


Milestone 1: Set up your account

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

Profile



shrutichavan279

shrutichavan279@gmail.com

Full Name

shrutichavan279


Display Name

shrutichavan279

Gender

I'd prefer not to say

Country/Region

 India

State


Maharashtra

Language

English

Time zone

(GMT +05:30) India Standard Time (Asia/Kolkata)



ORGANIZATIONAL DETAILS

Organization Name*
TechPro Solutions

Industry
Services

Organization Location*
India

State/Union Territory*
Tamil Nadu

+ Add Organization Address

REGIONAL SETTINGS

Currency*
INR - Indian Rupee

Language*
English

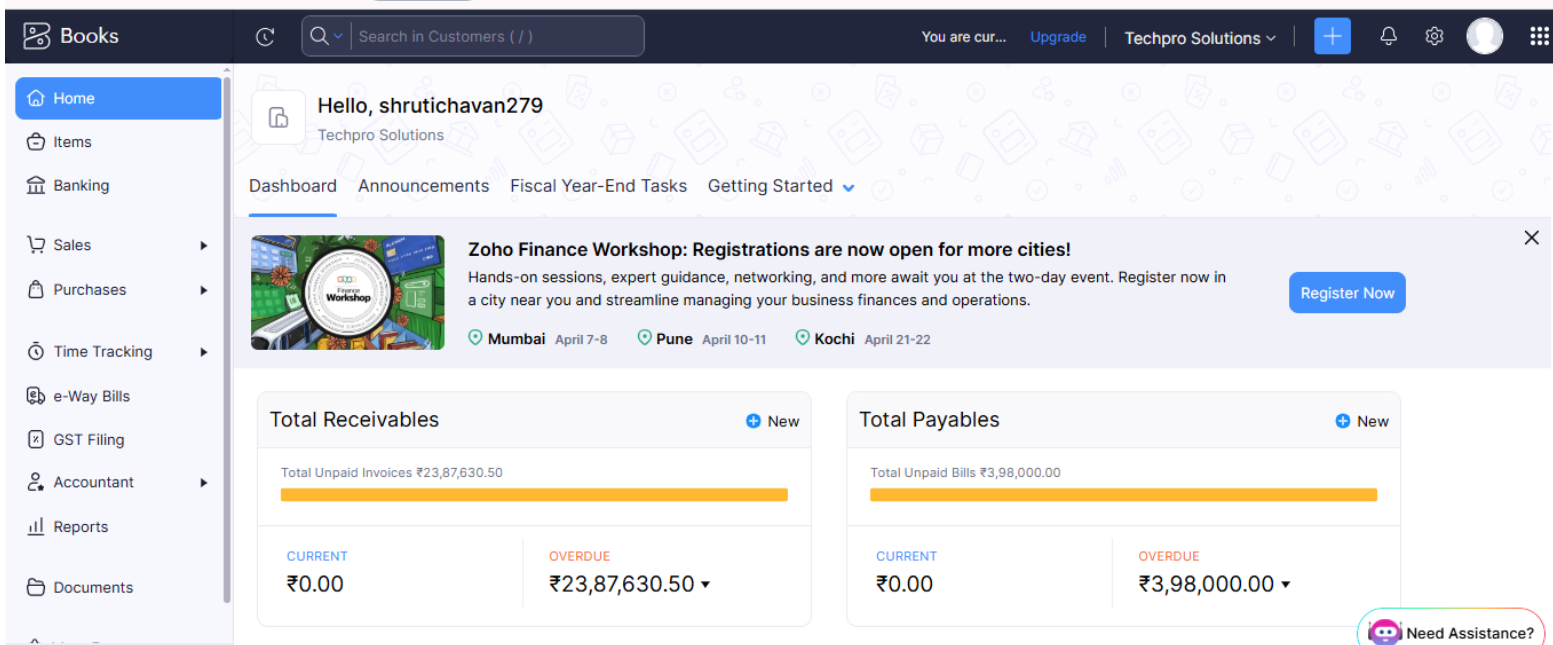
Time Zone*
(GMT 5:30) India Standard Time (Asia/Kolkata)

Is this business registered for GST?
Yes ☒

33AAAAA0000A15Z

Activity 2: Introduction

©



Books | Search in Customers (/) | You are cur... | Upgrade | Techpro Solutions | + | Bell | Gear | Profile | Grid

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

Hello, shrutichavan279
Techpro Solutions

Dashboard | Announcements | Fiscal Year-End Tasks | Getting Started

Zoho Finance Workshop: Registrations are now open for more cities!
Hands-on sessions, expert guidance, networking, and more await you at the two-day event. Register now in a city near you and streamline managing your business finances and operations.
Mumbai April 7-8 | Pune April 10-11 | Kochi April 21-22 | Register Now

Total Receivables		Total Payables	
Total Unpaid Invoices ₹23,87,630.50		Total Unpaid Bills ₹3,98,000.00	
CURRENT ₹0.00	OVERDUE ₹23,87,630.50	CURRENT ₹0.00	OVERDUE ₹3,98,000.00

Need Assistance?

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

Activity 3: Lets get startered

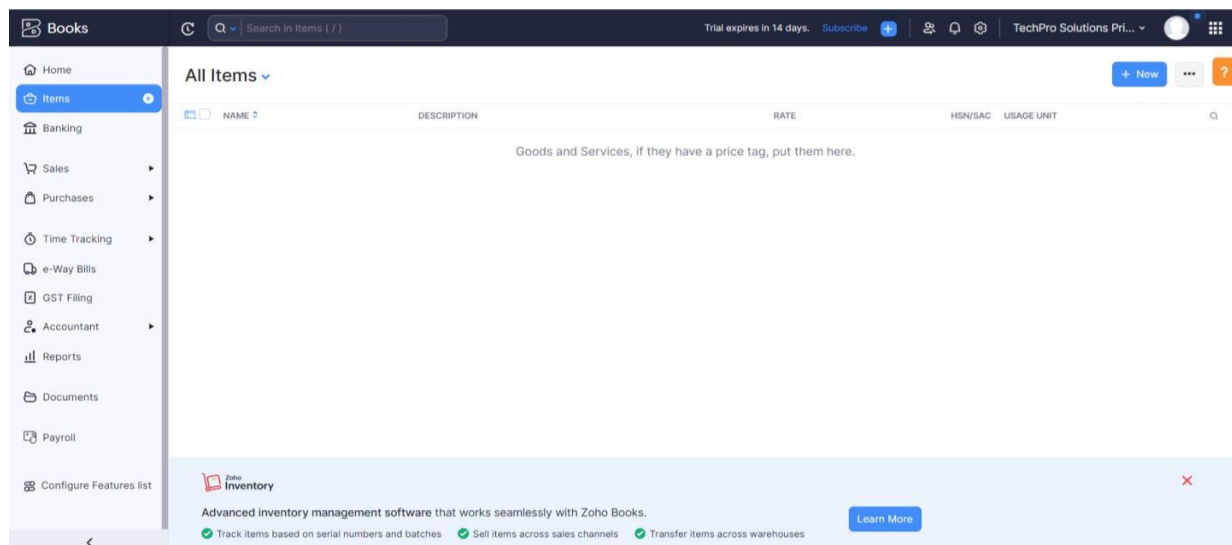
Lets Assume TechPro Solutions is offering below list of various services:

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/- perHr.

Output GST @ 18% is applicable for all the above service

Milestone 2: Products/Service Creation:

Activity 1: Creation



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

	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
<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

Here we successfully added all the items that are:

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

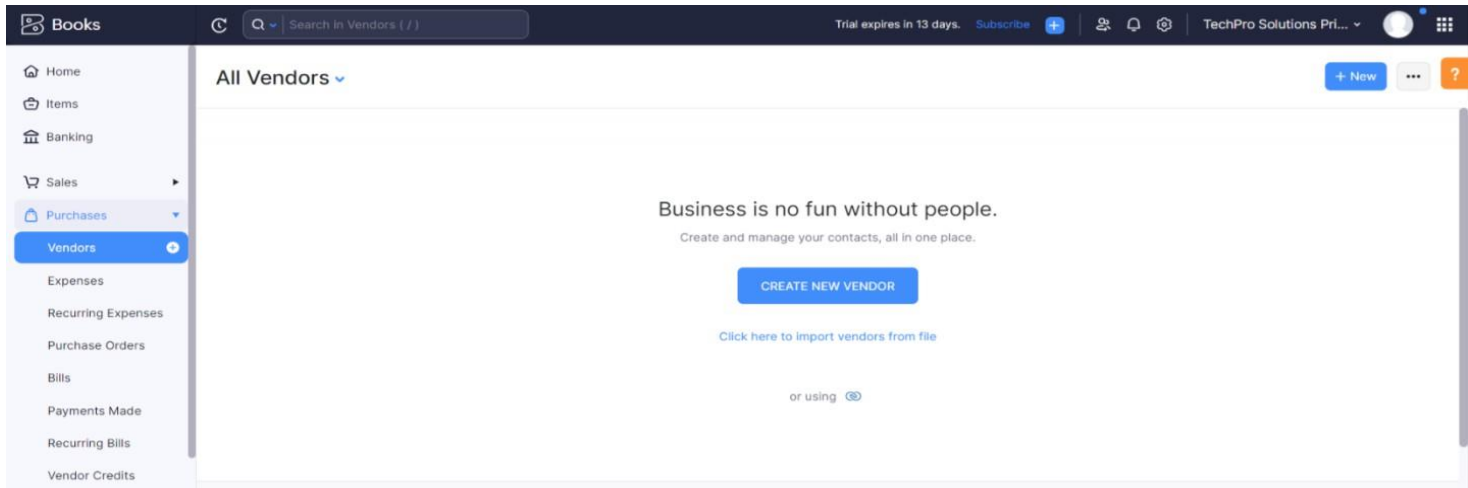
Milestone 3: Vendors

Activity 1: Vendors Creation

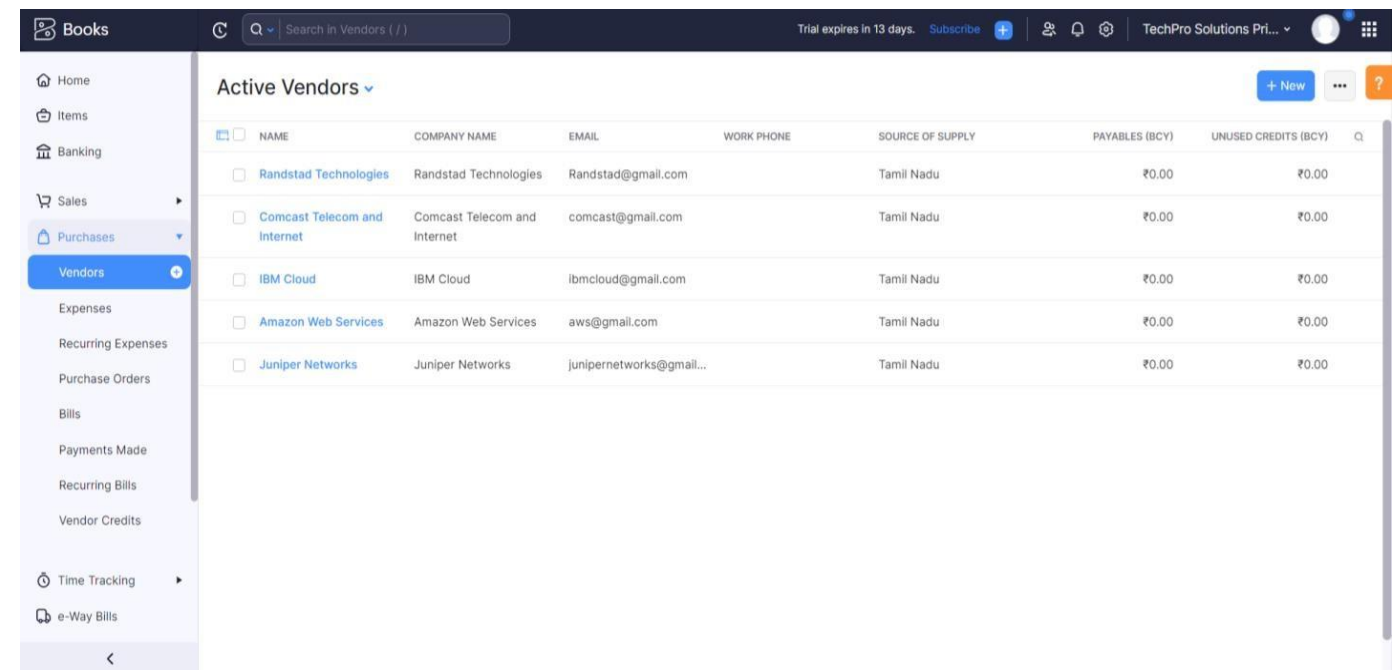
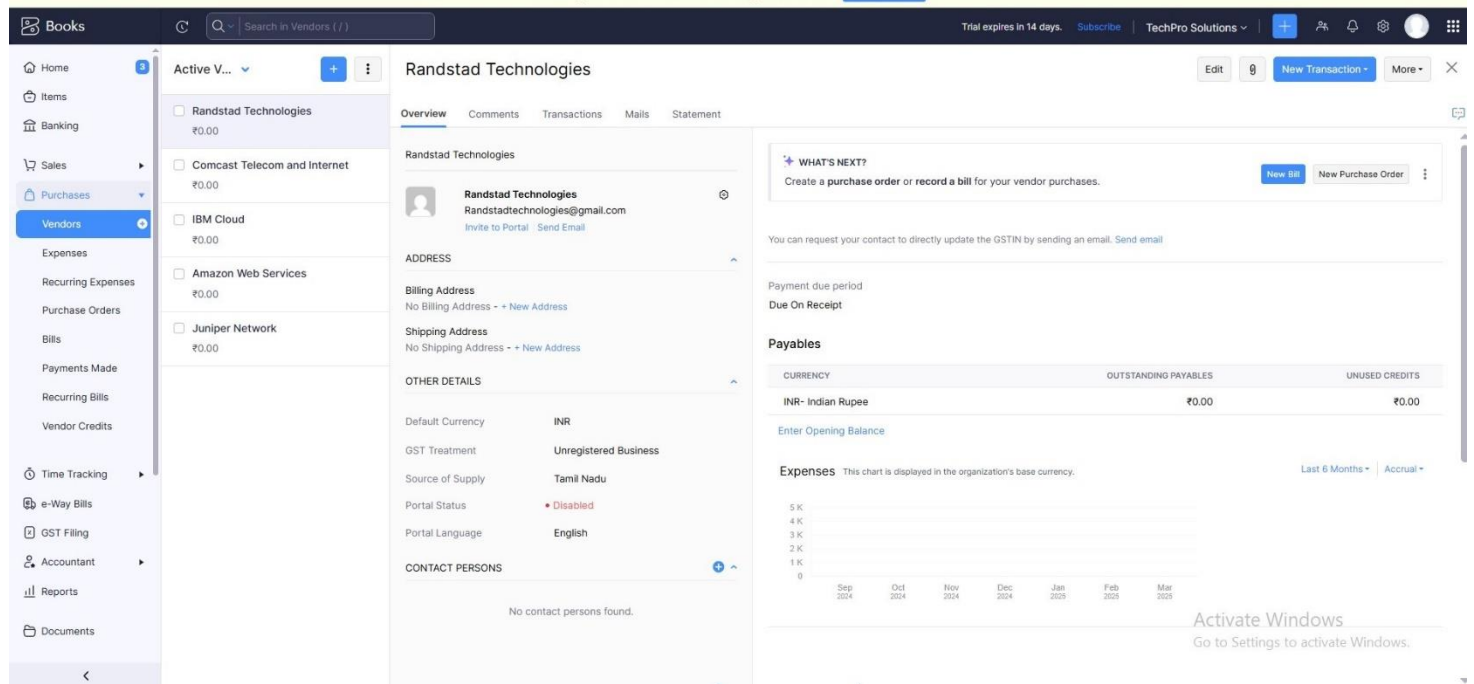
The following are the list of vendors form which various Products and Services are purchased:

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

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

This screenshot shows the 'New Vendor' form in the Books application. The left sidebar is the same as the previous image, with 'Vendors' highlighted. The main content area is titled 'New Vendor' and contains a form with the following fields: 'Primary Contact' (with a dropdown for 'Salutation' and a text input for '1. Juniper Netv' and 'Last Name'), 'Company Name' (text input with 'Juniper Networks'), 'Vendor Display Name*' (dropdown with 'Juniper Networks'), 'Vendor Email' (text input with 'junipernetworks@gmail.com'), and 'Vendor Phone' (with 'Work Phone' and 'Mobile' inputs). Below these fields are tabs for 'Other Details', 'Address', 'Contact Persons', 'Bank Details', 'Custom Fields', 'Reporting Tags', and 'Remarks'. The 'Other Details' tab is active and shows: 'GST Treatment*' (dropdown with 'Registered Business - Regular'), 'GSTIN / UIN*' (text input with '33AAAAA0000A1Z5' and a 'Get Taxpayer details' link), 'PAN' (text input with 'AAAAA0000A'), and 'Source Of Supply*' (dropdown with '[TN] - Tamil Nadu'). The top of the application shows a dark header with 'Books', a search bar, and user information.

Activity 2: Review of Vendors List



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 'Edit Purchase Order' form in Zoho Books. The form is for a purchase order from Juniper Networks. The form includes fields for Vendor Name, Billing Address, Shipping Address, GSTIN, Source of Supply, Destination of Supply, Delivery Address, Purchase Order Number, Reference#, Date, Delivery Date, and Payment Terms. The form is set to INR and shows a trial expiration in 12 days.

The screenshot shows the 'Purchase Order' form in Zoho Books. The form is for a purchase order from Juniper Networks. The form includes fields for Vendor Name, Billing Address, Shipping Address, GSTIN, Source of Supply, Destination of Supply, Delivery Address, Purchase Order Number, Reference#, Date, Delivery Date, and Payment Terms. The form is set to INR and shows a trial expiration in 12 days.

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:

Books

Search in Bills (/)

Trial expires in 12 days. | Subscribe | TechPro Solutions |

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

New Bill

Vendor Name*

Amazon Web Services

INR

BILLING ADDRESS

New Address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A1SZ

Source of Supply*

TN - Tamil Nadu

Destination of Supply*

TN - Tamil Nadu

Bill#*

02

Order Number

Bill Date*

05/04/2023

Due Date

05/04/2023

Payment Terms

Due On Receipt

This transaction is applicable for reverse charge

Subject

Enter a subject within 250 characters

Save as Draft

Save as Open

Cancel

Activate Windows
Go to Settings to activate Windows.
PDF Template: 'Standard Template' | Change | Make Recurring

Books

Search in Bills (/)

Trial expires in 12 days. | Subscribe | TechPro Solutions |

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

Tax Exclusive

All Transaction Level

Item Table

Bulk Actions

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Cloud Database	Cost of Goods Sold	1.00	50000	GST18 (18%)	Select Customer	50,000.00
SAC: Update						
Add New Row						
Sub Total						50,000.00
Discount						0.00
CGST9 (9%)						4,500.00
SGST9 (9%)						4,500.00
Total Tax Amount						9000.00
TDS						-5,000.00
Adjustment						0.00
Total (₹)						54,000.00

Save as Draft

Save as Open

Cancel

Activate Windows
Go to Settings to activate Windows.
PDF Template: 'Standard Template' | Change | 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.

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

Search in Bills (/)

You are cur... Upgrade | Techpro Solutions

All Bills

+New

01

Upload files | Comments & History

IBM Cloud

03 • 05/04/2023

OVERDUE BY 728 DAYS

₹1,08,000.00

Amazon Web Service

02 • 05/04/2023

OVERDUE BY 728 DAYS

₹54,000.00

Juniper Network

01 • 05/04/2023

OVERDUE BY 728 DAYS

₹2,36,000.00

Overdue

Techpro Solutions

Tamil Nadu

India

GSTIN 33AAAAA0000A15Z

9209765649

shrutichavan279@gmail.com

BILL

Bill# 01

Balance Due

₹2,36,000.00

Order Number :

PO-00001

Bill Date :

05/04/2023

Due Date :

05/04/2023

Terms :

Due On Receipt

Bill From

Juniper Network

GSTIN 33AAAAA0000A1Z5

#

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.

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

Books [Search in Customers \(7 \)](#) Total expires in 12 days. [Subscribe](#) [TechPro Solutions](#) [+](#) [Alt](#) [🔔](#) [⚙️](#) [👤](#) [☰](#)

Home [0](#)
Items
Banking
Sales
Customers [0](#)
Quotes
Sales Orders
Delivery Challans
Invoices
Payments Received
Recurring Invoices
Credit Notes
Purchases
Time Tracking
e-Way Bills
GST Filing
Accountant
Reports
Documents

Edit Customer

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 [?](#) [33AAAAA0000A1S2](#) [Get Taxpayer details](#)

Business Legal Name

Business Trade Name

Place of Supply* [?](#) [\[TN\] - Tamil Nadu](#)

PAN [?](#) [AAAAA0000A](#)

Tax Preference* ☒ Taxable ☐ Tax Exempt

[Save](#) [Cancel](#)

Activate Windows
Go to Settings to activate Windows.

Activity 2: Review the Customers List

Books

Search in Customers (1)

Home

Items

Banking

Sales

Customers

Quoties

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

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Active C...

ApexTech Consultants

ApexTech Consultants

SmartTech Innovations Pvt Ltd

DigitalEdge Technologies PVT Ltd

TechWise Solutions Pvt Ltd

Overview

Comments

Transactions

Mails

Statements

ApexTech Consultants

ApexTech Consultants

ADDRESS

OTHER DETAILS

CONTACT PERSONS

Payment due period

Due On Receipt

Receivables

Income

21/03/2023

Invoice added

Books

Search in Customers (1)

Home

Items

Banking

Sales

Customers

Quoties

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

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e-Way Bills

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Documents

Active Customers

	NAME	COMPANY NAME	EMAIL	MOBILE PHONE	PLACE OF SUPPLY	RECEIVABLES (INR)	UNUSED CREDITS (INR)
<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

Activate Windows

Go to Settings to activate Windows.

Milestone 6: Sales

Activity 1: Sales Order Creation

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

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

To Create Sales Order from navigation panel go to :

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

The screenshot shows the 'New Sales Order' form in the Books application. The form is titled 'New Sales Order' and has a search bar at the top. The left sidebar contains navigation options: Home, Items, Banking, Sales, Customers, Quotes, Sales Orders (selected), Delivery Chatters, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, and Reports. The main form fields include: Customer Name* (DigitalEdge Technologies PVT Ltd), BILLING ADDRESS (New Address), SHIPPING ADDRESS (New Address), GST Treatment* (Registered Business - Composition), GSTIN (23AAAAA8009452), Place of Supply* (TN - Tamil Nadu), Sales Order# (SO-00004), Reference#, Sales Order Date* (10/04/2023), Expected Shipment Date (dd/MM/yyyy), Payment Terms (Due On Receipt), Delivery Method (Select a delivery method or type to add), and Salesperson (Select or Add Salesperson). At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. An 'Activate Windows' watermark is visible in the bottom right corner.

The screenshot shows the 'Item Table' and 'Sub Total' section in the Books application. The 'Item Table' has columns for ITEM DETAILS, QUANTITY, RATE, TAX, and AMOUNT. It contains two rows: 'IT Consulting' with a quantity of 100, a rate of 10000, a tax of GST19 [18%], and an amount of 10,00,000.00; and a second row with a quantity of 1.00, a rate of 0.00, a tax of GST19 [18%], and an amount of 0.00. Below the table, there are buttons for 'Add New Row' and 'Add Items in Bulk'. The 'Sub Total' section shows a Sub Total of 10,00,000.00, a Discount of 0.00, a GST19 [18%] of 90,000.00, a GST19 [18%] of 90,000.00, a TDS of 0.00, and an Adjustment of 0.00. The 'Total (₹)' is 11,80,000.00. At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. An 'Activate Windows' watermark is visible in the bottom right corner.

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 displays the 'Books' application interface. On the left, a navigation menu shows 'Sales Orders' selected. The main area shows a list of sales orders, with the first one highlighted: 'DigitalEdge Technologies P...' with a value of ₹11,80,000.00 and status 'CONFIRMED'. The order details for 'SO-00001' are shown on the right. The supplier is 'Techpro Solutions' and the customer is 'DigitalEdge Technologies Pvt Ltd'. The order date is 10/04/2023. The order contains one item: 'IT Consulting' with a quantity of 100.00 Hrs at a rate of 10,000.00, totaling 10,00,000.00.

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	IT Consulting	998313	100.00 Hrs	10,000.00	10,00,000.00

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 Maintenance_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.

Books

Search in Invoices (/)

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

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Edit Invoice

Customer Name* TechWise Solutions Pvt Ltd

BILLING ADDRESS

SHIPPING ADDRESS

GST Treatment: Registered Business - Regular

GSTRN: 33AAAAA0000A15Z

Place of Supply* TN - Tamil Nadu

Invoice# INV-000002

Order Number

Invoice Date* 20/04/2023

Terms Due On Receipt

Due Date 20/04/2023

Salesperson Select or Add Salesperson

Subject Let your customer know what this invoice is for

Item Table

Save Save and Send Cancel

Activate Windows

Go to Settings to activate Windows.

Total Amount: ₹ 16,20,000.00

Total Quantity: 50

Books

Search in Invoices (/)

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Item Table

Scan Item Bulk Actions

ITEM DETAILS

QUANTITY

RATE

TAX

AMOUNT

Web Maintenance

50

30000

GST18 [18%]

15,00,000.00

Add a description to your item

Recent Transactions

Invoice# SAC: 998313

Add New Row

Add Items in Bulk

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 ...

Professional Fees 10%

-1,50,000.00

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

Save Save and Send Cancel

Activate Windows

Go to Settings to activate Windows.

Total Amount: ₹ 16,20,000.00

Total Quantity: 50

Books

Search in Invoices (/)

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

Home

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GST Filing

Accountant

Reports

Documents

All Invoices

+ New

INV-000008

Upload files

Comments & History

TechWise Solutions Pvt Ltd

INV-000008

₹16,20,000.00

INV-000008 • 20/04/2023

DRAFT

SmartTech Innovations Pvt...

₹10,80,000.00

INV-000007 • 20/04/2023

DRAFT

DigitalEdge Technologies P...

₹11,80,000.00

INV-000006 • 10/04/2023 • SO-00004

OVERDUE BY 722 DAYS

WHAT'S NEXT? Send this invoice to your customer or mark it as Sent.

Send Invoice

Mark As Sent

TechPro Solutions

Tax Invoice

GSTRN: 33AAAAA0000A15Z

Service Date: 20/04/2023

Terms: Due On Receipt

Due Date: 20/04/2023

Place of Supply: Tamil Nadu (33)

Ship To: TechWise Solutions Pvt Ltd

GSTRN: 33AAAAA0000A15Z

Bill To: TechWise Solutions Pvt Ltd

GSTRN: 33AAAAA0000A15Z

Item # Description HSN/SAC Qty Rate CGST % Amt SGST % Amt Amount

1 Web Maintenance 998113 50 30,000.00 9% 1,35,00.00 9% 1,35,00.00 15,00,000.00

Total In Words

Indian Rupee Sixteen Lakh Twenty Thousand Only

Sub Total

15,00,000.00

CGST9 (9%)

1,35,000.00

SGST9 (9%)

1,35,000.00

Amount Withheld (Section 194 F)

(-1,50,000.00)

Total

₹16,20,000.00

Balance Due

₹16,20,000.00

Activate Windows

Go to Settings to activate Windows.

Activity 4: Recording of Export Invoice

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

Books

Search in Invoices (/)

Trial expires in 12 days. [Subscribe](#) TechPro Solutions

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 Documents

New Invoice

Customer Name* ApexTech Consultants USD

BILLING ADDRESS SHIPPING ADDRESS
+ New Address + New Address

GST Treatment: Overseas

Invoice# INV-000009

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	
Save as Draft Save and Send Cancel	

Activate Windows
Go to Settings to activate Windows.
Make Recurring Total Amount: \$ 0.00 Total Quantity: 0

Books

Search in Invoices (/)

Trial expires in 12 days. [Subscribe](#) TechPro Solutions

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 Documents

New Invoice

Customer Name* ApexTech Consultants USD

BILLING ADDRESS SHIPPING ADDRESS
+ New Address + New Address

GST Treatment: Overseas

Invoice# INV-000009

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				
ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Cloud Service	50	182.61	IGSTO [0%]	9,130.50
Add a description to your item				
SAC: 999312				
Type or click to select an item.	1.00	0.00	Select a Tax	0.00

Add New Row Add Items in Bulk

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

Customer Notes
Thanks for your business.

Will be displayed on the invoice

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.

Books

Home 2

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Payments Received

Recurring Invoices

Credit Notes

All Invoices

+ New

INV-000001

Upload files

Comments & History

DigitalEdge Technologies P... ₹11,80,000.00

INV-000004 • 20/04/2023

OVERDUE BY 713 DAYS

SmartTech Innovations ₹10,80,000.00

INV-000003 • 20/04/2023

OVERDUE BY 713 DAYS

ApexTech Consultant ₹9,130.50

INV-000002 • 20/04/2023

OVERDUE BY 713 DAYS

Techwise Solutions PvtLtd ₹16,20,000.00

INV-000001 • 20/04/2023

OVERDUE BY 713 DAYS

INV-000001

Edit

Send

Share

Reminders

PDF/Print

Record Payment

Techpro Solutions

Tamil Nadu

India

GSTIN 33AAAAA0000A1Z5

9209765649

shrutichavan279@gmail.com

TAX INVOICE

: INV-000001

Invoice Date : 20/04/2023

Terms : Due On Receipt

Due Date : 20/04/2023

Place Of Supply : Tamil Nadu (33)

Bill To

Ship To

Techwise Solutions PvtLtd

GSTIN 33AAAAA0000A1Z5

#	Item & Description	HSN/SAC	Qty	Rate	CGST %	CGST Amt	SGST %	SGST Amt	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

Total In Words

Indian Rupee Sixteen Lakh Twenty Thousand Only

Sub Total

15,00,000.00

CGST9 (9%)

1,35,000.00

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

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Add Bank or Credit Card

Select Account Type*

Bank

Credit Card

Account Name*

ICICI Bank-001

Account Code

Currency*

INR

Account Number

000001

Bank Name

ICICI Bank

IFSC

Description

Max. 500 characters

Make this primary

Save

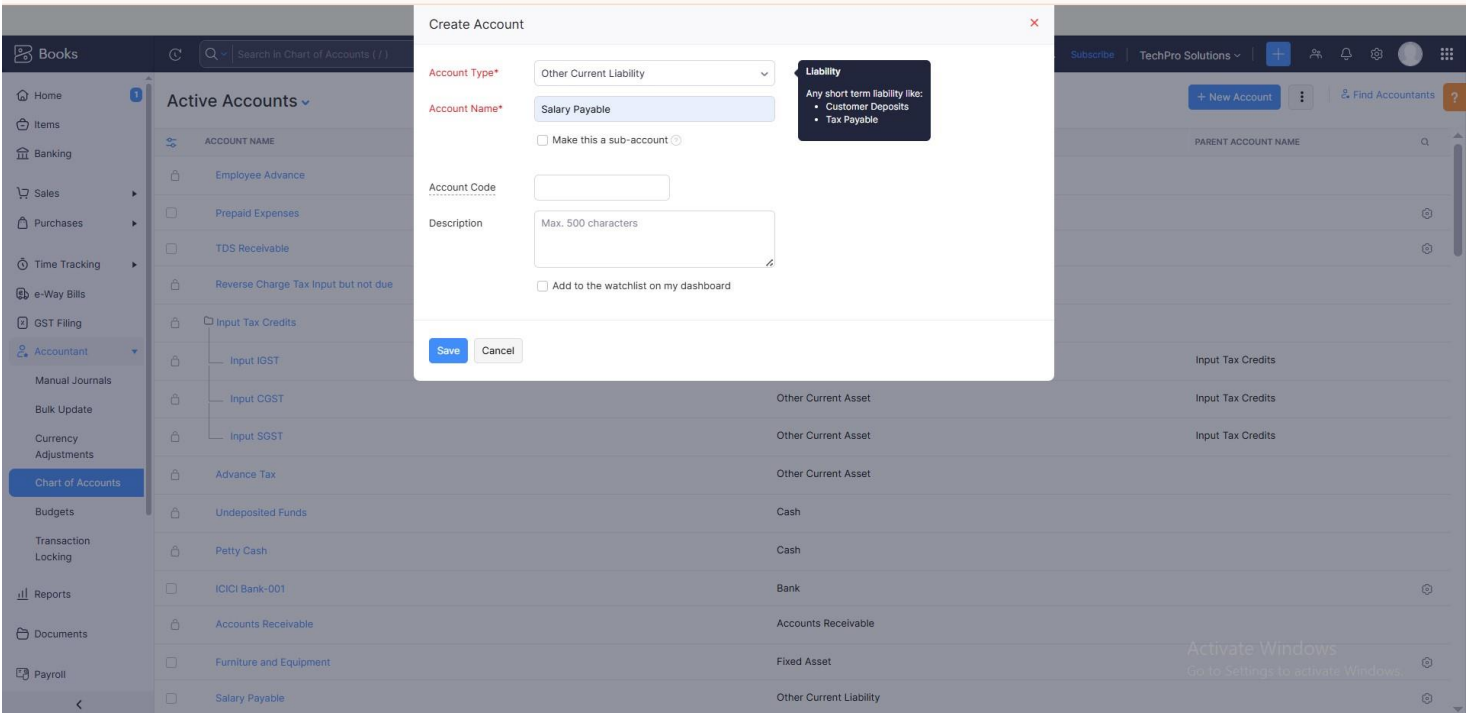
Cancel

Milestone 8: Accounts & Ledgers

Activity 1: Creation of New Accounts/Ledgers:

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

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



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.

Books

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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 (INR)	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
Sub Total			25,00,000.00	25,00,000.00
Total (₹)			25,00,000.0	25,00,000.0
Difference			0	0

Save

Cancel

Activate Windows

Go to Settings to activate Windows.

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Search in Journals (/)

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Journals

+ New Journal

1

Status: All Jour...

All

30/04/2023

₹25,00,000.00

1

PUBLISHED

JOURNAL

#1

Date: 30/04/2023

Amount: ₹25,00,000.00

Notes: Salary for the Month of April-2023

Reference Number:

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

Activate Windows

Go to Settings to activate Windows.

Milestone 10: Expense & Bills

Activity 1: Expense & Bills Entry

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

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

Books | Search in Expenses (1) | Trial expires in 12 days. | Subscribe | TechPro Solutions

Edit Expense

Date* 30/04/2023

Expense Account* Rent Expense

Amount* INR 200000

Paid Through* Rent Payable

Expense Type* ☐ Goods ☒ Services

SAC

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

Tax* GST18 [18%] Tax Amount = 36000.00 INR

Save (alt+s) Save and New (alt+n) Cancel

Drag or Drop your Receipts
Maximum file size allowed is 10MB
Upload your Files

Activate Windows
Go to Settings to activate Windows.

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

Books | Search in Expenses (1) | Trial expires in 12 days. | Subscribe | TechPro Solutions

Edit Expense

Date* 30/04/2023

Expense Account* Other Expenses

Amount* INR 5000

Paid Through* Petty Cash

Expense Type* ☐ Goods ☒ Services

SAC

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

Tax* GST0 [0%] Tax Amount = 0.00 INR

Save (alt+s) Save and New (alt+n) Cancel

Drag or Drop your Receipts
Maximum file size allowed is 10MB
Upload your Files

Activate Windows
Go to Settings to activate Windows.

After recording the Expense Entries:

Books

Search in Expenses (7)

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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

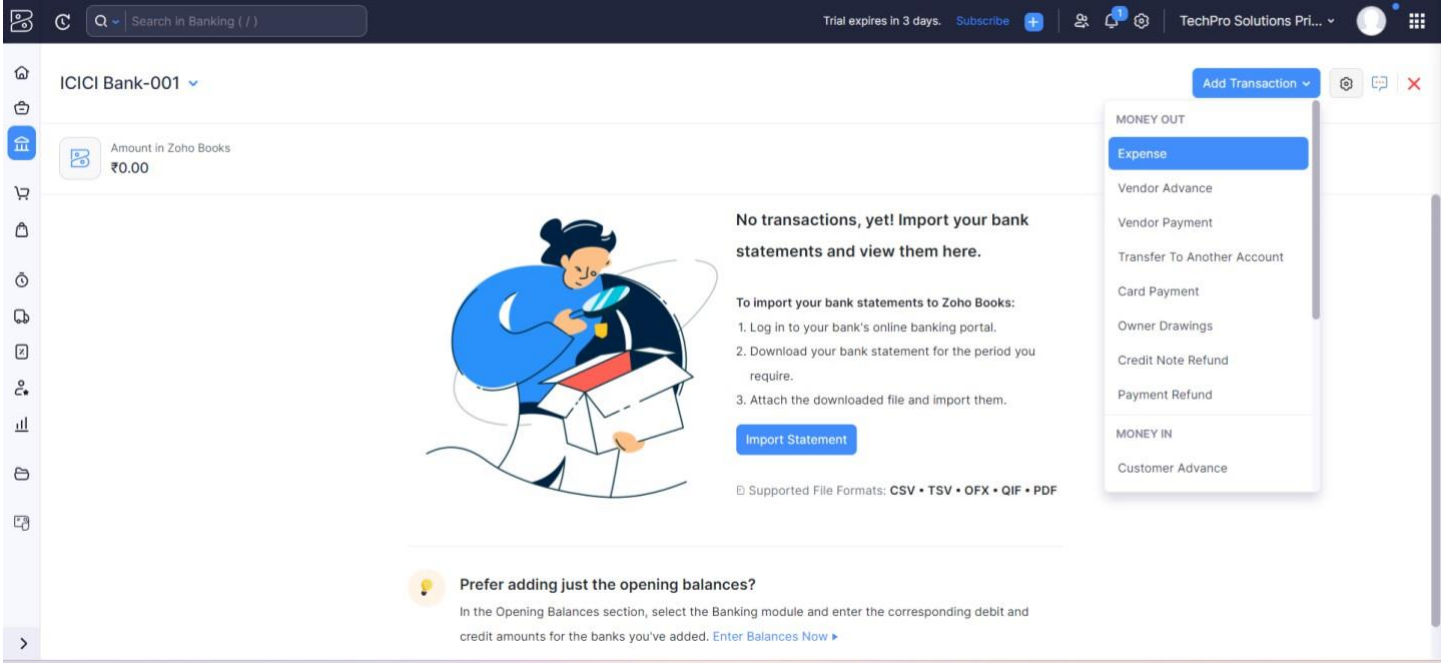
Activate Windows

Go to Settings to activate Windows.

Milestone 11: Bank Entries

Activity 1: Recording of Bank Transactions

The Below are the Bank Transactions occurred during the month:




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:

ICICI Bank-001

Amount in Zoho Books
₹0.00



No transactions, yet statements and view

To import your bank statements:
1. Log in to your bank's online portal.
2. Download your bank statements in CSV or PDF format.
3. Attach the downloaded file to this section.
[Import Statement](#)

Supported File Formats: CSV, PDF

Prefer adding just the opening balances?

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

Add Transaction

MONEY OUT

Expense

Vendor Advance

Vendor Payment

Transfer To Another Account

Card Payment

Owner Drawings

Credit Note Refund

Payment Refund

MONEY IN

Customer Advance

Vendor Payment

Vendor*

Amazon Web Services

Payment #*

1

Amount*

INR

54000

Date*

10/04/2023

Reference#

Paid Via

Bank Transfer

Description

Payment Made against bills

Clear Applied Amount

Bill Details

Payment(INR)

02

Due ₹54,000.00

05/04/2023

54000.00

Pay in Full

For Customer Payment:

ICICI Bank-001

Amount in Zoho Books
₹-54,000.00

Dashboard

Account Summary

Uncategorized Transactions

All Transactions

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

Add Transaction

MONEY IN

Customer Advance

Customer Payment

Transfer From Another Account

Interest Income

Other Income

Expense Refund

Deposit From Other Accounts

Owner's Contribution

Vendor Credit Refund

Vendor Payment Refund

Customer Payment

Customer*

DigitalEdge Technologies PVT Ltd

Amount Received*

INR

1180000

Bank Charges (if any)

Date*

15/04/2023

Payment #*

1

Reference#

Received Via

Bank Transfer

Description

Amount Received Against Invoice

Retained Tax?

☐

Clear Applied Amount

Invoice Details

Payment(INR)

INV-000001

1180000.00

Milestone 12: Financial Reports:

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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

Payables

Activity 1: Profit and Loss Account

Search in Customers (/)

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Schedule Report

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TechPro Solutions Private Limited

Profit and Loss

Basis: Accrual

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

Add Temporary Note

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

Q - Search in Customers (/)

Custom 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

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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

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GSTR-3B Summary

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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

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Schedule Report

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TechPro Solutions Private Limited

Journal Report

Basis: Accrual

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

+ Add Temporary Note

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

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AR Aging Summary By Invoice Due Date

As of 30/04/2023

+ Add Temporary Note

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

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Custom

Customize Report

Schedule Report

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Export As

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TechPro Solutions Private Limited

AP Aging Summary By Bill Due Date

As of 30/04/2023

+ Add Temporary Note

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TDS Summary

Basis: Accrual

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

+ Add Temporary Note

Activity 7: TDS Payable & Receivable Reports

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TDS Summary

Basis: Accrual

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

+ Add Temporary Note

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		