



Z © H ©

5:53 PM



books. zoho. in|



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## Sign in

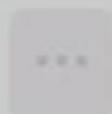
to access Zoho Books

Email address or mobile number

Next

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Zoho Books India Helpline: 18003093036

Mon - Fri • 9:00 AM - 7:00 PM • Toll Free

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Total Receivables ⓘ

[+ New](#)

Total Unpaid Invoices ₹0.00

CURRENT

₹0.00

OVERDUE

₹0.00

Total Payables ⓘ

[+ New](#)

Total Unpaid Bills ₹3,40,000.00

CURRENT

₹0.00

OVERDUE

₹3,40,000.00

Cash Flow ⓘ

This Fiscal Year

Cash as on  
01/04/2023

₹0.00

Incoming

₹46,28,647.09 +

Outgoing

₹59,000.00 -

Cash as on  
31/03/2024

₹45,69,647.09 =

Income and Expense ⓘ

This Fiscal Year

Accrual Cash



Income

Expense

Total Income

₹42,50,00...

Total Expenses

₹30,56,35...

\* Income and expense values displayed are exclusive of taxes.

Top Expenses ⓘ

This Fiscal Year



Salaries and Employee Wages (71%)

Cost of Goods Sold (13.09%)

Rent Expense (7.48%)

Other Expenses (0.36%)

Projects ⓘ

00:00

UNBILLED HOURS

₹0.00

UNBILLED EXPENSES

[Add Project\(s\) to this watchlist](#)

Bank and Credit Cards ⓘ

ICICI Bank-001

₹11,26,000.00



Contact Support



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

Welcome  
swathiravichandran2003,

Organization Name\*

Organization Location\*

India



To create an organization with another  
country, [sign in here](#).

Let's get started!

Cancel

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## Welcome to Zoho Books

Your journey to effortlessly manage your accounting starts here.



- ▶ Getting started with Zoho Books | Tamil
- ▶ Getting started with Zoho Books | Hindi



Zoho Books can now be accessed from your desktop using the Windows app.

[Explore Windows App](#)

## Let's get Zoho Books up and running for your business

## Set up your Customer Portal name ?

techprosolutions60024635443

<https://books.zoho.in/portal/techprosolutions60024635443>[Use the default Customer Portal name](#)

## Configure Chart of Accounts

Create new accounts or edit existing accounts to suit your business needs.

[Configure →](#)

## Set up Opening Balances

Enter the closing balance from your previous accounting system.

[Configure →](#)

## Update Your GST Settings

Setup your taxes to create transactions and file your returns from Zoho Books.

[Configure →](#)

## Configure Banks and Credit Cards

Reconcile transactions with live feeds from your bank and credit card easily.

[Configure →](#)

## Have a question?

Write to us at [support.india@zohobooks.com](mailto:support.india@zohobooks.com) and we'll answer you.[Mail us →](#)

## Searching for an accountant ?

Find Zoho Books certified financial advisors who can help you run your business



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## New Item



Type

☒ Goods ☐ Service

Name\*

Unit

HSN Code

Tax  
Preference\*☒ Sales Information☒ Purchase Information

Selling Price\*

Cost Price\*

Account\*

Account\*

Description

Description

## Default Tax Rates

Intra State Tax  
Rate

GST18 (18 %)

Inter State Tax  
Rate

IGST18 (18 %)

Preferred  
Vendor

Do you want to keep track of this item? **Enable Inventory** to view its stock based on the sales and purchase transactions you record for it. Go to **Settings > Preferences > Items** and enable inventory.

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



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## Active Items

[+ New](#)

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
<input type="checkbox"/>	Cloud services		₹15,000.00	998313	Hrs(hour)
<input type="checkbox"/>	Cybersecurity		₹10,000.00	998313	Hrs(hour)
<input type="checkbox"/>	IT consulting		₹10,000.00	998313	Hrs(hour)
<input type="checkbox"/>	Software Development		₹20,000.00	998313	Hrs(hour)
<input type="checkbox"/>	Web maintenance		₹30,000.00	998313	Hrs(hour)





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## Connect your bank accounts to Zoho Books or add them manually

Connect your bank accounts to fetch the bank feeds using one of our third-party bank feeds service providers. Or, you can add your bank accounts manually and import bank feeds.

Partner Banks  
Fetch feeds  
directly

 ICICI Bank  
Business Banking

Standard Chartered

HSBC

 Kotak  
Mahindra Bank

YES BANK

## Automatic Bank Feeds Supported Banks

Connect your bank accounts and fetch the bank feeds using one of our third-party bank feeds service providers.

[Connect Now](#)

PayPal

ICICI Bank (...)

HDFC Bank ...

State Bank ...

Kotak Mahi...

Axis Bank (L...

HDFC Bank ...

Citi Citibank (In...

State Bank ...

Credit Card

## Add bank accounts manually

[Add Manually](#)

Unable to connect your bank account through our service providers?  
Add you bank accounts manually by entering your account details.



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Search in Vendors ( / )

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Active Vendors

[+ New](#)

<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	WORK PHONE
<input type="checkbox"/>	<a href="#">Amazon Web Services (AWS)</a>	Amazon Web services	Amazonwebservices@gmail.com	
<input type="checkbox"/>	<a href="#">Comcast Telecom and Internet</a>	Comcast Telecom and Internet	Comcasttelecomandinternet@gmail.com	
<input type="checkbox"/>	<a href="#">IBM cloud</a>	IBM cloud	ibmcloud@gmail.com	
<input type="checkbox"/>	<a href="#">Juniper Networks</a>	Juniper Networks	Junipernetworks@gmail.com	
<input type="checkbox"/>	<a href="#">Randstad Technologies</a>	Randstad Technologies	randstadtechnologies@gmail.com	



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## All Purchase Orders

+ New



<input type="checkbox"/>	DATE	PURCHAS...	REFERENC...	VENDOR N...	STATUS	BILLED ST...	AMOUNT	EXPECTED...
<input type="checkbox"/>	05/04/2023	PO-00001		Juniper Networks	ISSUED		₹2,36,000.00	



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## All Bills

+ New



<input type="checkbox"/>	DATE	BILL#	REFERENC...	VENDOR N...	STATUS	DUE DATE	AMOUNT	BALANCE...
<input type="checkbox"/>	05/04/2023	03		IBM cloud	OVERDUE BY 182 DAYS	20/04/2023	₹1,08,000.00	₹1,08,000.00
<input type="checkbox"/>	05/04/2023	02		Amazon Web Services (AWS)	PAID	20/04/2023	₹54,000.00	₹0.00
<input type="checkbox"/>	05/04/2023	01	PO-00001	Juniper Networks	OVERDUE BY 182 DAYS	20/04/2023	₹2,32,000.00	₹2,32,000.00



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## Active Customers

+ New



<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY
<input type="checkbox"/>	ApexTech Consultants	ApexTech Consultants			
<input type="checkbox"/>	SmartTech Innovations pvt Ltd	SmartTech Innovations Pvt Ltd			Tamil Nadu
<input type="checkbox"/>	DigitalEdge Technologies Pvt Ltd	DigitalEdge Technologies Pvt Ltd			Tamil Nadu
<input type="checkbox"/>	Techwise solutions pvt Ltd	Techwise solutions pvt Ltd			Tamil Nadu



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Search in Sales Order

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## All Sales Orders

+ New



<input type="checkbox"/>	DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS
<input type="checkbox"/>	10/04/2023	SO-00001		DigitalEdge Technologies Pvt Ltd	CONFIRMED



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## All Invoices

+ New



<input type="checkbox"/>	DATE	INVOICE#	ORDER NU...	CUSTOME...	STATUS	DUE DATE	AMOUNT	BALANCE...	
<input type="checkbox"/>	20/04/2023	INV-000004		ApexTech Consultant s	PAID	20/04/2023	\$9,130.50	\$0.00	
<input type="checkbox"/>	10/04/2023	INV-000001		DigitalEdge Technologies Pvt Ltd	PAID	10/04/2023	₹11,80,000.00	₹0.00	
<input type="checkbox"/>	20/04/2023	INV-000002		SmartTech Innovation s pvt Ltd	PAID	20/04/2023	₹10,80,000.00	₹0.00	
<input type="checkbox"/>	20/04/2023	INV-000003		Techwise solutions pvt Ltd	PAID	20/04/2023	₹16,20,000.00	₹0.00	



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## All Received Paym...

[+ New](#)

<input type="checkbox"/>	DATE	PAYMENT #	REFERENC...	CUSTOME...	INVOICE#	MODE	AMOUNT	UNUSED A...	Q
<input type="checkbox"/>	25/04/2023	2		ApexTech Consultant s	INV-000004	Bank Transfer	\$9,130.50	\$0.00	
<input type="checkbox"/>	24/04/2023	4		Techwise solutions pvt Ltd	INV-000003	Bank Transfer	₹16,20,000.00	₹0.00	
<input type="checkbox"/>	20/04/2023	3		SmartTech Innovations pvt Ltd	INV-000002	Bank Transfer	₹10,80,000.00	₹0.00	
<input type="checkbox"/>	15/04/2023	1		DigitalEdge Technologies Pvt Ltd	INV-000001	Bank Transfer	₹11,80,000.00	₹0.00	





## Create Account

Account Type\*

Other Asset

Account Name\*

Account Code

Description

Max. 500 characters

☐ Add to the watchlist on my dashboard

Save

Cancel

## Assets

Track special assets like goodwill and other intangible assets

accountant

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Bulk Update

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Adjustments

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<input type="checkbox"/>	Item Expense	Expense
<input type="checkbox"/>	Janitorial Expense	Expense
<input type="checkbox"/>	Postage	Expense
<input type="checkbox"/>	Bad Debt	Expense
<input type="checkbox"/>	Printing and Stationery	Expense
<input type="checkbox"/>	Salaries and Employee Wages	Expense
<input type="checkbox"/>	Meals and Entertainment	Expense
<input type="checkbox"/>	Reverse Charge Tax Input but not due	Other Current Asset
<input type="checkbox"/>	Depreciation Expense	Expense
<input type="checkbox"/>	Consultant Expense	Expense
<input type="checkbox"/>	Repairs and Maintenance	Expense
<input type="checkbox"/>	Prepaid Expenses	Other Current Asset
<input type="checkbox"/>	Other Expenses	Expense
<input type="checkbox"/>	GST Payable	Other Current Liability
<input type="checkbox"/>	Output IGST	Other Current Liability
<input type="checkbox"/>	Output CGST	Other Current Liability
<input type="checkbox"/>	Output SGST	Other Current Liability
<input type="checkbox"/>	TDS Receivable	Other Current Asset
<input type="checkbox"/>	Drawings	Equity
<input type="checkbox"/>	Lodging	Expense
<input type="checkbox"/>	TDS Payable	Other Current Liability
<input type="checkbox"/>	Cost of Goods Sold	Cost Of Goods Sold
<input type="checkbox"/>	Employee Advance	Other Current Asset
<input type="checkbox"/>	Input Tax Credits	Other Current Asset



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## Active Accounts

+ New Account



Find Accountant

ACCOUNT NAME	ACCOUNT CODE	ACCOUNT TYPE	DOCUMENTS
Exchange Gain or Loss		Other Expense	
Travel Expense		Expense	
Telephone Expense		Expense	
Automobile Expense		Expense	
IT and Internet Expenses		Expense	
Rent Expense		Expense	
Janitorial Expense		Expense	
Postage		Expense	
Bad Debt		Expense	
Printing and Stationery		Expense	
Salaries and Employee Wages		Expense	
Meals and Entertainment		Expense	
Reverse Charge Tax Input but not due		Other Current Asset	
Depreciation Expense		Expense	
Consultant Expense		Expense	
Repairs and Maintenance		Expense	
Prepaid Expenses		Other Current Asset	
Other Expenses		Expense	
GST Payable		Other Current Liability	
Output IGST		Other Current Liability	
Output CGST		Other Current Liability	
Output SGST		Other Current Liability	
TDS Receivable		Other Current Asset	
Drawings		Equity	
Lodging		Expense	
TDS Payable		Other Current Liability	
Cost of Goods Sold		Cost Of Goods Sold	
Employee Advance		Other Current Asset	
Input Tax Credits		Other Current Asset	
Input IGST		Other Current Asset	
Input CGST		Other Current Asset	
Input SGST		Other Current Asset	
Employee Reimbursements		Other Current Liability	
Uncategorized		Expense	
Dimension Adjustments		Other Liability	
Opening Balance Adjustments		Other Current Liability	



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## Manual Journals

[+ New Journal](#)[Find Accountants](#)

VIEW BY: Status: All Journals Period: All

<input type="checkbox"/>	DATE	JOURNAL#	REFERENCE ...	STATUS	NOTES	AMOUNT	CREATED BY
<input type="checkbox"/>	30/04/2023	1		PUBLISHED		₹25,00,000.00	swathiravichandran2003



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## All Expenses



+ New



<input type="checkbox"/>	DATE	EXPENSE ...	REFERENC...	VENDOR N...	PAID THRO...	CUSTOMER...	STATUS	AMOUNT	Q
<input type="checkbox"/>	30/04/2023	Other Expenses	02		Petty Cash		NON-BILLABLE	₹5,000.00	
<input type="checkbox"/>	30/04/2023	Rent Expense	01		Rent payable		NON-BILLABLE	₹2,36,000.00	



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## Petty Cash

[Add Transaction](#)Amount in Zoho Books  
₹34,43,647.09Dashboard  
Account Summary

## Transactions



DATE

REFERENCE#

TYPE

STATUS

DEPOSITS

WITHDRAWALS

RUNNING BALA...



30/04/2023

02

Other Expenses

Manually Added

₹5,000.00

₹34,43,647.09



25/04/2023

Customer  
Payment

Manually Added

₹7,48,647.09

₹34,48,647.09

Customer:  
ApexTech  
Consultants

24/04/2023

Customer  
Payment

Manually Added

₹16,20,000.00

₹27,00,000.00

Customer: Techwise  
solutions pvt Ltd

20/04/2023

Customer  
Payment

Manually Added

₹10,80,000.00

₹10,80,000.00

Customer:  
SmartTech  
Innovations pvt Ltd



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Profit and Loss (Schedule III)

Horizontal Profit and Loss

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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

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Payments Received

Time to Get Paid

Credit Note Details

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AP Aging Summary

AP Aging Details

Bills Details

Vendor Credits Details

Payments Made

Refund History

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Payable Details

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Purchases by Item

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Expenses by Category

Expenses by Customer

Expenses by Project

Expenses by Employee

Billable Expense Details

Taxes

Tax Summary

TDS Summary

TCS Summary (Form No. 27EQ)

Invoice Furnishing Facility(IFF)

PMT-06 (Self Assessment Basis)

GSTR-3B Summary

Summary of Outward Supplies

Summary of Inward Supplies

Self Invoice Summary

Annual Summary (GSTR-9)

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This Year

[Customize Report](#)[Schedule Report](#)

Export As

TechPro Solutions  
Profit and Loss

Basis: Accrual

From 01/04/2023 To 31/03/2024

[+ Add Temporary Note](#)

ACCOUNT	TOTAL
<strong>Operating Income</strong>	
Sales	42,50,000.00
Total for Operating Income	42,50,000.00
<strong>Cost of Goods Sold</strong>	
Cost of Goods Sold	3,50,000.00
Total for Cost of Goods Sold	3,50,000.00
Gross Profit	39,00,000.00
<strong>Operating Expense</strong>	
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	11,95,000.00
<strong>Non Operating Income</strong>	
Total for Non Operating Income	0.00
<strong>Non Operating Expense</strong>	
Exchange Gain or Loss	1,352.91
Total for Non Operating Expense	1,352.91
Net Profit/Loss	11,93,647.09

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



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## TechPro Solutions Balance Sheet

Basis: Accrual

As of 19/10/2023

[+ Add Temporary Note](#)



ACCOUNT	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash</b>	
Petty Cash	34,43,647.09
<b>Total for Cash</b>	34,43,647.09
<b>Bank</b>	
ICICI Bank-001	11,26,000.00
<b>Total for Bank</b>	11,26,000.00
<b>Other current assets</b>	
TDS Receivable	2,50,000.00
<input checked="" type="radio"/> Input Tax Credits	0.00
Input CGST	49,500.00
Input SGST	49,500.00
<b>Total for Input Tax Credits</b>	99,000.00
<b>Total for Other current assets</b>	3,49,000.00
<b>Total for Current Assets</b>	49,18,647.09
<b>Total for Assets</b>	49,18,647.09
<b>Liabilities &amp; Equities</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	3,40,000.00
Rent payable	2,36,000.00
Salary payable	25,00,000.00
TDS Payable	19,000.00
<input checked="" type="radio"/> GST Payable	0.00
Output CGST	3,15,000.00
Output SGST	3,15,000.00
<b>Total for GST Payable</b>	6,30,000.00
<b>Total for Current Liabilities</b>	37,25,000.00
<b>Total for Liabilities</b>	37,25,000.00
<b>Equities</b>	
Current Year Earnings	11,93,647.09
<b>Total for Equities</b>	11,93,647.09
<b>Total for Liabilities &amp; Equities</b>	49,18,647.09

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





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**GSTR-3B Summary**

From 01/10/2023 To 31/10/2023

**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)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹0.00	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, exempted)	₹0.00				
(d) Inward supplies (liable to reverse charge)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(e) Non-GST outward supplies	₹0.00				
<b>Total value</b>	₹0.00	₹0.00	₹0.00	₹0.00	₹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
(i) Taxable supplies on which electronic commerce operator pays tax under Sub-section (5) of Section 9 [To be furnished by the electronic commerce operator]	0	0	0	0	0
(ii) Taxable supplies made by the registered person through electronic commerce operator, on which electronic commerce operator is required to pay tax under Sub-section (5) of Section 9 [To be furnished by the registered person making supplies through electronic commerce operator]	₹0.00				

**3.2 Of the supplies shown in 3.1 (a) above, details of inter-State supplies made to unregistered persons, composition taxable persons and UIN holders**

	Place Of Supply	Taxable Value	Integrated Tax
1	2	3	4
Supplies made to Unregistered Persons			
Supplies made to Composition Taxable Persons			
Supplies made to UIN holders			
We are not tracking supplies made to UIN holders			

**4. Eligible ITC**

Details	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5
(A) ITC Available (whether in full or part)				
(1) Import of Goods	₹0.00			₹0.00
(2) Import of Services	₹0.00			₹0.00
(3) Inward supplies liable to reverse charge (other than 1 & 2 above)	₹0.00	₹0.00	₹0.00	₹0.00
(4) Inward supplies from ISD	-- -We do not support in Zoho Books-- -			
(5) All other ITC	₹0.00	₹0.00	₹0.00	₹0.00

**5. Values of exempt, nil-rated and non-GST inward supplies**

Nature of Supply	Inter-State Supplies	Intra-State Supplies
1	2	3
Composition Scheme, Exempted, Nil Rated	₹0.00	₹0.00
Non-GST supply	₹0.00	₹0.00