



SMARTBRIDGE
Let's Bridge the Gap



**Smart
Internz**

Preparation and Maintenance of
Zoho Books of accounts for

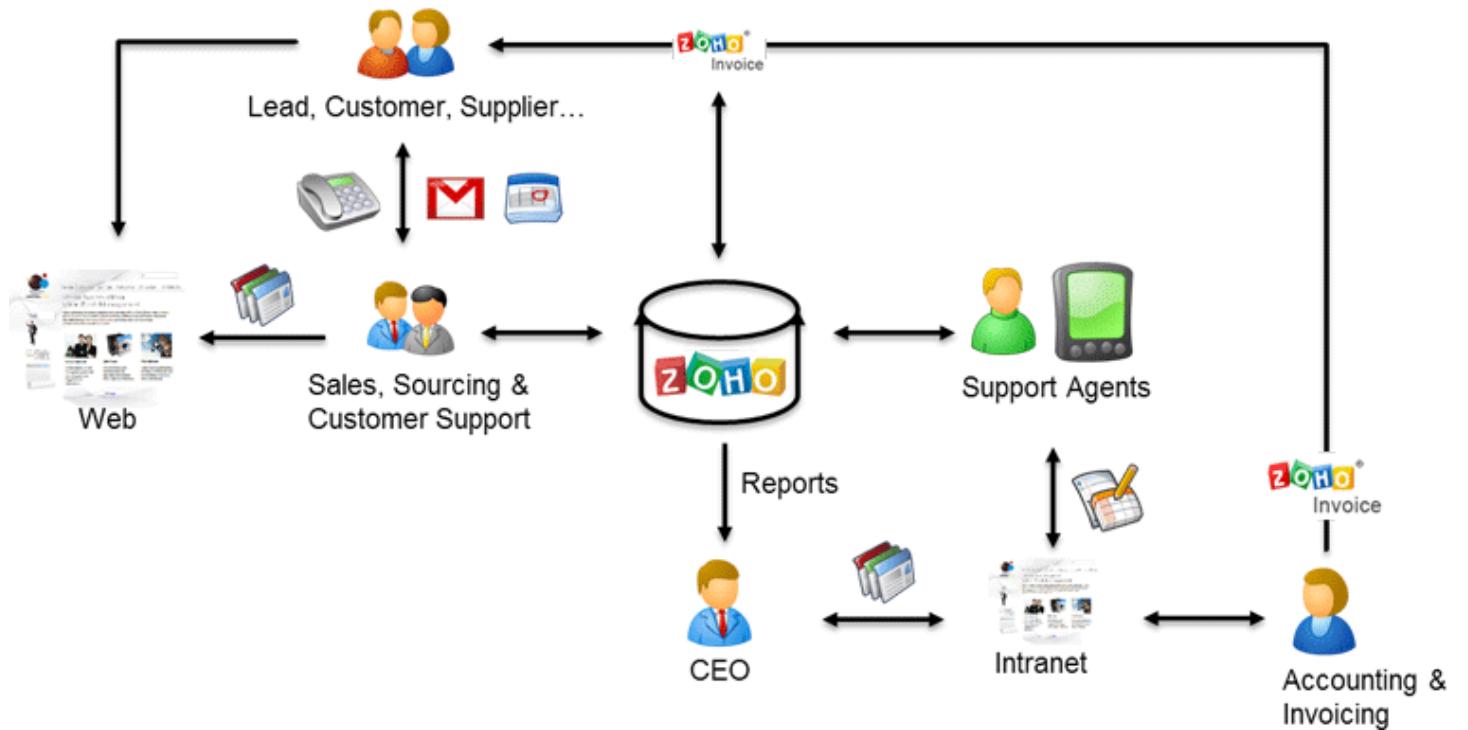
TechPro Solutions

(Information Technology - Industry)

Preparation and Maintenance of ZOHO Books for Techpro Solutions

TechPro Solutions, an IT services company, utilizes Zoho Books to efficiently manage their client billing and invoicing. They track project expenses, record billable hours, and generate professional invoices using Zoho Books. The software helps them streamline their financial processes and provides insights into their profitability.

TechPro Solutions is a Private Limited company also registered under GST in Tamil Nadu. TechPro Solutions offers various expert IT consulting services in India and outside India.



Project Flow:

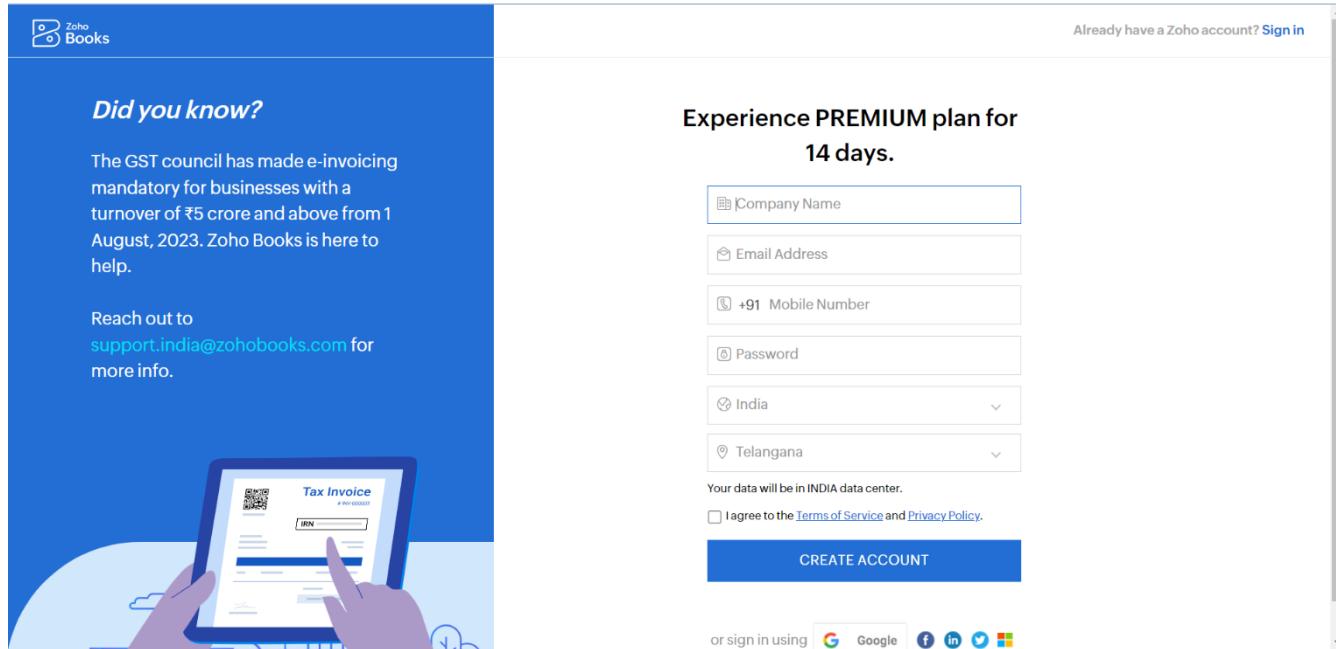
To accomplish this, we have to complete all the activities listed below,

- Set up your account
 - Sign up for a Zoho Books account and log in
 - Introduction
 - Lets Get Started
- Services
 - Creation
 - Review
- Vendors
 - Vendor Creation
 - Review Vendors list and details
- Purchases
 - Purchase order Creation (PO)
 - PO to Bill Conversion
 - Purchase Bills Creation
 - Payment Marking to Purchase Bills
- Customers
 - Customer Creation
 - Review Customers list and details
- Sales
 - Sales Order Creation (SO)
 - SO to Invoice Conversion
 - Sale Invoice Creation
 - Receipt marking to Sale Invoice
- Banking
 - Adding Bank Account
- New Accounts & Ledgers
 - Creation of New Accounts & Ledgers
- Journal Entries
 - Recording Journal Entries
- Expenses
 - Recording Expense Bills
- Bank Transactions
 - Recording Bank Transactions
- Financial Reports
 - Balance Sheet
 - Profit and Loss
 - GSTR-3B
 - TDS Reports
 - Journal Reports
 - Accounts Receivables
 - Accounts Payables

Milestone 1: Set up your account

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

Click on the link to create your Zoho Books account <https://www.zoho.com/in/books/signup/>



To sign up for Zoho Books:

- Click on the above link, it will navigate to Zoho books portal as shown in the above picture.
- Enter your organisation details.
- Click Create Account.
- After signing up for Zoho Books, you'll receive an email through which you can verify your account.
- Go to your registered email address and click the link received in your email for verification.
- Enter your organisation details in the page you are redirected and click Get Started.

Zoho Books
Zoho Books is your end-to-end online accounting software.

Set up your organization profile and start accounting with Zoho Books.

Organization Name*
Zylker

Business Location*
India

State/Union Territory*
Maharashtra

Add Organization Address

Regional Settings

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

Currency
INR - Indian Rupee

Language
English

My business is registered for GST.
XXXXXXXXXXXXXX

Note: You can always change your preferences later in Settings.

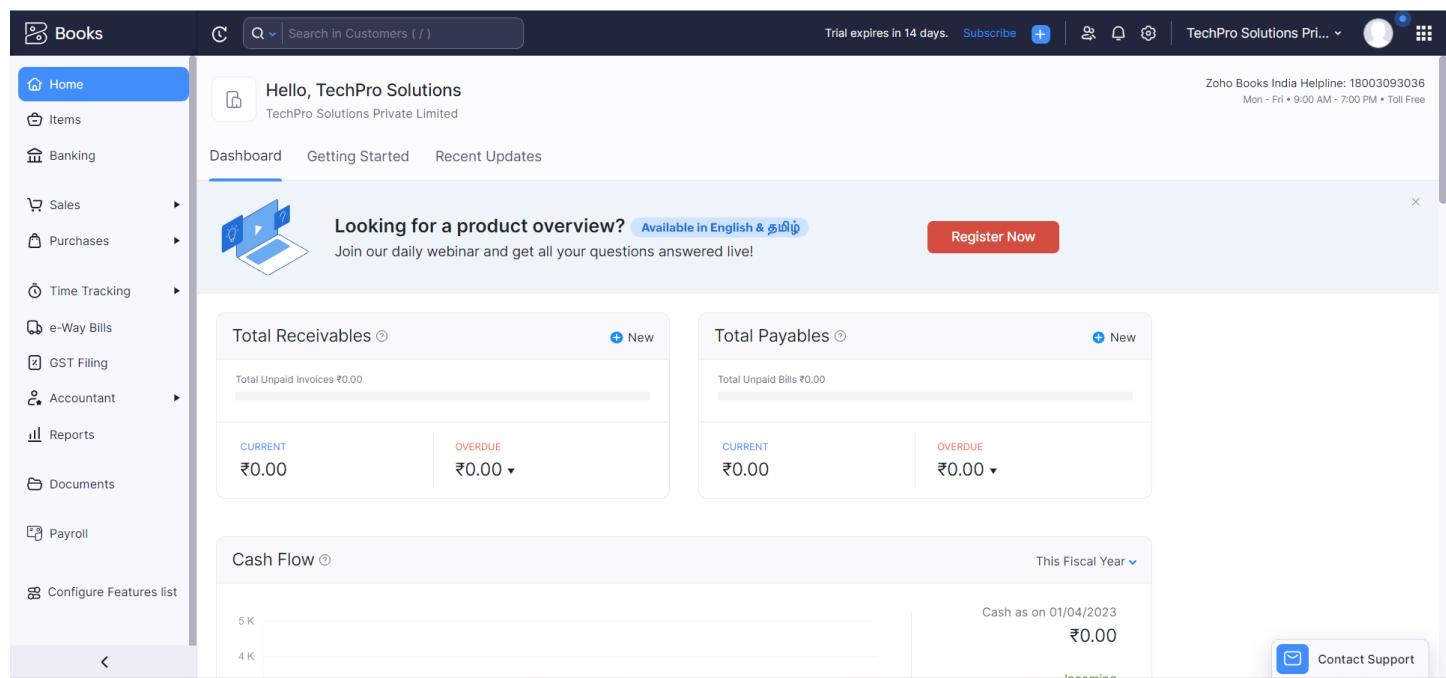
Get started

Activity 2: Introduction

Before we get into the specifics, see where you'll find what.

Introduction:

1. The **Navigation Panel** on the left-hand side lists all the modules of Zoho Books.
2. Get into the **Sales tab** and the **Purchases tab** to manage Quotes, Invoices, Expenses, Bills, and more.
3. The Quick Create button  by the respective modules is the shortcut to create new transactions.
4. The Quick Create option can be used to create a transaction on the fly from anywhere in Zoho Books.
5. Clicking on the Recent Activities option will display of list of most recent transactions you have carried out in your organization.
6. Use the Search bar to quickly find a specific transaction, contact, item or more.
7. The Notifications Section will notify you of any customer activity on the customer portal as well as announcements from the Zoho Books team.
8. Click on the Settings icon to manage your Organization Profile, Users, Subscriptions and more.



The screenshot shows the Zoho Books dashboard for TechPro Solutions Private Limited. The navigation panel on the left includes Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main dashboard features a greeting for TechPro Solutions, a 'Dashboard' tab, a 'Getting Started' section with a 'Register Now' button, and a 'Recent Updates' section. It displays financial summaries for Total Receivables (₹0.00) and Total Payables (₹0.00), both with 'CURRENT' and 'OVERDUE' breakdowns. A 'Cash Flow' section shows a balance of ₹0.00 as of 01/04/2023. The top right corner shows a trial expiration notice, user information, and a 'TechPro Solutions Pri...' dropdown. The bottom right has a 'Contact Support' button.

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 services.

Milestone 2: Products/Service Creation:

Activity 1: Creation

To Create the above both sale products and purchase items in Books go to “**Items**” from the Navigation Panel and click on “**+ New**” Button and give the respective fields such as

- Item Name
- Units (eg. Hrs)
- SAC Code of the Item (Eg: 998313)
- Selling Info/ Product Info
- Tax Rate for Sale Products

After providing all the required details click on save and add the next item as per the given services list.

The screenshot shows the Zoho Books software interface. The left sidebar contains navigation links for Home, Items (which is currently selected and highlighted in blue), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The main content area is titled 'All Items' and displays a table with columns for NAME, DESCRIPTION, RATE, HSN/SAC, and USAGE UNIT. A note at the bottom of the table says 'Goods and Services, if they have a price tag, put them here.' Below the table, there is an advertisement for 'Zoho Inventory' which states 'Advanced inventory management software that works seamlessly with Zoho Books.' It lists features: Track items based on serial numbers and batches, Sell items across sales channels, and Transfer items across warehouses. There is a 'Learn More' button and a red 'X' icon to close the ad.

New Item

Type Goods Service

Name*

Unit

SAC

Tax Preference*

Sales Information

Selling Price*

Account*

Description

Default Tax Rates

Intra State Tax Rate

Inter State Tax Rate

NOTE: You have changed the tax rate manually. Any changes you make in your organisation's Default Tax Preferences will not be applied to this item.

Activity 2: Review of Items after Addition

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	<input type="button" value="Q"/>
<input type="checkbox"/>	Cybersecurity	Service	₹10,000.00	998313	Hrs	
<input type="checkbox"/>	Cloud Services	Service	₹15,000.00	998313	Hrs	
<input type="checkbox"/>	Web Maintenance	Service	₹30,000.00	998313	Hrs	
<input type="checkbox"/>	Software Development	Service	₹20,000.00	998313	Hrs	
<input type="checkbox"/>	IT Consulting	Service	₹10,000.00	998313	Hrs	

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 (GST registered)
2. Amazon Web Services (AWS) (GST registered)
3. IBM Cloud (GST registered)
4. Comcast Telecom and Internet (GST registered)
5. Randstad Technologies (Non GST)

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

The screenshot shows the 'Books' application interface. The left sidebar has a navigation menu with 'Purchases' selected, and 'Vendors' is highlighted. The main area displays a message: 'Business is no fun without people. Create and manage your contacts, all in one place.' It includes a 'CREATE NEW VENDOR' button, an import file link, and a 'Types of contacts' section.

The screenshot shows the 'New Vendor' creation form. The 'Vendors' option is selected in the sidebar. The form fields include:

- Primary Contact: Salutation (Juniper Netv), First Name (Juniper Networks), Last Name
- Company Name: Juniper Networks
- Vendor Display Name: Juniper Networks
- Vendor Email: junipernetworks@gmail.com
- Vendor Phone: Work Phone (Mobile)
- Other Details tab: GST Treatment (Registered Business - Regular), GSTIN / UIN (33AAAAA0000A1Z5), PAN (AAAAAA0000A), Source Of Supply (TN - Tamil Nadu)
- General tab: Currency (INR- Indian Rupee), Opening Balance (INR), Payment Terms (Due on Receipt), TDS (Payment of contractors for Others - [2 %]), Enable Portal? (unchecked), Portal Language (English)
- Buttons at the bottom: Save, Cancel

Activity 2: Review of Vendors List

After Creating the Vendors check and review all the details:

The screenshot shows the Zoho Books interface for managing vendors. On the left sidebar, under the 'Vendors' section, 'Juniper Networks' is selected. The main content area displays the vendor's details under the 'Overview' tab. The vendor information includes:

- Name: Juniper Networks
- Email: junipernetworks@gmail.com
- Address: Billing Address - No Billing Address - Add new address; Shipping Address - No Shipping Address - Add new address
- Other Details: Default Currency (INR), Payment Terms (Due on Receipt), GST Treatment (Registered Business - Regular), GSTIN (33AAAAA0000A1Z5), PAN (AAAAAA0000A)
- Payables: Currency (INR- Indian Rupee), Outstanding Payables (₹0.00), Unused Credits (₹0.00)

A sidebar on the right titled 'What's Next for Your Vendor?' suggests creating a purchase order or bill. A note indicates that users can request their contact to update the GSTIN via email.

The screenshot shows the Zoho Books interface displaying a list of active vendors. The left sidebar shows the 'Vendors' section is selected. The main content area lists the following vendors:

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
Randstad Technologies	Randstad Technologies	Randstad@gmail.com		Tamil Nadu	₹0.00	₹0.00
Comcast Telecom and Internet	Comcast Telecom and Internet	comcast@gmail.com		Tamil Nadu	₹0.00	₹0.00
IBM Cloud	IBM Cloud	ibmcloud@gmail.com		Tamil Nadu	₹0.00	₹0.00
Amazon Web Services	Amazon Web Services	aws@gmail.com		Tamil Nadu	₹0.00	₹0.00
Juniper Networks	Juniper Networks	juneretworks@gmail...		Tamil Nadu	₹0.00	₹0.00

Milestone 4: Purchases

Activity 1: Purchase Order Creation

Next 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 respencive details as shown below:

New Purchase Order

Vendor Name* Juniper Networks

BILLING ADDRESS Add new address

SHIPPING ADDRESS Add new address

GST Treatment: Registered Business - Regular

Source Of Supply* [TN] - Tamil Nadu

Deliver To* Organization Customer
sairampulugam

Template: 'Standard Template'

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

Total Quantity : 200 2,00,000.00

0 % 0.00

CGST9 [9%] 18,000.00

SGST9 [9%] 18,000.00

Total Tax Amount 36000.00 INR 0.00

TCS Select a Tax 0

2,36,000.00

Customer Notes: Will be displayed on purchase order

Template: 'Standard Template'

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:

Payment Towards Purchase order was made on 25th April 2023 in bank. The payment will be recorded as per the Bank Statement.

Activity 3: Direct Vendor Purchases Bills Creation:

Next 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 panle go to :
Purchases>Bills>Create New>Enter the details>Click on Save Open

The screenshot shows the 'New Bill' creation interface. The left sidebar is titled 'Books' and includes links for Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills (selected), Payments Made, Recurring Bills, Vendor Credits, Time Tracking, and e-Way Bills. The main form has a header 'New Bill'. It contains fields for 'Vendor Name*' (Amazon Web Services), 'GST Treatment' (Registered Business - Regular), 'GSTIN' (33AAAAA0000ATZ5), 'Source Of Supply*' ([TN] - Tamil Nadu), 'Destination Of Supply*' ([TN] - Tamil Nadu), 'Bill#*' (02), 'Order Number' (empty), 'Bill Date*' (05/04/2023), 'Due Date' (20/04/2023), 'Payment Terms' (Net 15), and buttons for 'Save as Draft', 'Save as Open' (highlighted in blue), and 'Cancel'. A note at the bottom says 'To create transaction dated before 01/07/2017, click here'.

The screenshot shows the 'New Bill' creation interface with the 'Bills' tab selected in the sidebar. The main form displays the bill details: 'ITEM DETAILS' (Cloud Database), 'ACCOUNT' (Cost of Goods Sold), 'QUANTITY' (1.00), 'RATE' (50000.00), 'TAX' (GST18 [18%]), 'CUSTOMER DETAILS' (Select Customer), and 'AMOUNT' (50,000.00). Below this, a table shows the tax breakdown: Sub Total (50,000.00), CGST9 [9%] (4,500.00), SGST9 [9%] (4,500.00), Total Tax Amount (9000.00 INR), TDS (radio button selected), TCS (radio button), Professional F... (Professional Fees 10%), Adjustment (0.00), and Total (₹) (54,000.00). Buttons for 'Save as Draft', 'Save as Open' (highlighted in blue), and 'Cancel' are at the bottom. A note at the bottom says 'Template: Standard Template'.

Aslo we can attach the Scanned Copy of the Bill below for any future reference and documentation.

Payments for both the above purchases was made on 25th April 2023 in Bank.

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, there's a sidebar with navigation links: Home, Items, Banking, Sales, Purchases (selected), Bills (selected), Payments Made, Recurring Bills, Vendor Credits, Time Tracking, and e-Way Bills. The main area displays a list of 'All Bills' with three items:

Bill Details	Amount	Status
IBM Cloud 03 05/04/2023	₹1,08,000.00	OVERDUE BY 102 DAYS
Amazon Web Services 02 05/04/2023	₹54,000.00	OVERDUE BY 102 DAYS
Juniper Networks 01 05/04/2023	₹2,32,000.00	OVERDUE BY 117 DAYS

On the right, a modal window titled 'Record Payment' is open, with a sub-section 'Record Payment' containing the text: 'Payment for this bill is overdue. You can record the payment for this bill if paid.' A blue button labeled 'Record Payment' is visible. Below the modal, a PDF preview of the bill is shown, featuring a yellow ribbon banner with the word 'Overdue'. The PDF details are as follows:

BILL
Bill# 03
TechPro Solutions Private Limited
Tamil Nadu
India
GSTIN 33AAAAA0000A1ZS
sairampulugam@gmail.com
Balance Due
₹1,08,000.00
Bill Date : 05/04/2023
Due Date : 20/04/2023
Terms : Net 15
Bill From
IBM Cloud
GSTIN 33AAAAA0000A1ZS

Milestone 5: Customers

Activity 1: Customers Creation:

The below are the list of customers:

1. TechWise Solutions Pvt Ltd (GST Registered).
 2. DigitalEdge Technologies PVT Ltd (GST Registered).
 3. SmartTech Innovations Pvt Ltd (GST Registered).
 4. ApexTech Consultants (Export) Currency in USD "\$".
- Firstly, to create Customers Accounts: Go to SALES>CUSTOMERS>CREATE NEW CUSTOMER
 - In Customer Type for GST registered customer select Business and for unregistered person select Individual and give the required fields and click on Save.

The screenshot shows the 'New Customer' creation page in the Zoho Books application. The left sidebar navigation includes 'Books', 'Sales' (selected), 'Customers' (selected), and other options like 'Home', 'Items', 'Banking', 'Quotes', 'Sales Orders', 'Delivery Challans', 'Invoices', 'Payments Received', 'Purchases', 'Time Tracking', and 'e-Way Bills'. The main form is titled 'New Customer' and contains the following fields:
Customer Type: Business (radio button selected).
Primary Contact: Salutation dropdown (set to 'TechWise Solutio'), Last Name input field.
Company Name: TechWise Solutions Pvt Ltd.
Customer Display Name*: TechWise Solutions Pvt Ltd.
Customer Email: Input field.
Customer Phone: Work Phone and Mobile input fields.
Below this, there is a tabbed section labeled 'Other Details' which contains:
GST Treatment*: Registered Business - Regular.
GSTIN / UIN*: 33AAAAA0000A15Z.
Business Legal Name: Input field.
Business Trade Name: Input field.
PAN: AAAAA0000A.
Place Of Supply*: [TN] - Tamil Nadu.
Tax Preference*: Taxable (radio button selected).
Currency: INR- Indian Rupee.
Opening Balance: INR.
Payment Terms: Due on Receipt.
Enable Portal?: Allow portal access for this customer (checkbox).
Portal Language: English.
At the bottom of the form are 'Save' and 'Cancel' buttons.

Activity 2: Review the Customers List

The screenshot shows the Zoho Books interface. On the left, there's a sidebar with navigation links: Home, Items, Banking, Sales (with 'Customers' selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. At the top, there's a search bar, a trial expiration notice, and user account information. The main area is titled 'Active Customers' and displays a table with columns: NAME, COMPANY NAME, EMAIL, WORK PHONE, PLACE OF SUPPLY, RECEIVABLES (BCY), and UNUSED CREDITS (BCY). The table contains four rows of customer data.

	NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/>	ApexTech Consultants	ApexTech Consultants				₹0.00	₹0.00
<input type="checkbox"/>	SmartTech Innovations Pvt Ltd	SmartTech Innovations Pvt Ltd			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	DigitalEdge Technologies PVT Ltd	DigitalEdge Technologies PVT Ltd			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	TechWise Solutions Pvt Ltd	TechWise Solutions Pvt Ltd			Tamil Nadu	₹0.00	₹0.00

Milestone 6: Sales

Activity 1: Sales Order Creation

Techpro Solutions received below Sales Order from the mentioned Customer:

1. 10/04/2023 DigitalEdge 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> Creat New and fill the necessary fields>Save>Mark as Confirmed

The screenshot shows the 'Sales Orders' creation page. The 'Customer Name*' field is populated with 'DigitalEdge Technologies PVT Ltd'. Below it, 'BILLING ADDRESS' and 'SHIPPING ADDRESS' sections are present with 'Add new address' buttons. The 'GST Treatment' dropdown shows 'Registered Business - Regular'. The 'GSTIN' field contains '33AAAAA0000A15Z'. The 'Place Of Supply*' dropdown is set to '[TN] - Tamil Nadu'. The 'Sales Order#*' field has 'SO-00001'. The 'Reference#' and 'Sales Order Date*' fields are empty. The 'Sales Order Date*' placeholder text 'To create transaction dated before 01/07/2017, click here' is visible. The 'Expected Shipment Date' field is empty. The 'Payment Terms' dropdown is set to 'Due on Receipt'. At the bottom, there are 'Save as Draft', 'Save and Send', and 'Cancel' buttons. A note at the bottom right states 'Total Amount: ₹ 11,80,000.00' and 'Total Quantity: 100'.

The screenshot shows the 'Sales Orders' creation page with an item added. The 'ITEM DETAILS' table includes columns for 'ITEM DETAILS', 'QUANTITY', 'RATE', 'TAX', and 'AMOUNT'. An item for 'IT Consulting' (Service) is listed with a quantity of '100 Hrs', a rate of '10000', a tax of 'GST18 [18%]', and an amount of '10,00,000.00'. A note at the bottom right states 'Total Amount: ₹ 11,80,000.00' and 'Total Quantity: 100'. The 'Customer Notes' field is empty. The 'Save as Draft', 'Save and Send', and 'Cancel' buttons are at the bottom.

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, the navigation panel is open with the 'Sales' section selected, specifically 'Sales Orders'. A list of sales orders is visible, with one item highlighted: 'DigitalEdge Technologies PVT ... SO-00001 10/04/2023 CONFIRMED'. The main workspace displays the details of this sales order. A prominent blue ribbon at the top says 'Confirmed'. Below it, the 'SALES ORDER' section is shown with the title 'SALES ORDER' and 'Sales Order# SO-00001'. The order summary includes 'TechPro Solutions Private Limited' as the company, 'Tamil Nadu' as the state, 'India' as the country, 'GSTIN 33AAAAA0000A1ZS', and the email 'sairampulugam@gmail.com'. The 'Bill To' section lists 'DigitalEdge Technologies PVT Ltd' with 'GSTIN 33AAAAA0000A1Z' and 'Ship To' information with 'GSTIN 33AAAAA0000A1Z'. The status 'Invoice Status : NOT INVOICED' is displayed. On the right, there are buttons for 'Convert to Invoice' (highlighted in blue) and 'Instant Invoice'.

Activity 3: Direct Sale Invoices

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

1. 20-04-2023 SmartTech Innovations Pvt Ltd- 50Hrs for Software Development_TDS@10%
2. 20-04-2023 TechWise Solutions Pvt Ltd – 50Hrs for Web Maintenance_TDS@10%
3. 20-04-2023 ApexTech 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.

The screenshot shows the Zoho Books interface for creating a new invoice. The navigation panel on the left has 'Invoices' selected. The main form is titled 'New Invoice'. It requires 'Customer Name*' which is set to 'TechWise Solutions Pvt Ltd'. There are sections for 'BILLING ADDRESS' and 'SHIPPING ADDRESS', both with 'Add new address' buttons. Below these is a note about GST Treatment: 'Registered Business - Regular' with a link to 'GSTIN: 33AAAAA0000A1Z'. The 'Place Of Supply*' dropdown is set to '[TN] - Tamil Nadu'. The 'Invoice#*' field contains 'INV-000003'. The 'Order Number' field is empty. The 'Invoice Date*' is set to '20/04/2023'. There are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. At the bottom right, there are links for 'Make Recurring' and 'Total Amount: ₹ 16,20,000.00 Total Quantity: 50'.

Books | Search in Invoices (/)

Trial expires in 3 days. [Subscribe](#) + [Help](#) [TechPro Solutions Pvt...](#)

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[Sales](#) ▾

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- [Quotes](#)
- [Sales Orders](#)
- [Delivery Challans](#)
- [Invoices](#) ▾
- [Payments Received](#)
- [Recurring Invoices](#)
- [Credit Notes](#)

[Purchases](#) ▾

[Time Tracking](#) ▾

[e-Way Bills](#)

ITEM DETAILS

Web Maintenance	Service	50 Hrs	30000	GST18 [18%]	15,00,000.00
-----------------	---------	--------	-------	-------------	--------------

SERVICE SAC: 998313

Type or click to select an item.

+ Add another line

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 F... X 10% - 1,50,000.00

Customer Notes: Thanks for your business.

Adjustment: 0.00

Total Amount: ₹ 16,20,000.00 Total Quantity: 50

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

Books | Search in Invoices (/)

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INV-00003

Attachments | Comments & History

[Edit](#) [Mails/SMS](#) [Share](#) [PDF/Print](#) [Record Payment](#) ...

[Send the invoice](#)

Invoice has been created. You can email it to your customer or mark it as sent.

[Send Invoice](#) [Mark as Sent](#)

Draft

TechPro Solutions Private Limited
Tamil Nadu
India
GSTIN 33AAAAA0000A1ZS
sarampulugam@gmail.com

TAX INVOICE

# : INV-00003		Place Of Supply : Tamil Nadu (33)					
Invoice Date	: 20/04/2023	Terms	: Due on Receipt				
Due Date	: 20/04/2023						
Bill To	Ship To						
TechWise Solutions Pvt Ltd GSTIN 33AAAAA0000A1Z		GSTIN 33AAAAA0000A1Z					
#	Item & Description	HSN/SAC	Qty	Rate	CGST %	SGST %	Amount
1	Web Maintenance Service	998313	50.00 Hrs	30,000.00	9% 1,35,00.00	9% 1,35,00.00	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.

New Invoice

Customer Name*: ApexTech Consultants [View Customer Details](#) [GST Treatment: Overseas](#)

BILLING ADDRESS: Add new address **SHIPPING ADDRESS**: Add new address

Invoice#*: INV-000004 **Order Number**: **Invoice Date***: 20/04/2023 **Terms**: Due on Receipt **Due Date**: 20/04/2023

To create transaction dated before 01/07/2017, [click here](#)

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

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

Total Amount: \$ 9,130.50
Total Quantity: 50

ITEM DETAILS

	QUANTITY	RATE	TAX	AMOUNT
Cloud Services (Service)	50 Hrs	182.61	IGST0 [0%]	9,130.50
Recent Transactions				
Type or click to select an item.	1.00	0.00	Select a Tax	0.00

Add another line

Sub Total: 9,130.50

Discount: 0 % 0.00

IGST0 [0%]: 0.00

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

Adjustment: 0.00

Total (\$): 9,130.50

Customer Notes: Thanks for your business.

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

The screenshot shows the Zoho Books application interface. On the left, there's a navigation sidebar with options like Home, Items, Banking, Sales (Customers, Quotes, Sales Orders, Delivery Challans, Invoices), Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main area displays a list of open invoices under 'All Invoices'. One invoice for 'ApexTech Consultants' is selected, showing an amount of \$9,130.50 and a status of 'OVERDUE BY 102 DAYS'. A modal window titled 'Record payment for the invoice' is open, explaining that it allows recording partial or full payment from a customer. It includes a 'Record Payment' button and a note about setting up online payment gateways. Below the modal, a preview of a 'TAX INVOICE' document is shown, which includes the company details 'TechPro Solutions Private Limited' and 'Tamil Nadu India GSTIN 33AAAAA0000A1Z5 sairampulugam@gmail.com', the invoice number 'INV-000004', and the date '20/04/2023'. The invoice is marked as 'Overdue'.

Milestone 7: Bank Account

Activity 1: Adding Bank Account

Techpro Solutions has opened an account in ICICI Bank with A/c no 000001. To add the bank account go to Banking from the navigation panel and select add Bank account Maually and fill the necessary fields and save.

The screenshot shows the 'Add Bank or Credit Card' form within the Zoho Books application. The left sidebar has the same navigation options as before. The main form has a title 'Add Bank or Credit Card' and a section for 'Select Account Type*' with radio buttons for 'Bank' (selected) and 'Credit Card'. The 'Bank' section contains fields for 'Account Name*' (ICICI Bank-001), 'Account Code' (empty), 'Currency*' (INR), 'Account Number' (000001), 'Bank Name' (ICICI Bank), 'IFSC' (empty), and 'Description' (Max. 500 characters). There's also a checkbox 'Make this primary'. At the bottom are 'Save' and 'Cancel' buttons.

Milestone 8: Accounts & Ledgers

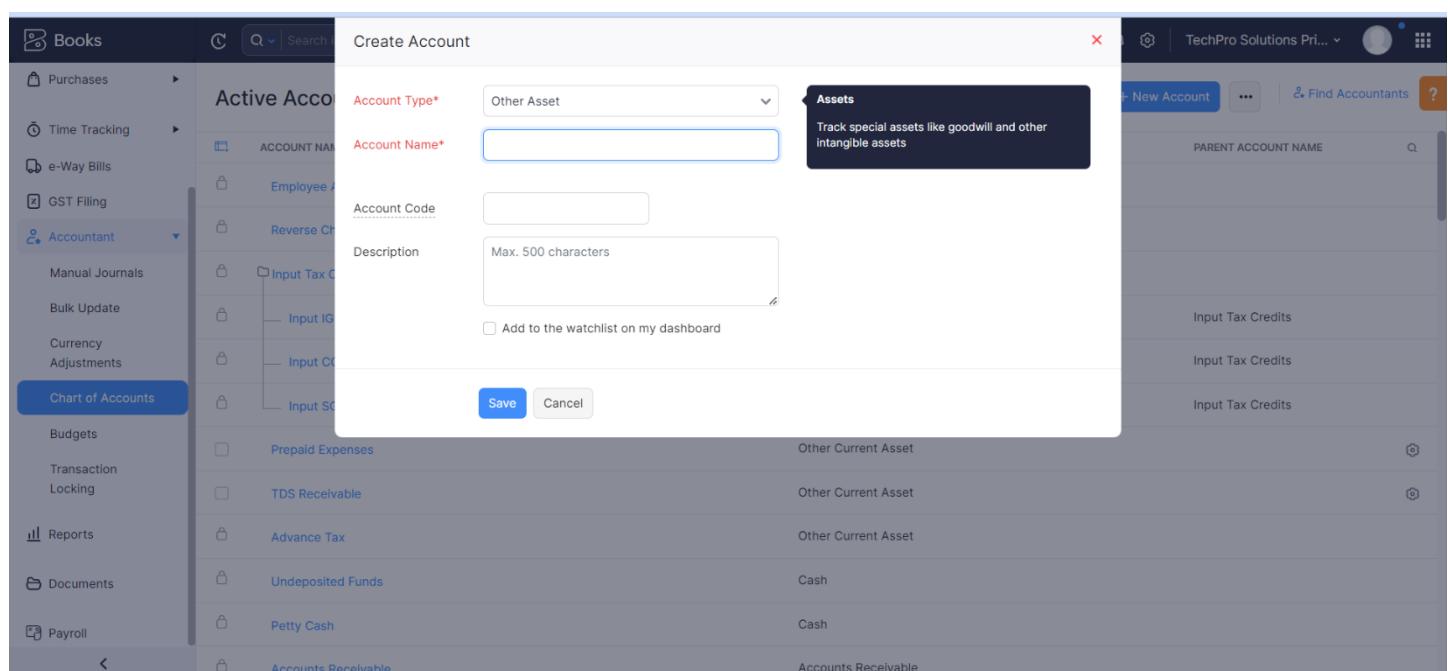
Activity 1: Creation of New Accounts/Ledgers:

To Create New Account from navigation pannel go to Accountant>Chart of Accounts>+New Account, select the account type and provide the account name and save.

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

Create the below Ledgers:

1. Salary Payable under Other Current Liabilities
2. Rent Payable under Other Current Liabilities
- 3.



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.25,00,000/- paid through bank on 30th April 2023.

To add the Journal Entry from navigation panel go to Accountant>Add Manual Journals, provide the necessary fields and after save and publish to post the entry.

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

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

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

To create an expense entry from navigation panel go to Purchases>Expenses>Record Expense, add the expense by providing the necessary fields and Save

Edit Expense

Date* 30/04/2023

Expense Account* Rent Expense

Expense Type* Goods Services

SAC

Amount* INR 200000

Paid Through* Rent Payable

Vendor

GST Treatment* Registered Business - Regular

Vendor GSTIN* 33AAAAA0000A15Z Get Taxpayer details

Source Of Supply* [TN] - Tamil Nadu

Destination Of Supply* [TN] - Tamil Nadu

Reverse Charge This transaction is applicable for reverse charge

Drag or Drop your Receipts
Maximum file size allowed is 7MB

Upload your Files

All Expenses

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:

Date	Paritculars	Debit	Credit	Balance
01-04-2023	Capital Deposit		100000	100000
10-04-2023	Paid to Amazon Web Services	54000		944000
15-04-2023	Received from DigitalEdge Technologies Pvt Ltd		1180000	1280000
15-04-2023	Petty Cash Withdrawl	50000		1230000
20-04-2023	Paid to Juniper Networks	232000		998000
25-04-2023	Received from ApexTech Consultants \$9130.5 @ Rs.81.99185		748627	1692627
25-04-2023	Received from Techwise Solutions		1620000	3312627
30-04-2023	Salary Paid	2500000		812627

To Add the bank transaction go to Banking>Add Transaction and select the appropriate type to record the transactions:

Paritculars	Transaction Type
Capital Deposit	Money In- Owner's Contribution
Cash Withdrawl for petty cash	Money Out- Transfer to Another Account
Paid to Supplier/Vendor	Money Out- Vendor Payment
Amount received from customer	Money In – Customer payment

The screenshot shows the Zoho Books Banking module interface. On the left, there's a sidebar with various icons for banking tasks. The main area displays a bank account named "ICICI Bank-001" with a balance of ₹0.00. A central illustration depicts a person sitting at a desk, working with documents and a calculator. To the right, a large callout box titled "Add Transaction" lists categories for "MONEY OUT" transactions: Expense, Vendor Advance, Vendor Payment, Transfer To Another Account, Card Payment, Owner Drawings, Credit Note Refund, and Payment Refund. Below this, another section for "MONEY IN" lists Customer Advance. At the bottom of the page, there's a note about importing bank statements and a link to supported file formats (CSV, TSV, OFX, QIF, PDF).

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 banking module. On the left, there's a sidebar with various icons. The main area displays a bank account named "ICICI Bank-001" with a balance of ₹0.00. 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). Below this, a "Bill Details" section shows a bill due for ₹54,000.00 on 05/04/2023. A dropdown menu for "Add Transaction" is open, with "Vendor Payment" selected.

For Customer Payment:

The screenshot shows the Zoho Books banking module. The left sidebar includes a "Customer" icon. The main area shows a bank account with a balance of ₹-54,000.00. 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). Below this, an "Invoice Details" section shows an invoice for INV-000001. A dropdown menu for "Add Transaction" is open, with "Customer Payment" selected.

Milestone 12: Financial Reports:

To Generate the Financials Reports like Profit and Loss statement, Balance sheet & Cash Flow Statement

From the navigation panel Go to Report and select the required report, then select the desired period in the date field and generate the report

The screenshot shows the Zoho Reports interface. On the left, there's a sidebar with various menu items: 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 area is titled "Reports" and has a search bar. Under "General Reports", there are several categories and sub-options: Business Overview (Profit and Loss, Profit and Loss (Schedule III), Horizontal Profit and Loss, Cash Flow Statement, Balance Sheet, Horizontal Balance Sheet, Balance Sheet (Schedule III), Business Performance Ratios, Movement of Equity); Sales (Sales by Customer, Sales by Item, Sales by Sales Person); Receivables (Customer Balances, AR Aging Summary, AR Aging Details, Invoice Details, Sales Order Details, Delivery Challan Details, Quote Details, Customer Balance Summary, Receivable Summary, Receivable Details); Payments Received; Recurring Invoices; and Payables.

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=...

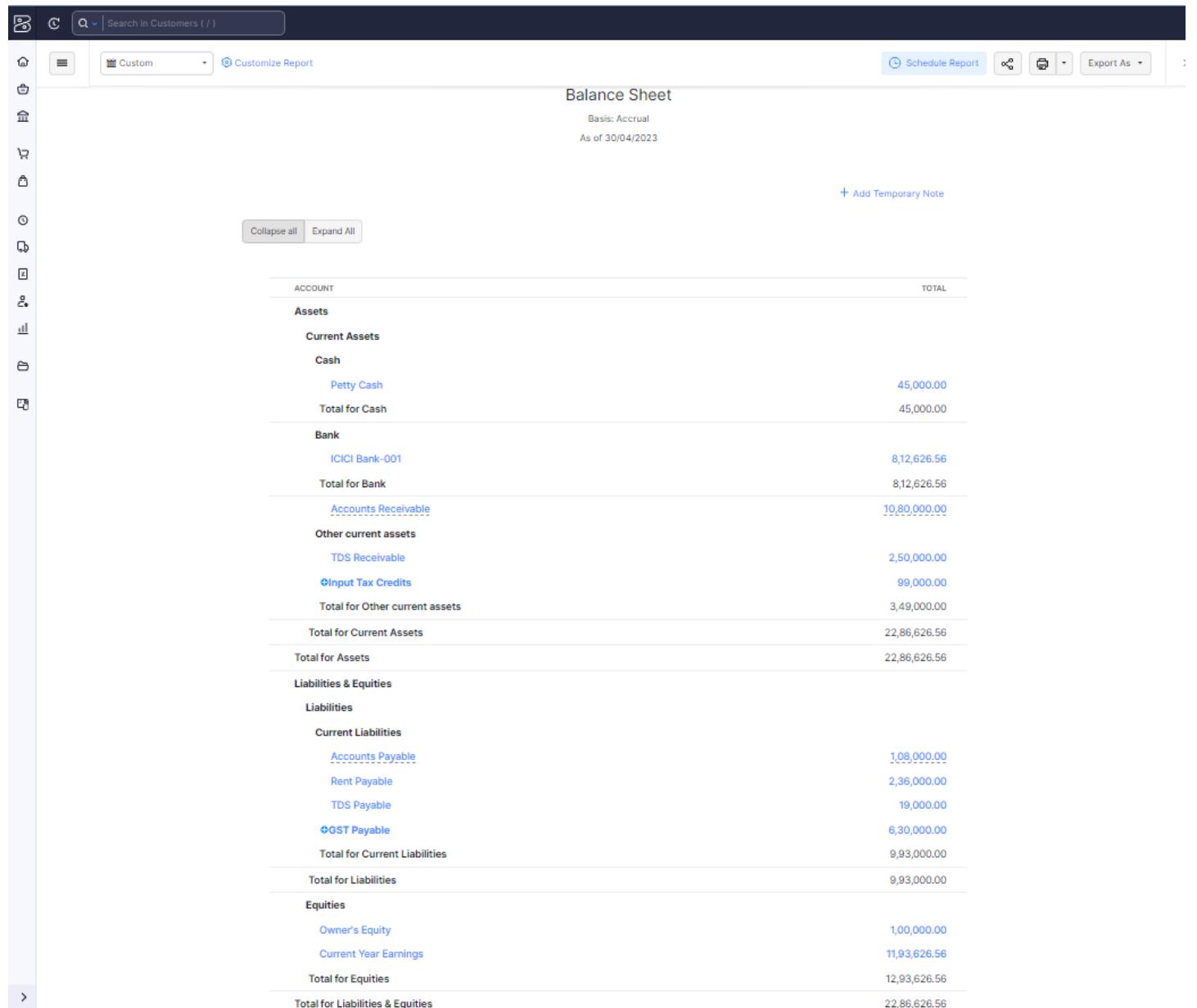
Activity 1: Profit and Loss Account

The screenshot shows a detailed Profit and Loss report for TechPro Solutions Private Limited. The report is titled "TechPro Solutions Private Limited Profit and Loss" and specifies "Basis: Accrual" and the period "From 01/04/2023 To 30/04/2023". The report structure includes sections for Operating Income, Cost of Goods Sold, Non Operating Income, and Non Operating Expense, along with their respective sub-categories and totals. The final total is Net Profit/Loss.

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	11,93,626.56

Activity 2: Balance Sheet

To Extract the reports from zoho books, Click on Export option and select the required format (PDF or Excel) and then click export to generate and download the reports



The screenshot shows the Zoho Books interface with a 'Balance Sheet' report. The report is titled 'Balance Sheet' and specifies 'Basis: Accrual' and 'As of 30/04/2023'. It includes a 'Collapse all' and 'Expand All' button. The report table has columns for 'ACCOUNT' and 'TOTAL'. The data is categorized into Assets, Liabilities & Equities, and a note about temporary notes.

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

To generate monthly GST Reports go to Reports>Search “GSTR-3B Summary”

The screenshot shows the 'GSTR-3B Summary' report for the period from 01/04/2023 to 30/04/2023. The first table, '3.1 Details of Outward Supplies and inward supplies liable to reverse charge', lists various categories of outward supplies with their taxable values and tax amounts. The second table, '3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act', is currently empty.

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

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

Click on the Respective sales value to get the detail invoices list included in the summary:

The screenshot shows the 'GSTR-3B Summary' report for the period from 01/04/2023 to 30/04/2023. It displays a list of invoices for TechPro Solutions Private Limited. The table includes columns for Date, Entry Number, Transaction Type, Amount, IGST Amount, CGST Amount, SGST Amount, and CESS Amount.

TechPro Solutions Private Limited 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-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

For Reconciliation of all recorded transactions generate the Journal Report from the reports, here we can find the entries in journal formal for every transaction that has been recorded. Which can be used to cross check and verify whether all the transactions are recorded correctly or not.

TechPro Solutions Private Limited
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 02 (AMAZON WEB SERVICES)			
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

For reconciliation and report generation of open Invoices Receivable on a particular date:

TechPro Solutions Private Limited
AR Aging Summary By Invoice Due Date
As of 30/04/2023

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	

Activity 6: Accounts Payable Aging Details

For reconciliation and report generation for open Bills payable on a particular day:

The screenshot shows the Zoho Books interface with a sidebar on the left containing various icons for navigation. 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" report selection and "Customize Report". To the right of these are buttons for "Schedule Report", "Print", "Export As", and a close button. The main content area displays a report titled "TechPro Solutions Private Limited AP Aging Summary By Bill Due Date As of 30/04/2023". The report has a table with columns: VENDOR NAME, CURRENT, 1-15 DAYS, 16-30 DAYS, 31-45 DAYS, > 45 DAYS, TOTAL, and FCY. The data shows one entry for IBM Cloud and a total row.

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	

Activity 7: TDS Payable & Receivable Reports

The screenshot shows the 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" report selection and "Customize Report". To the right of these are buttons for "Print", "Export As", and a close button. The main content area displays a report titled "TechPro Solutions Private Limited TDS Summary". It specifies "Basis: Accrual" and the period "From 01/04/2023 To 30/04/2023". The report has a table with columns: TDS SECTION, TAX DEDUCTED AT SOURCE, TOTAL, and TOTAL AFTER TDS DEDUCTION. The data shows entries for Section 194 C and Section 194 J, along with a total row.

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		

