

Milestone 1: Set up your account

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

The screenshot shows the 'Set up your organization profile' page. The 'ORGANIZATIONAL DETAILS' section contains fields for 'Organization Name*' (TechPro Solutions), 'Industry' (Services), 'Organization Location*' (India) and 'State/Union Territory*' (Tamil Nadu). Below this is the 'REGIONAL SETTINGS' section with 'Currency*' (INR - Indian Rupee) and 'Language*' (English). A decorative sidebar on the right features icons of a calculator, a document, and a smartphone.

This screenshot shows the continuation of the setup process. It includes the 'REGIONAL SETTINGS' section with 'Time Zone*' (GMT 5:30) set to '(GMT 5:30) India Standard Time (Asia/Kolkata)'. At the bottom, there's a question 'Is this business registered for GST?' with a 'Yes' toggle switch and a text input field containing '33AAAAA0000A15Z'.

Activity 2: Introduction

The screenshot shows the Zoho Books dashboard for 'TechPro Solutions'. The left sidebar includes tabs for Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main area displays financial summaries: 'Total Receivables' (₹0.00) and 'Total Payables' (₹0.00), both with 'CURRENT' and 'OVERDUE' breakdowns. Below these are sections for 'Cash Flow' (showing a balance of ₹0.00) and 'Incoming' (₹0.00). A banner at the top encourages account verification for invoicing. The status bar at the bottom indicates the date as 29-03-2025 and the time as 07:57 PM.

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

Activity 3: Lets get started

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

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

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

Milestone 2: Products/Service Creation:

Activity 1: Creation

The screenshot shows the Zoho Books software interface. The top navigation bar displays the URL books.zoho.in/app/60039340162#/inventory/items?filter_by=Status.All&per_page=25&sort_column=name&sort_order=A. The main content area is titled "All Items" and lists items with columns for NAME, PURCHASE DESCRIPTION, PURCHASE RATE, DESCRIPTION, RATE, HSN/SAC, and USAGE UNIT. A search bar at the top right says "Search in Items (/)". On the left sidebar, under the "Books" category, the "Items" option is selected. Other options include Home, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. A modal window for "Zoho Inventory" is open at the bottom, describing it as advanced inventory management software that works seamlessly with Zoho Books. It highlights features like tracking items based on serial numbers and batches, selling items across sales channels, and transferring items across warehouses. A "Learn More" button is present in the modal.

The screenshot shows the Zoho Books interface for creating a new item. The main form is titled "New Item" and contains the following fields:

- Type: Service (selected)
- Name*: IT Consulting
- Unit: Hrs
- SAC: 998313
- Tax Preference: Taxable
- Sales Information:**
 - Selling Price*: INR 10000
 - Account*: Sales
- Purchase Information:**
 - Cost Price: INR
 - Account: Cost of Goods Sold

At the bottom of the form are "Save" and "Cancel" buttons.

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

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

After providing all the required details click on save.

Activity 2: Review of Items after Addition

The screenshot shows the Zoho Books application interface. The left sidebar has a 'Books' icon and a list of navigation items: Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. A 'Configure Features' link is at the bottom. The main area title is 'Active Items'. It displays a table with columns: NAME, PURCHASE DESCRIPTION, PURCHASE RATE, DESCRIPTION, RATE, HSN/SAC, and USAGE UNIT. The table contains five rows with the following data:

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

The top right of the main area shows a 'VERIFY ACCOUNT' button, trial information ('Trial expires in 14 days'), and a 'TechPro Solutions' link. The bottom of the screen shows a taskbar with various icons and system status information.

Here we successfully added all the items that are:

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

Milestone 3: Vendors

Activity 1: Vendors Creation

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

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

New Vendor

Primary Contact	Salutation	1. Juniper Netv	Last Name
Company Name	Juniper Networks		
Vendor Display Name*	Juniper Networks		
Vendor Email	junipernetworks@gmail.com		
Vendor Phone	Work Phone	Mobile	
Other Details Address Contact Persons Bank Details Custom Fields Reporting Tags Remarks			
GST Treatment*	Registered Business - Regular		
GSTIN / UIN*	33AAAAA0000A1Z5		
PAN	AAAAAA0000A		
Source Of Supply*	[TN] - Tamil Nadu		

New Contact | Contacts | Zoho

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

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

New Vendor

Fetch Vendor Details From GSTN >

Primary Contact	Salutation	Juniper Networks	Last Name
Company Name	Juniper Networks		
Display Name*	Juniper Networks		
Email Address	junipernetworks@gmail.com		
Phone	Work Phone	Mobile	
Other Details Address Contact Persons Bank Details Custom Fields Reporting Tags Remarks			
GST Treatment*	Registered Business - Regular		
GSTIN / UIN*	33AAAAA0000A1Z5		
Source of Supply*	[TN] - Tamil Nadu		

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

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

Activity 2: Review of Vendors List

The screenshot shows the Zoho Books interface for managing vendors. On the left, a sidebar menu lists various categories like Home, Items, Banking, Sales, Purchases, Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, and Time Tracking. The 'Vendors' option is currently selected. The main content area displays the details for a vendor named 'Randstad Technologies'. The vendor card includes fields for Overview, Comments, Transactions, Mails, and Statement. It shows a list of vendors with their names and total amounts: Randstad Technologies (₹0.00), Comcast Telecom and Internet (₹0.00), IBM Cloud (₹0.00), Amazon Web Services (₹0.00), and Juniper Networks (₹0.00). Below the vendor list, sections for ADDRESS, OTHER DETAILS, and PAYABLES are visible. The PAYABLES section shows currency as INR, outstanding payables as ₹0.00, and unused credits as ₹0.00. A note indicates that GSTIN can be updated via email. The bottom of the screen shows a taskbar with various application icons and system status.

The screenshot shows the Zoho Books interface displaying a list of active vendors. The left sidebar menu is identical to the previous screenshot. The main content area is titled 'Active Vendors' and lists five entries: Randstad Technologies, Comcast Telecom and Internet, IBM Cloud, Amazon Web Services, and Juniper Networks. Each entry includes columns for NAME, COMPANY NAME, EMAIL, WORK PHONE, SOURCE OF SUPPLY, PAYABLES (BCY), and UNUSED CREDITS (BCY). The PAYABLES and UNUSED CREDITS columns show values of ₹0.00 for all entries. The bottom of the screen shows a taskbar with various application icons and system status.

Here we successfully created all the vendors that are:

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

Milestone 4: Purchases

Activity 1: Purchase Order Creation

Techpro solutions has raised below purchase orders from the vendors :

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

For Creation of purchase orders from Navigation Panel go to Purchases>Purchase Order> Create New> Provide the respective details as shown below:

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

Add New | Purchase Orders | Zoho Books

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

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

Books

SERVICE SAC: [Update](#)

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

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

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

Discount %

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

Total Tax Amount INR [Edit](#)

TDS TCS Select a Tax - 0.00

Adjustment [?](#) 0.00

Total (₹) **2,36,000.00**

Customer Notes: Will be displayed on purchase order

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

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

33°C Partly cloudy

Search bar and taskbar icons.

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

Books

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

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

Item Table

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

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

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

Discount %

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

Total Tax Amount INR [Edit](#)

TDS TCS Select a Tax - 0.00

Adjustment [?](#) 0.00

Total (₹) **2,36,000.00**

Customer Notes: Will be displayed on purchase order

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

Activate Windows
Go to Settings to activate Windows.

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

Activity 2: Purchase Order to Purchase Bills Conversion

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

The screenshot shows the Zoho Books interface for managing purchase orders. On the left, a navigation sidebar lists categories like Home, Items, Banking, Sales, Purchases, and Purchase Orders. The main area displays a purchase order for Juniper Networks (PO-00001) worth ₹2,36,000.00, dated 29/03/2025, marked as ISSUED. A blue ribbon banner indicates it is 'Issued'. Below the order details, a large preview window shows a 'PURCHASE ORDER' document with the header 'PURCHASE ORDER # PO-00001'. The document contains the vendor information (TechPro Solutions, Tamil Nadu, India, GSTIN 33AAAAA0000A15Z, shubham.bakare24@gmail.com) and the delivery address (Shubham Bakare, Tamil Nadu, India, GSTIN 33AAAAA0000A15Z). The bottom of the screen shows a taskbar with various application icons and system status indicators.

Activity 3: Direct Vendor Purchases Bills Creation:

Techpro Solutions availed the services from the below Suppliers:

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

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

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

New Bill

Vendor Name* Amazon Web Services INR

BILLING ADDRESS
+ New Address

GST Treatment: Registered Business - Regular
GSTIN: 33AAAAAA000A15Z

Source of Supply* [TN] - Tamil Nadu

Destination of Supply* [TN] - Tamil Nadu

Bill#* 02

Order Number

Bill Date* 05/04/2023

Due Date 05/04/2023 Payment Terms Due On Receipt

This transaction is applicable for reverse charge

Subject Enter a subject within 250 characters

Activate Windows Go to Settings to activate Windows.

PDF Template: Standard Template Change Make Recurring

Save as Draft Save as Open Cancel

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

Item Table

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
<input type="button" value="Add New Row"/> <div style="display: flex; justify-content: space-between;"> Sub Total 50,000.00 </div> <div style="margin-top: 10px;"> Discount <input type="text" value="0"/> % 0.00 </div> <div style="margin-top: 10px;"> CGST9 (9%) 4,500.00 </div> <div style="margin-top: 10px;"> SGST9 (9%) 4,500.00 </div> <div style="margin-top: 10px;"> Total Tax Amount <input type="text" value="9000.00"/> INR </div> <div style="margin-top: 10px;"> <input checked="" type="radio"/> TDS <input type="radio"/> TCS Professional ... -5,000.00 </div> <div style="margin-top: 10px;"> Professional Fees 10% </div> <div style="margin-top: 10px;"> Adjustment <input type="text"/> 0.00 </div> <div style="margin-top: 10px;"> Total (₹) 54,000.00 </div>						

Activate Windows Go to Settings to activate Windows.

PDF Template: Standard Template Change Make Recurring

Save as Draft Save as Open Cancel

Activity 4: Reconciliation of Open & Outstanding Bills

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

The screenshot shows the Zoho Books application interface. On the left, a sidebar menu includes options like Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills (selected), Payments Made, Recurring Bills, Vendor Credits, and Time Tracking. The main area displays a list of open bills:

Bill Details	Amount
IBM Cloud 03 • 05/04/2023 OVERDUE BY 709 DAYS	₹1,08,000.00
Amazon Web Services 02 • 05/04/2023 OVERDUE BY 709 DAYS	₹54,000.00
Juniper Networks 01 • 05/04/2023 OVERDUE BY 724 DAYS	₹2,36,000.00

A modal window titled "Overdue" is open, showing a detailed view of the first bill from IBM Cloud. The bill is labeled "BILL # 03". It includes the following information:

Bill From: IBM Cloud
Bill Date: 05/04/2023
Due Date: 20/04/2023
Balance Due: ₹1,08,000.00

The bill is addressed to TechPro Solutions, Tamil Nadu, India, with GSTIN 33AAAAA0000A15Z and email shubhambakare24@gmail.com.

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

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

Search in Customers (/)

Customer Type Business Individual

Primary Contact Salutation Last Name

Company Name

Display Name*

Email Address

Phone

Other Details Address Contact Persons Custom Fields Reporting Tags Remarks

GST Treatment*

GSTIN / UIN* Get Taxpayer details

Business Legal Name

Business Trade Name

Place of Supply*

PAN

Tax Preference* Taxable Tax Exempt

Activate Windows
Go to Settings to activate Windows.

Save Cancel

Activity 2: Review the Customers List

The screenshot shows the Zoho Books interface for managing customers. On the left, a sidebar menu includes options like Home, Banking, Sales, Customers, Quotes, Sales Orders, Delivery Chittans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, and Documents. The 'Customers' option is selected.

The main panel displays the details for 'ApexTech Consultants'. It includes sections for Overview, Comments, Transactions, Mails, and Statement. The Overview section shows the company name, address, and contact information. The Receivables section displays currency, outstanding receivables, and unused credits. An Income chart shows revenue over the last 6 months. The CONTACT PERSONS section indicates no contact persons found.

This screenshot shows the 'Active Customers' list in Zoho Books. The sidebar menu is identical to the previous screenshot. The main panel lists four active customers: ApexTech Consultants, SmartTech Innovations Pvt Ltd, DigitalEdge Technologies PVT Ltd, and TechWise Solutions Pvt Ltd. Each entry includes the company name, email, work phone, place of supply, receivables, and unused credits.

Milestone 6: Sales

Activity 1: Sales Order Creation

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

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

To Create Sales Order from navigation panel go to :

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

The screenshot shows the 'New Sales Order' creation screen. The left sidebar is collapsed, showing the main menu. The top bar displays 'Books', the search bar 'Search in Sales Orders ()', and the status 'Trial expires in 12 days. [Subscribe](#) TechPro Solutions'. The main area has a title 'New Sales Order'. It contains the following fields:

- Customer Name***: DigitalEdge Technologies PVT Ltd
- BILLING ADDRESS**: + New Address
- SHIPPING ADDRESS**: + New Address
- GST Treatment**: Registered Business - Composition
- GSTRN**: 33AAAAA8GOMS2
- Place of Supply***: TN - Tamil Nadu
- Sales Order#***: SO-00004
- Reference#**: (empty)
- 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
- Salesperson**: Select or Add Salesperson

At the bottom are buttons for 'Save as Draft', 'Save and Send...', and 'Cancel'.

The screenshot shows the 'Item Table' section of the sales order. The left sidebar is collapsed. The top bar displays 'Books', the search bar 'Search in Sales Orders ()', and the status 'Trial expires in 12 days. [Subscribe](#) TechPro Solutions'. The main area shows the 'Item Table' with the following details:

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
IT Consulting	100 Hrs	10000	GST18 [18%]	10,00,000.00

Below the table, there are sections for 'Customer Notes' (with a note about recent transactions) and 'Terms & Conditions' (with buttons for 'Save as Draft', 'Save and Send...', and 'Cancel'). At the bottom right, there are links to 'Activate Windows' and 'Go to Settings to activate Windows'.

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 Sales Orders interface. On the left, a navigation panel is open under the 'Sales' category, with 'Sales Orders' selected. In the center, a sales order for 'DigitalEdge Technologies P...' is displayed with a total of ₹11,80,000.00. The status is 'CONFIRMED'. To the right, a large preview of the generated 'SALES ORDER' document is shown. The document header includes 'SALES ORDER' and 'Sales Order# SO-00001'. It lists the company details: 'TechPro Solutions', 'Tamil Nadu', 'India', 'GSTIN 33AAAAA0000A15Z', and the email 'shubhambakare24@gmail.com'. The bill-to section lists 'DigitalEdge Technologies Pvt Ltd' and 'GSTIN 33AAAAA0000A15Z'. The ship-to section also lists 'GSTIN 33AAAAA0000A15Z'. At the bottom of the document, the order date is '10/04/2023'. A blue banner at the top of the document area says 'Confirmed'.

Activity 3: Direct Sale Invoices

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

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

To Create new invoice from navigation panel go to :

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

Edit Invoice

Customer Name*: TechWise Solutions Pvt Ltd

BILLING ADDRESS: + New Address

SHIPPING ADDRESS: + New Address

GST Treatment: Registered Business - Regular

GSTIN: 33A444AA0000D15Z

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**

Item Table

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

Sub Total: 15,00,000.00

Discount: 0 % 0.00

CGST9 [9%]: 1,35,000.00

SOST9 [9%]: 1,35,000.00

TDS | **TCS** | Professional ... - 150,000.00

Adjustment: 0 0.00

Total (₹): 16,20,000.00

Customer Notes: Thanks for your business.

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

Attach File(s) to Invoice

Upload File

Activate Windows

Go to Settings to activate Windows

Total Amount: ₹ 16,20,000.00

Total Quantity: 50

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

The screenshot shows the Zoho Books application interface. On the left, there's a sidebar with various menu items like Home, Items, Banking, Sales (Customers, Quotes, Sales Orders, Delivery Challans), Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, and Time Tracking. The main area displays an invoice for 'TechPro Solutions' with the number 'INV-000004'. The invoice is marked as 'Draft'. It lists three draft invoices for 'DigitalEdge Technologies Pvt Ltd', 'TechWise Solutions Pvt Ltd', and 'SmartTech Innovations Pvt...'. The invoice details include the company name, address (Tamil Nadu, India), GSTIN, and email. The tax invoice section is titled 'TAX INVOICE' and shows the recipient as 'DigitalEdge Technologies Pvt Ltd'. The invoice table has columns for #, Item & Description, HSN/SAC, Qty, Rate, CGST, SGST, and Amount. A total amount of 10,00,000.00 is shown. At the bottom, there's a note about the weather (30°C, Partly cloudy) and system status (ENG IN, 09:07 PM, 29-03-2025).

Activity 4: Recording of Export Invoice

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

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

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

New Invoice

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

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

GST Treatment: Overseas [?](#)

Invoice#* INV-00009 [Edit](#)

Order Number

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

Salesperson Select or Add Salesperson [Edit](#)
 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 [Edit](#)

(As on 2023-04-20) 1 USD = 82.14227 INR [?](#)

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

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

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

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New Invoice

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

ITEM DETAILS	QUANTITY	RATE Edit	TAX	AMOUNT
Cloud Service Add a description to your item. HAWC SAC: 699311 d	50 Hrs	182.61	IGST0 [0%]	9,130.50 Edit X
Type or click to select an item.	1.00	0.00	Select a Tax	0.00 Edit X

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

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

Sub Total 9,130.50

Discount 0 % 0.00

IGST0 [0%] 0.00

TDS TCS Select a Tax - 0.00

Adjustment 0.00

Total (\$) 9,130.50

Terms & Conditions Attach File(s) to Invoice

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

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

Activity 5: Reconciliation of Open Invoices

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

The screenshot shows the Zoho Books application interface. The left sidebar navigation includes Home, Items, Banking, Sales (Customers, Quotes, Sales Orders, Delivery Challans), Invoices (selected), Payments Received, Recurring Invoices, Credit Notes, Purchases, and Time Tracking. The main content area displays a list of invoices under 'All Invoices'. The first invoice, INV-000005, is selected and shown in detail. The invoice details are as follows:

TechPro Solutions		TAX INVOICE							
Tamil Nadu India GSTIN 33AAAAA0000A15Z shubhambakare24@gmail.com									
#	Item & Description	HSN/SAC	Qty	Rate	CGST	SGST	Amount		
1	Cloud Services	998313	50.00 Hrs	182.61	0%	0.00	0%	0.00	9,130.50

At the top of the page, there is a banner prompting to 'Verify your Zoho account to start invoicing your customers.' with a 'VERIFY ACCOUNT' button. The status bar at the bottom shows the date as 29-03-2025 and the time as 09:12 PM.

Milestone 7: Bank Account

Activity 1: Adding Bank Account

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

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

Add Bank or Credit Card

Select Account Type* Bank Credit Card

Account Name*	ICICI Bank-001
Account Code	
Currency*	INR
Account Number	000001
Bank Name	ICICI Bank
IFSC	
Description	Max. 500 characters

Make this primary

Save Cancel

Milestone 8: Accounts & Ledgers

Activity 1: Creation of New Accounts/Ledgers:

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

We Create these Ledgers:

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

The screenshot shows the Zoho Books interface for creating a new account. The left sidebar menu is visible with options like Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Chart of Accounts (which is selected), Budgets, Transaction Locking, Reports, Documents, and Payroll. The main area displays a list of 'Active Accounts' including Employee Advance, Prepaid Expenses, TDS Receivable, Reverse Charge Tax Input but not due, Input Tax Credits (with sub-options for Input IGST, Input CGST, and Input SGST), Advance Tax, Undeposited Funds, Petty Cash, ICICI Bank-001, Accounts Receivable, Furniture and Equipment, and Salary Payable. A modal window titled 'Create Account' is open, showing the following details:

- Account Type*: Other Current Liability
- Account Name*: Salary Payable
- Make this a sub-account
- Account Code:
- Description: Max. 500 characters
- Liability: Any short term liability like:
 - Customer Deposits
 - Tax Payable
- Add to the watchlist on my dashboard

At the bottom of the modal are 'Save' and 'Cancel' buttons. To the right of the modal, a list of accounts is shown with their respective account types:

Account	Type
Input Tax Credits	Other Current Asset
Input Tax Credits	Other Current Asset
Input Tax Credits	Other Current Asset
Advance Tax	Other Current Asset
Undeposited Funds	Cash
Petty Cash	Cash
ICICI Bank-001	Bank
Accounts Receivable	Accounts Receivable
Furniture and Equipment	Fixed Asset
Salary Payable	Other Current Liability

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.

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

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

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

Activate Windows
Go to Settings to activate Windows.

Save Cancel

Journals + New Journal 1

Status: All Jour... All ▾

30/04/2023 ₹25,00,000.00 PUBLISHED

PUBLISHED

JOURNAL #1

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

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

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

Activate Windows
Go to Settings to activate Windows.

Milestone 10: Expense & Bills

Activity 1: Expense & Bills Entry

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

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

The screenshot shows the 'Edit Expense' form for a recurring expense. The details are as follows:

- Date: 30/04/2023
- Expense Account: Rent Expense
- Amount: INR 200000
- Paid Through: Rent Payable
- Expense Type: Services
- SAC: (empty)
- Vendor: (empty)
- GST Treatment: Registered Business - Regular
- Vendor GSTIN: 33AAAAA0000A15Z
- Source of Supply: [TN] - Tamil Nadu
- Destination of Supply: [TN] - Tamil Nadu
- Reverse Charge: This transaction is applicable for reverse charge
- Tax: GST18 [18%]

A sidebar on the right allows users to drag and drop receipts or upload files. A message at the bottom right says "Activate Windows Go to Settings to activate Windows."

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

The screenshot shows the 'Edit Expense' form for other miscellaneous expenses. The details are as follows:

- Date: 30/04/2023
- Expense Account: Other Expenses
- Amount: INR 5000
- Paid Through: Petty Cash
- Expense Type: Services
- SAC: (empty)
- Vendor: (empty)
- GST Treatment: Registered Business - Regular
- Vendor GSTIN: 33AAAAA0000A15Z
- Source of Supply: [TN] - Tamil Nadu
- Destination of Supply: [TN] - Tamil Nadu
- Reverse Charge: This transaction is applicable for reverse charge
- Tax: GST0 [0%]

A sidebar on the right allows users to drag and drop receipts or upload files. A message at the bottom right says "Activate Windows Go to Settings to activate Windows."

After recording the Expense Entries:

The screenshot shows a software application window titled "Books". The left sidebar contains a navigation menu with categories like Home, Items, Banking, Sales, Purchases, Vendors, Expenses (which is selected), Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, and Documents. The main area is titled "All Expenses" and displays a table of recorded expenses. The columns are DATE, EXPENSE ACCOUNT, REFERENCE#, VENDOR NAME, PAID THROUGH, CUSTOMER NAME, STATUS, and AMOUNT. Two entries are listed:

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

At the bottom right of the main area, there is a message: "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:

The screenshot shows the Zoho Books Banking module interface. On the left, there's a sidebar with various icons. In the center, it displays a summary for 'ICICI Bank-001' with a balance of ₹0.00. A large blue button labeled 'Add Transaction' is prominent. A modal window titled 'Add Transaction' is open, showing a list of transaction types under 'MONEY OUT': Expense, Vendor Advance, Vendor Payment, Transfer To Another Account, Card Payment, Owner Drawings, Credit Note Refund, and Payment Refund. Under 'MONEY IN', it lists Customer Advance. A central message says 'No transactions, yet! Import your bank statements and view them here.' with a 'Import Statement' button. Below this, a note about opening balances is shown with a 'Enter Balances Now' link. The top right of the screen shows a trial status and user information.

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

For Vendor Payment:

The screenshot shows the Zoho Books interface for vendor payment. On the left, there's a sidebar with various icons and a main dashboard area for ICICI Bank-001. A modal window titled "Vendor Payment" is open on the right, containing fields for Vendor*, Payment #*, Amount*, Date*, Reference#, Paid Via, and Description. The "Vendor Payment" option is selected in a dropdown menu on the left. The main dashboard shows a balance of ₹0.00 and a placeholder for bank statement imports.

For Customer Payment:

The screenshot shows the Zoho Books interface for customer payment. On the left, there's a sidebar with various icons and a main dashboard area for ICICI Bank-001. A modal window titled "Customer Payment" is open on the right, containing fields for Customer*, Amount Received*, Date*, Payment #*, Reference#, Received Via, and Description. The "Customer Payment" option is selected in a dropdown menu on the left. The main dashboard shows a balance of ₹-54,000.00 and a transaction history table.

Milestone 12: Financial Reports:

The screenshot shows the Zoho Books interface under the 'Reports' tab. On the left sidebar, 'Reports' is selected. The main area displays a grid of report categories and sub-options. The 'General Reports' section includes 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, Payments Received, Recurring Invoices, and Payables. The 'Sales' section includes Sales by Customer, Sales by Item, and Sales by Sales Person. The 'Receivables' section includes Customer Balances, AR Aging Summary, AR Aging Details, Invoice Details, Sales Order Details, Delivery Challan Details, Quote Details, Customer Balance Summary, Receivable Summary, and Receivable Details.

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 the Zoho Books Profit and Loss report for TechPro Solutions Private Limited. The report is dated from 01/04/2023 to 30/04/2023, based on an accrual basis. The report details the company's financial performance across various income and expense categories, resulting in a net profit of 1,363.25.

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

Activity 2: Balance Sheet

Search in Customers (/)Schedule ReportExport As

CustomCustomize Report

Balance Sheet

Basis: Accrual
As of 30/04/2023

[Add Temporary Note](#)

Collapse allExpand 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
ΦInput 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
ΦGST Payable	6,30,000.00
Total for Current Liabilities	9,93,000.00
Total for Liabilities	9,93,000.00
Equities	
Owner's Equity	1,00,000.00
Current Year Earnings	11,93,626.56
Total for Equities	12,93,626.56
Total for Liabilities & Equities	22,86,626.56

Activity 3: GST Reports

Screenshot of the GSTR-3B Summary report interface.

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

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

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

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

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

Screenshot of the GSTR-3B Summary report interface.

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

+ Add Temporary Note

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

Activity 4: Journal Report

The screenshot shows a journal report for TechPro Solutions Private Limited from April 1, 2023, to April 30, 2023. The report is based on the accrual basis. It includes two entries:

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

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

Activity 5: Accounts Receivable Aging Details

The screenshot shows an AR Aging Summary by Invoice Due Date as of April 30, 2023. It lists one customer, SmartTech Innovations Pvt Ltd, with a total amount of ₹10,80,000.00.

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

Activity 6: Accounts Payable Aging Details

TechPro Solutions Private Limited
AP Aging Summary By Bill Due Date
As of 30/04/2023

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

TechPro Solutions Private Limited
TDS Summary
Basis: Accrual
From 01/04/2023 To 30/04/2023

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

Activity 7: TDS Payable & Receivable Reports

