sidebar displays the account summary for ICICI BANK- 001, showing an amount of ₹31,000.00 in Zoho Books. The main dashboard shows 0 Uncategorized Transactions and All Transactions In Zoho Books. A transaction table lists several entries, including a payment to Vendor: Amazon Web Services on 25/04/2023 and a payment to Vendor: Randstad Technologies on 25/04/2023. On the right, a modal window titled "Customer Payment" is open, allowing the entry of payment details. The "Customer\*" field is set to DigitalEdge Technologies PVT Ltd, "Amount Received\*" is INR 354000.00, and the "Date\*" is 25/04/2023.

## 25-04-2023 Paid To RajKamal External Consulting

The screenshot shows the Zoho Books interface for an expense transaction. The left sidebar displays the account summary for ICICI BANK- 001, showing an amount of ₹3,85,000.00 in Zoho Books. The main dashboard shows 0 Uncategorized Transactions and All Transactions In Zoho Books. A transaction table lists several entries, including a payment to Vendor: DigitalEdge Technologies PVT Ltd on 25/04/2023 and a payment to Vendor: Amazon Web Services on 25/04/2023. On the right, a modal window titled "Expense" is open, allowing the entry of expense details. The "Expense Account\*" is Salaries and Employee Wages, "Expense Type\*" is Services, and the "Date\*" is 30/04/2023. The "Amount\*" is INR 100000, and the "Vendor" is Unregistered Business.

## 30-04-2023 Salary Paid

ICICI Bank-001 Amount in Zoho Books: ₹2,85,000.00

Dashboard    0 Uncategorized Transactions    All Transactions

Date	Reference	Type	Status	Deposits	Withdrawals	Running Balance
25/04/2023		Payment	Manually Added	₹1,00,000.00	₹4,03,000.00	
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹2,85,000.00	

Add Transaction Add Transaction

Expense

Expense Account\* Salaries and Employee Wages

Expense Type\* Goods Services

Date\* 30/04/2023

SAC

Amount\* INR 100000

Vendor

GST Treatment\* Unregistered Business

Source of Supply\* [TN] - Tamil Nadu

Destination of Supply\* [TN] - Tamil Nadu

Reverse Charge  This transaction is applicable for reverse charge

Save Cancel

# • Milestone 12: Financial Reports:

## Activity 1: Profit and Loss Account

The screenshot shows a software interface for generating financial reports. At the top, there's a navigation bar with icons for Home, Business Overview, and a search/filter section. The search section includes fields for Date Range (Custom), Report Basis (Accrual), More Filters, Run Report, and Export options.

The main content area displays a report titled "Profit and Loss" for "Bright Ideas Consulting". The report is based on an Accrual basis, covering the period from 01/04/2023 to 30/04/2023. The report table has columns for ACCOUNT and TOTAL.

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

## Bright Ideas Consulting

### Profit and Loss

Basis: Accrual

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

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

## Activity 2: Balance Sheet

# Bright Ideas Consulting

## Balance Sheet

Basis: Accrual

As of 19/02/2025

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

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

\*\*Amount is displayed in your base currency INR

## Activity 3 GSTR- 3B

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

Filters : Date Range : Custom Run Report

Bright Ideas Consulting  
**GSTR-3B Summary**  
From 01/04/2023 To 30/04/2023

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

Nature of Supply	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	₹6,00,000.00	₹0.00	₹54,000.00	₹54,000.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹0.00	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, exempted)	₹0.00				
(d) Inward supplies (liable to reverse charge)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(e) Non-GST outward supplies	₹0.00				

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

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

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

## Activity 4: Journal Report

### Bright Ideas Consulting

#### Journal Report

Basis: Accrual

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

	Debit	Credit
01/04/2023 - Owners Contribution 1		
ICICI Bank-001	1,00,000.00	0.00
Owner's Equity	0.00	1,00,000.00
	1,00,000.00	1,00,000.00
05/04/2023 - Bill 01 (Randstad Technologies)		
Furniture and Equipment	2,00,000.00	0.00
Input CGST	18,000.00	0.00
Input SGST	18,000.00	0.00
Accounts Payable	0.00	2,36,000.00
	2,36,000.00	2,36,000.00
10/04/2023 - Bill 02 (Amazon Web Services)		
Cost of Goods Sold	50,000.00	0.00
Input CGST	4,500.00	0.00
Input SGST	4,500.00	0.00
Accounts Payable	0.00	59,000.00
	59,000.00	59,000.00
10/04/2023 - Invoice INV-000003 (TechWise Solutions Pvt Ltd)		
Accounts Receivable	1,18,000.00	0.00
Output CGST	0.00	9,000.00
Output SGST	0.00	9,000.00
Sales	0.00	1,00,000.00
	1,18,000.00	1,18,000.00
10/04/2023 - Transfer Fund 1		
Petty Cash	10,000.00	0.00
ICICI Bank-001	0.00	10,000.00
	10,000.00	10,000.00
10/04/2023 - Bill 03 (Raj Kamal External Consulting)		
Subcontractor	1,00,000.00	0.00
Accounts Payable	0.00	1,00,000.00
	1,00,000.00	1,00,000.00
12/04/2023 - Invoice Payment INV-000003 (TechWise Solutions Pvt Ltd)		
ICICI Bank-001	1,18,000.00	0.00
Accounts Receivable	0.00	1,18,000.00
	1,18,000.00	1,18,000.00
15/04/2023 - Invoice INV-000001 (SmartTech Innovations)		
Accounts Receivable	2,36,000.00	0.00
Output CGST	0.00	18,000.00
Output SGST	0.00	18,000.00
Sales	0.00	2,00,000.00
	2,36,000.00	2,36,000.00
15/04/2023 - Invoice INV-000002 (DigitalEdge Technologies PVT Ltd)		
Accounts Receivable	3,54,000.00	0.00
Output CGST	0.00	27,000.00
Output SGST	0.00	27,000.00
Sales	0.00	3,00,000.00
	3,54,000.00	3,54,000.00
20/04/2023 - Invoice Payment INV-000001 (SmartTech Innovations)		
ICICI Bank-001	2,36,000.00	0.00
Accounts Receivable	0.00	2,36,000.00
	2,36,000.00	2,36,000.00
25/04/2023 - Payments Made 01 (Randstad Technologies)		
Accounts Payable	2,36,000.00	0.00
ICICI Bank-001	0.00	2,36,000.00
	2,36,000.00	2,36,000.00

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

\*\*Amount is displayed in your base currency INR

## Activity 5: Accounts Receivable Aging Details

The screenshot shows a report titled "AR Aging Summary By Invoice Due Date" for "Bright Ideas Consulting" as of "20/04/2023". The report displays outstanding invoice amounts across different aging intervals (Current, 1-15 days, 16-30 days, 31-45 days, > 45 days) for a single customer, DigitalEdge Technologies PVT Ltd. The total outstanding amount is ₹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	

## Activity 6: Accounts Payable Aging Details

The screenshot shows a report titled "AP Aging Summary By Bill Due Date" for "Bright Ideas Consulting" as of "20/04/2023". The report displays outstanding bill amounts across different aging intervals (Current, 1-15 days, 16-30 days, 31-45 days, > 45 days) for three vendors: Amazon Web Services, Raj Kamal External Consulting, and Randstad Technologies. The total outstanding amount is ₹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	₹3,95,000.00	