



Course Name	Zoho Books	
College Name	Mangayarkarasi College of Arts and Science for Women Paravai, Madurai - 625002	
College Code	MKU251	
Skill Offering Id	NM2023TMD36662	
Project Title	Preparation and Maintenance of ZOHO Books for TechPro Solutions	
Project Submitted To	Madurai Kamaraj University (Naan Mudhalvan Scheme(TNSDC))	
Year	2023	
Department	B.COM Computer Application	
Semester	5	
Group Number	7	
Total Members of the Group	4	
Group Members Details		
Name of the Member	University Register. No	Student NM ID
O. Syed Rafiya	C1C15190	4E9C4232B8AD0D28C7041F5BD4558861
M. Sowmiya	C1C15182	18088E32929A133BCE14D8CAC99BC3BD
M. Sandhu Usmaniya Begam	C1C15179	50B09D4ABE3A8FDA60A42055DCDF7288
A. Sri Varshini	C1C15184	2A7D4DC2E474EF695564A58A855DDE38
Under the Guidance	PUNITHA MARTINA NESAMANI J	
SPOC	Ms.P.UMADEVI	

TECHPRO SOLUTIONS

1. INTRODUCTION.

1.1 Overview

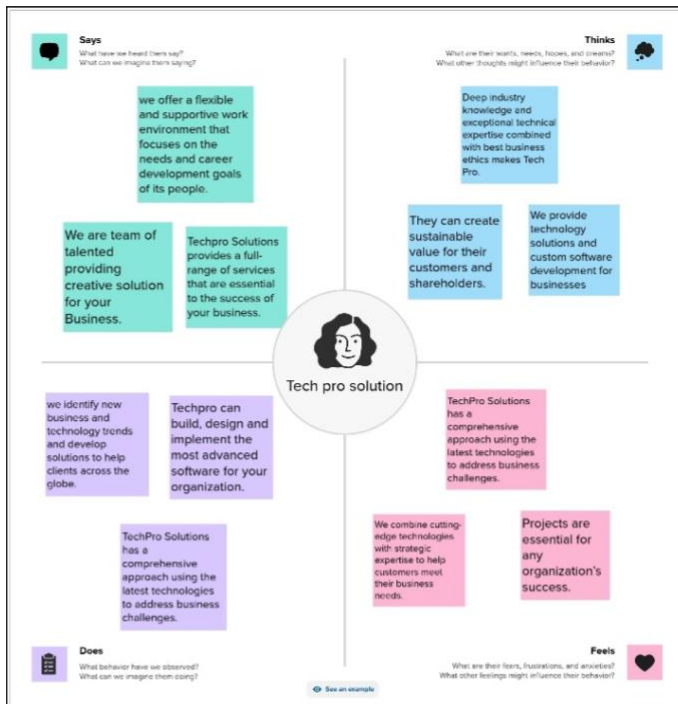
TechPro Solutions, an IT services company, utilizes Zoho Books to efficiently manage their client billing and invoicing. They track project expenses, record billable hours, and generate professional invoices using Zoho Books. The software helps them streamline their financial processes and provides insights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

1.2 Purpose

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

2.Problem Definition and Design Thinking

2.1 Empathy Map



2.2 Ideation and Brainstorming Map



Milestone 1: Set up your account

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

Did you know?

The GST council has made e-invoicing mandatory for businesses with a turnover of ₹5 crore and above from 1 August, 2023. Zoho Books is here to help.

Reach out to support.india@zohobooks.com for more info.

Experience PREMIUM plan for 14 days.

Company Name

Email Address

+91 Mobile Number

Password

India

Telangana

Your data will be in INDIA data center.

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#).

CREATE ACCOUNT

or sign in using [Google](#) [Facebook](#) [LinkedIn](#) [Twitter](#)

Activity 2: Introduction

Books Search in Customers (/) Total expires in 14 days. [Subscribe](#) TechPro Solutions Pri...

Hello, TechPro Solutions
TechPro Solutions Private Limited

Zoho Books India Helpline: 18003093036
Mon - Fri • 9:00 AM - 7:00 PM • Toll Free

Dashboard Getting Started Recent Updates

Looking for a product overview? Available in English & తెలుగు
Join our daily webinar and get all your questions answered live! [Register Now](#)

Total Receivables New
Total Unpaid Invoices ₹0.00

CURRENT	OVERDUE
₹0.00	₹0.00

Total Payables New
Total Unpaid Bills ₹0.00

CURRENT	OVERDUE
₹0.00	₹0.00

Cash Flow This Fiscal Year
Cash as on 01/04/2023
₹0.00

[Contact Support](#)

Milestone 2: Products/Service Creation:

Activity 1: Creation

Books | Search in Items (/) | Trial expires in 14 days. [Subscribe](#) | TechPro Solutions Pri...

All Items [+ New](#) [...](#)

NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
Goods and Services, if they have a price tag, put them here.				

Zoho Inventory
Advanced inventory management software that works seamlessly with Zoho Books.
✔ Track items based on serial numbers and batches ✔ Sell items across sales channels ✔ Transfer items across warehouses [Learn More](#)

Books | Search in Items (/) | Trial expires in 14 days. [Subscribe](#) | TechPro Solutions Pri...

New Item [×](#)

Type [?](#) ☐ Goods ☒ Service

Name*

Unit [?](#) [×](#) [v](#)

SAC [Q](#)

Tax Preference* [v](#)

☒ Sales Information

Selling Price*

Account* [v](#)

Description

Default Tax Rates

Intra State Tax Rate [v](#)

Inter State Tax Rate [v](#)

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

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

Activity 2: Review of Items after Addition

Books

Search in Items (/)

Trial expires in 14 days. [Subscribe](#)

TechPro Solutions Pri...

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Configure Features list

Active Items

+ New

...

?

<input type="checkbox"/>	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

Milestone 3: Vendors

Activity 1: Vendors Creation

Books

Search in Vendors (/)

Trial expires in 13 days. [Subscribe](#)

TechPro Solutions Pri...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

All Vendors

+ New

...

?

Business is no fun without people.

Create and manage your contacts, all in one place.

CREATE NEW VENDOR

Click here to import vendors from file

or using

Types of contacts

Books

Search in Vendors (/)

Trial expires in 13 days. [Subscribe](#)

TechPro Solutions Pri...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

New Vendor

Primary Contact

Salutation

T. Juniper Netr

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

Get Taxpayer details

PAN

AAAAA0000A

Source Of Supply*

(TN) - Tamil Nadu

Currency

INR- Indian Rupee

Opening Balance

INR

Payment Terms

Due on Receipt

TDS

Payment of contractors for Others - [2 %]

Enable Portal?

Allow portal access for this vendor

Portal Language

English

Add more details

Save

Cancel

Activity 2: Review of Vendors List

Books

Search in Vendors (/)

Trial expires in 13 days. [Subscribe](#)

TechPro Solutions Pri...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Active Vendors

Juniper Networks

Edit

New Transaction

More

Overview

Comments

Transactions

Mails

Statement

Juniper Networks

1. Juniper Networks

junipernetworks@gmail.com

Edit Send Email Invite to Portal Delete

ADDRESS

Billing Address

No Billing Address - Add new address

Shipping Address

No Shipping Address - Add new address

OTHER DETAILS

Default Currency

INR

Payment Terms

Due on Receipt

GST Treatment

Registered Business - Regular

GSTIN

33AAAAA0000A1Z5

PAN

AAAAA0000A

What's Next for Your Vendor?

Your vendor has been added. Create a purchase order or record a bill for the items you buy from your vendor.

New Purchase Order

New Bill

You can request your contact to directly update the GSTIN by sending an email. [Send email](#)

Payment due period

Due on Receipt

Payables

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

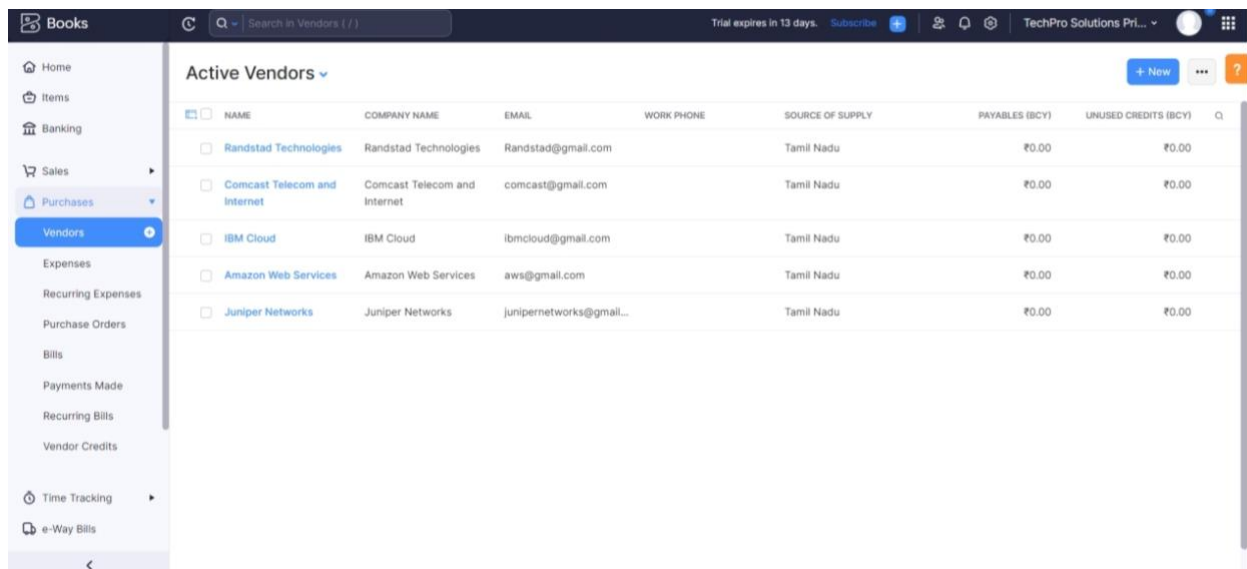
[View Opening Balance](#)

Expenses

This chart is displayed in the organization's base currency.

Last 6 Months

Accrual



Milestone 4: Purchases

Activity1:Purchase order creation

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

New Purchase Order

Vendor Name*

Juniper Networks

Open Purchase Orders

BILLING ADDRESS

SHIPPING ADDRESS

Add new address

Add new address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A1Z5

Source Of Supply*

[TN] - Tamil Nadu

Destination Of Supply*

[TN] - Tamil Nadu

Deliver To*

Organization

Customer

sairampulugam

Tamil Nadu

India

Change destination to deliver

Save as Draft

Save and Send

Cancel

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

Books

Q

Search in Purchase Orders (/)

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

ITEM DETAILS

Networking Items

SAC: Update

Add another line

ACCOUNT

Cost of Goods Sold

QUANTITY

200

RATE

1000

TAX

GST18 [18%]

AMOUNT

2,00,000.00

Sub Total

2,00,000.00

Total Quantity : 200

Discount

0 %

0.00

CGST9 [9%]

18,000.00

SGST9 [9%]

18,000.00

Total Tax Amount

36000.00 INR

Adjustment

0.00

TCS

Select a Tax

0

Total (₹)

2,36,000.00

Customer Notes

Will be displayed on purchase order

Save as Draft

Save and Send

Cancel

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

Activity 2: Purchase Order to Purchase Bills Conversion

Books

Q

Search in Purchase Orders (/)

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

All Purchase Ord...

+ New

PO-00001

Attachments

Comments & History

Juniper Networks

PO-00001

05/04/2023

ISSUED

₹2,36,000.00

Edit

Send Mail

PDF/Print

Convert to Bill

Complete Your Purchase

You can create bills and receives(in any sequence) with this order to complete your purchase.

Convert to Bill

Show PDF View

Issued

TechPro Solutions Private Limited

Tamil Nadu

India

GSTIN: 33AAAAA0000A1Z5

sarampugan@gmail.com

PURCHASE ORDER

PO-00001

Vendor Address

Juniper Networks

GSTIN: 33AAAAA0000A1Z5

Deliver To

sarampugan

Tamil Nadu

Books

Q

Search in Bills (/)

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

All Bills

+ New

01

Attachments

Comments & History

Juniper Networks

01

31/07/2023

OPEN

₹2,32,000.00

Edit

PDF

Record Payment

Record Payment

This bill is in the open status. You can now record payment for this bill.

Record Payment

Purchase Orders

Show PDF View

Open

TechPro Solutions Private Limited

Tamil Nadu

India

GSTIN: 33AAAAA0000A1Z5

sarampugan@gmail.com

BILL

BB# 01

Release Due

₹2,32,000.00

Order Number :

PO-00001

Activity 3: Direct Vendor Purchases Bills Creation:

Books | Search in Bills (/) | Trial expires in 3 days. | TechPro Solutions Pri...

New Bill

Vendor Name* Amazon Web Services [View Vendor Details](#)

GST Treatment: Registered Business - Regular [View Vendor Details](#)

GSTIN: 33AAAAA0000A1Z5 [View Vendor Details](#)

Source Of Supply* [TN] - Tamil Nadu

Destination Of Supply* [TN] - Tamil Nadu

Bill#* 02

Order Number

Bill Date* 05/04/2023
To create transaction dated before 01/07/2017, click here

Due Date 20/04/2023 | Payment Terms Net 15

Save as Draft | Save as Open | Cancel

Template: 'Standard Template' | Change | Make Recurring

Books | Search in Bills (/) | Trial expires in 3 days. | TechPro Solutions Pri...

ITEM DETAILS

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Cloud Database	Cost of Goods Sold	1.00	50000.00	GST18 [18%] Eligible For ITC	Select Customer	50,000.00

[SAC: Update](#)

[Add another line](#)

Sub Total 50,000.00

Discount 0 %

COST9 [9%] 4,500.00

GOST9 [9%] 4,500.00

Total Tax Amount 9000.00 INR

TDS ☒ **TCS** ☐ Professional F... [Professional Fees 10%](#)

Adjustment 0.00

Total (₹) 54,000.00

Save as Draft | Save as Open | Cancel

Template: 'Standard Template' | Change | Make Recurring

Activity 4: Reconciliation of Open & Outstanding Bills

Books | Search in Bills (/) | Trial expires in 3 days. | TechPro Solutions Pri...

All Bills | [+ New](#) | [...](#)

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

Record Payment

Payment for this bill is overdue. You can record the payment for this bill if paid.

[Record Payment](#)

Bill Details

TechPro Solutions Private Limited
Tamil Nadu
India
GSTIN: 33AAAAA0000A1Z5
sarampugan@gmail.com

BILL
Bill# 03
Balance Due
₹1,08,000.00

Bill From
IBM Cloud
GSTIN: 33AAAAA0000A1Z5

Bill Date: 05/04/2023
Due Date: 20/04/2023
Terms: Net 15

Milestone 5: Customers

Activity 1: Customers Creation:

The screenshot shows the 'New Customer' form in the Books application. The form is divided into two main sections: 'Customer Type' and 'Other Details'. The 'Customer Type' section has radio buttons for 'Business' (selected) and 'Individual'. Below this, there are fields for 'Primary Contact' (Salutation: Mr., Name: TechWise Solutions), 'Company Name' (TechWise Solutions Pvt Ltd), 'Customer Display Name' (TechWise Solutions Pvt Ltd), 'Customer Email', and 'Customer Phone' (Work Phone and Mobile). The 'Other Details' section includes tabs for 'Address', 'Contact Persons', 'Custom Fields', 'Reporting Tags', and 'Remarks'. The 'Address' tab is active, showing fields for 'GST Treatment' (Registered Business - Regular), 'GSTIN / UIN' (33AAAAA0000A1S2), 'Business Legal Name', 'Business Trade Name', 'PAN' (AAAAA0000A), 'Place Of Supply' (Tamil Nadu), 'Tax Preference' (Taxable), 'Currency' (INR - Indian Rupee), 'Opening Balance' (INR), 'Payment Terms' (Due on Receipt), 'Enable Portal' (Allow portal access for this customer), and 'Portal Language' (English). There are 'Save' and 'Cancel' buttons at the bottom.

Activity 2: Review the Customers List

The screenshot shows the 'Active Customers' list in the Books application. The list is a table with columns: NAME, COMPANY NAME, EMAIL, WORK PHONE, PLACE OF SUPPLY, RECEIVABLES (BCY), and UNUSED CREDITS (BCY). There are four customers listed:

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
ApexTech Consultants	ApexTech Consultants				₹0.00	₹0.00
SmartTech Innovations Pvt Ltd	SmartTech Innovations Pvt Ltd			Tamil Nadu	₹0.00	₹0.00
DigitalEdge Technologies PVT Ltd	DigitalEdge Technologies PVT Ltd			Tamil Nadu	₹0.00	₹0.00
TechWise Solutions Pvt Ltd	TechWise Solutions Pvt Ltd			Tamil Nadu	₹0.00	₹0.00

Milestone 6: Sales

Activity1:SalesOrderCreation

Books

Search in Sales Orders (/)

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

Customer Name*

DigitalEdge Technologies PVT Ltd

View Customer Details

BILLING ADDRESS

SHIPPING ADDRESS

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A1S2

Place Of Supply*

[TN] - Tamil Nadu

Sales Order#*

SO-00001

Reference#

Sales Order Date*

10/04/2023

Expected Shipment Date

dd/MM/yyyy

Payment Terms

Due on Receipt

Save as Draft

Save and Send

Cancel

Total Amount: ₹ 11,80,000.00

Total Quantity: 100

Books

Search in Sales Orders (/)

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

ITEM DETAILS

QUANTITY

RATE

TAX

AMOUNT

IT Consulting

100

10000

GST18 (18%)

10,00,000.00

Service

Hrs

Recent Transactions

SAC: 998313

Add another line

Sub Total

10,00,000.00

Discount

0 %

0.00

CGST9 (9%)

90,000.00

SGST9 (9%)

90,000.00

Adjustment

0.00

Total (₹)

11,80,000.00

Customer Notes

Enter any notes to be displayed in your transaction

Save as Draft

Save and Send

Cancel

Total Amount: ₹ 11,80,000.00

Total Quantity: 100

Activity 2: Sales Order to Sale Invoice Conversion

Books

Search in Sales Orders (/)

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

All Sales Orders

+ New

SO-00001

Attachments

Comments & History

DigitalEdge Technologies PVT ...

₹11,80,000.00

SO-00001

10/04/2023

CONFIRMED

Edit

Email

PDF/Print

Convert to Invoice

Create

Fulfill the Sales Order

You can create packages, shipments or invoices (in any sequence) to complete this sales order.

Convert

Convert to Invoice

Instant Invoice

Invoice Status : NOT INVOICED

Confirmed

TechPro Solutions Private Limited

Tamil Nadu

India

GSTIN 33AAAAA0000A1S2

sarampulgum@gmail.com

Bill To

DigitalEdge Technologies PVT Ltd

GSTIN 33AAAAA0000A1S2

Ship To

GSTIN 33AAAAA0000A1S2

SALES ORDER

Sales Order# SO-00001

Order Date :

10/04/2023

Activity 3: Direct Sale Invoices

Books

Home

Items

Banking

Sales

- Customers
- Quotes
- Sales Orders
- Delivery Challans
- Invoices
- Payments Received
- Recurring Invoices
- Credit Notes

Purchases

Time Tracking

e-Way Bills

Search in Invoices (/)

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

New Invoice

Customer Name*

TechWise Solutions Pvt Ltd

[View Customer Details](#)

BILLING ADDRESS

SHIPPING ADDRESS

[Add new address](#)

[Add new address](#)

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A1SZ

Place Of Supply*

[TN] - Tamil Nadu

Invoice#*

INV-000003

Order Number

Invoice Date*

20/04/2023

Terms

Due on Receipt

Due Date

20/04/2023

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

Save as Draft

Save and Send

Cancel

Make Recurring

Total Amount: ₹ 16,20,000.00

Total Quantity: 50

Books

Home

Items

Banking

Sales

- Customers
- Quotes
- Sales Orders
- Delivery Challans
- Invoices
- Payments Received
- Recurring Invoices
- Credit Notes

Purchases

Time Tracking

e-Way Bills

Search in Invoices (/)

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

ITEM DETAILS

QUANTITY

RATE

TAX

AMOUNT

Web Maintenance

50

30000

GST18 [18%]

15,00,000.00

Service

Hrs

Recent Transactions

Service SAC: 998313

Type or click to select an item.

1.00

0.00

GST18 [18%]

0.00

Add another line

Sub Total

15,00,000.00

Discount

0 %

0.00

CGST9 [9%]

1,35,000.00

SGST9 [9%]

1,35,000.00

TDS

TCS

Professional F...

Professional Fees 10%

-1,50,000.00

Adjustment

0.00

Customer Notes

Thanks for your business.

Save as Draft

Save and Send

Cancel

Make Recurring

Total Amount: ₹ 16,20,000.00

Total Quantity: 50

Books

Home

Items

Banking

Sales

- Customers
- Quotes
- Sales Orders
- Delivery Challans
- Invoices
- Payments Received
- Recurring Invoices
- Credit Notes

Purchases

Time Tracking

e-Way Bills

Search in Invoices (/)

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

All Invoices

+ New

INV-000003

Attachments

Comments & History

TechWise Solutions Pvt Ltd

INV-000003

20/04/2023

₹16,20,000.00

DRAFT

SmartTech Innovations Pvt Ltd

INV-000002

20/04/2023

₹10,80,000.00

DRAFT

DigitalEdge Technologies PVT ...

INV-000001

10/04/2023

₹11,80,000.00

OVERDUE BY 112 DAYS

SO-00001

Send the invoice

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

Send Invoice

Mark as Sent

Draft

TechPro Solutions Private Limited

Tamil Nadu

India

GSTIN 33AAAAA0000A1SZ

saranpolagan@gmail.com

TAX INVOICE

Invoice Date: 20/04/2023

Terms: Due on Receipt

Due Date: 20/04/2023

Place Of Supply: Tamil Nadu (33)

Bill To: TechWise Solutions Pvt Ltd

GSTIN 33AAAAA0000A1SZ

Ship To: GSTIN 33AAAAA0000A1SZ

#	Item & Description	HSN/SAC	Qty	Rate	%	CGST	%	SGST	Amount
1	Web Maintenance Service	998313	50 Hrs	30,000.00	9%	1,35,000.00	9%	1,35,000.00	15,00,000.00

Activity 4: Recording of Export Invoice

Books Search in Invoices (/) Trial expires in 3 days. Subscribe TechPro Solutions Pri...

New Invoice

Customer Name* ApexTech Consultants View Customer Details

BILLING ADDRESS SHIPPING ADDRESS
Add new address Add new address

GST Treatment: Overseas

Invoice# INV-000004

Order Number

Invoice Date* 20/04/2023 Terms Due on Receipt Due Date 20/04/2023

To create transaction dated before 01/07/2017, click here

☐ I'll pay tax for this export as I do not have a Letter of Undertaking / Bond

Subject Let your customer know what this invoice is for

Save as Draft Save and Send Cancel Make Recurring Total Amount: \$ 9,130.50 Total Quantity: 50

Books Search in Invoices (/) Trial expires in 3 days. Subscribe TechPro Solutions Pri...

(As on 2023-04-20) 1 USD = 82.141154 INR Bulk Update Line Items

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Cloud Services	50	182.61	IGST 0 [0%]	9,130.50
Service	Hrs	Recent Transactions		
Green SAC: 998313				
Type or click to select an item.	1.00	0.00	Select a Tax	0.00

Add another line

Sub Total 9,130.50

Discount 0 % 0.00

IGST 0 [0%] 0.00

TDS TCS Select a Tax - 0.00

Adjustment 0.00

Total (\$) 9,130.50

Customer Notes Thanks for your business.

Save as Draft Save and Send Cancel Make Recurring Total Amount: \$ 9,130.50 Total Quantity: 50

Activity 5: Reconciliation of Open Invoices

Books Search in Invoices (/) Trial expires in 3 days. Subscribe TechPro Solutions Pri...

All Invoices + New ... INV-000004 Attachments Comments & History

ApexTech Consultants \$9,130.50 OVERDUE BY 102 DAYS

TechWise Solutions Pvt Ltd ₹16,20,000.00 OVERDUE BY 102 DAYS

SmartTech Innovations Pvt Ltd ₹10,80,000.00 OVERDUE BY 102 DAYS

DigitalEdge Technologies PVT ... ₹11,80,000.00 OVERDUE BY 112 DAYS

Record payment for the invoice

If you've received a partial or full payment from your customer towards this invoice, you can record it.

Get paid faster by setting up online payment gateways. Set up Now

TechPro Solutions Private Limited

Tamil Nadu
India
GSTIN: 33AAAAA0000A1Z3
sainampalagan@gmail.com

TAX INVOICE

Invoice# : INV-000004
Service Date : 20/04/2023
Terms : Due on Receipt
Due Date : 20/04/2023

Bill To
ApexTech Consultants

Item & Description	M/S/SAC	Qty	Rate	Tax	Amount
--------------------	---------	-----	------	-----	--------

Milestone 7: Bank Account

Activity 1: Adding Bank Account

The screenshot shows a mobile application interface with a sidebar menu on the left containing options like Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The 'Banking' option is selected. The main screen is titled 'Add Bank or Credit Card'. It features a 'Select Account Type*' section with radio buttons for 'Bank' (selected) and 'Credit Card'. Below this are input fields for 'Account Name*' (containing 'ICICI Bank-001'), 'Account Code', 'Currency*' (a dropdown menu showing 'INR'), 'Account Number' (containing '000001'), 'Bank Name' (containing 'ICICI Bank'), 'IFSC', and 'Description' (with a 'Max. 500 characters' limit). There is also a checkbox for 'Make this primary'. At the bottom are 'Save' and 'Cancel' buttons.

Milestone 8: Accounts & Ledgers

Activity 1: Creation of New Accounts/Ledgers:

The screenshot shows a 'Create Account' dialog box overlaid on a background of account ledgers. The dialog box has a title bar 'Create Account' with a close button. It contains a dropdown for 'Account Type*' set to 'Other Asset'. Below it are input fields for 'Account Name*', 'Account Code', and 'Description' (with a 'Max. 500 characters' limit). There is also a checkbox for 'Add to the watchlist on my dashboard'. At the bottom are 'Save' and 'Cancel' buttons. A dark blue tooltip titled 'Assets' is visible, stating 'Track special assets like goodwill and other intangible assets'. The background shows a list of accounts with columns for 'ACCOUNT NAME', 'ACCOUNT TYPE', and 'PARENT ACCOUNT NAME'. Some accounts are highlighted in blue, including 'Employee', 'Reverse Ch', 'Input Tax C', 'Input IC', 'Input C', 'Input SC', 'Prepaid Expenses', 'TDS Receivable', 'Advance Tax', 'Undeposited Funds', 'Petty Cash', and 'Accounts Receivable'.

Milestone 9: Journal Entries:

Activity 1: Recording of Journal Entries

Books | Search (/) | Trial expires in 3 days. | Subscribe | TechPro Solutions Pri...

Edit Journal

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	
Salaries Payable	Being Salary for the month of April-2023	Select Contact		2500000

+ Add another line

Sub Total 25,00,000.00 25,00,000.00

Total (₹) 25,00,000.00 25,00,000.00

Difference 0.00

Attachments

Save Cancel

Books | Search (/) | Trial expires in 3 days. | Subscribe | TechPro Solutions Pri...

Journals | + New Journal | 1 | Attachments | Comments & History

Status: All Journals | All

30/04/2023 ₹25,00,000.00 PUBLISHED

JOURNAL #1

Date: 30/04/2023
Amount: ₹25,00,000.00
Reference Number:

Notes
Salary for the Month of April-2023

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

Milestone 10: Expense & Bills

Activity 1: Expense & Bills Entry

Books

Search in Expenses (/)

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Edit Expense

Date*

30/04/2023

Expense Account*

Rent Expense

Expense Type*

Goods

Services

SAC

Amount*

INR 200000

Paid Through*

Rent Payable

Vendor

GST Treatment*

Registered Business - Regular

Vendor GSTIN*

33AAAAA0000A15Z

Source Of Supply*

[TN] - Tamil Nadu

Destination Of Supply*

[TN] - Tamil Nadu

Reverse Charge

☐ This transaction is applicable for reverse charge

Drag or Drop your Receipts

Maximum file size allowed is 7MB

Upload your Files

Books

Search in Expenses (/)

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

All Expenses

DATE

EXPENSE ACCOUNT

REFERENCE#

VENDOR NAME

PAID THROUGH

CUSTOMER NAME

STATUS

AMOUNT

30/04/2023

Other Expenses

02

Petty Cash

NON-BILLABLE

₹5,000.00

30/04/2023

Rent Expense

01

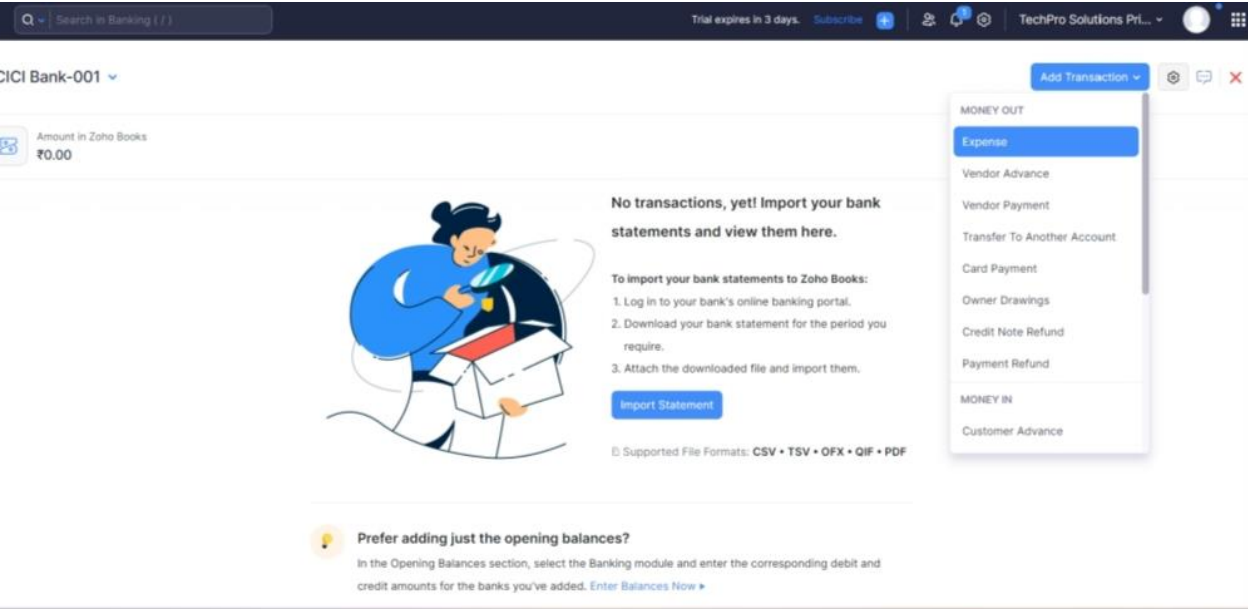
Rent Payable

NON-BILLABLE

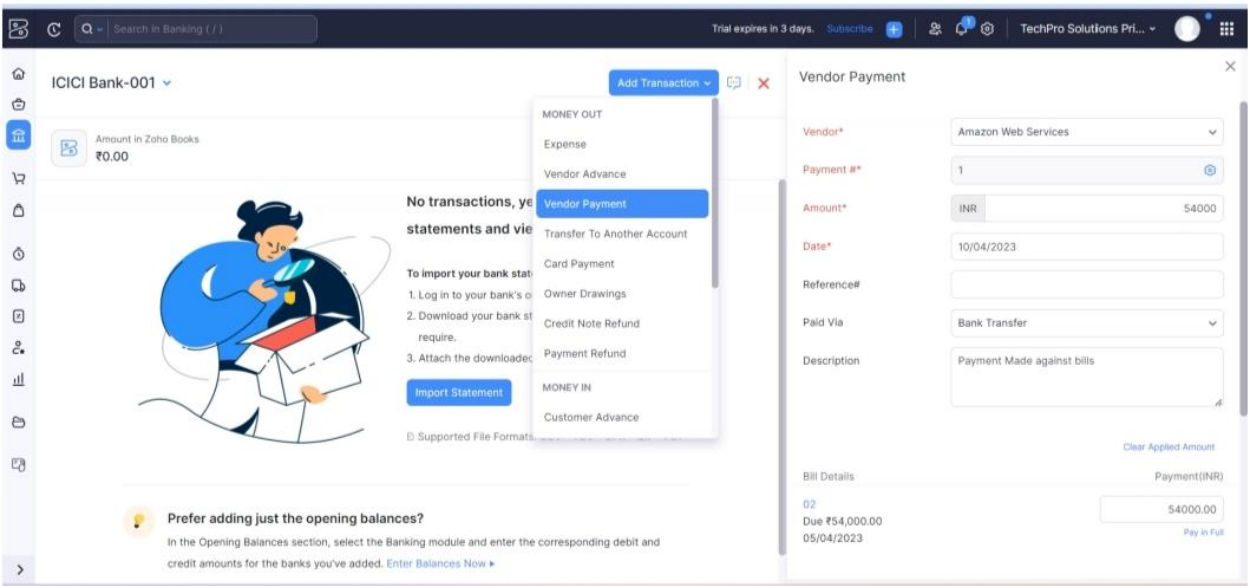
₹2,36,000.00

Milestone 11: Bank Entries

Activity 1: Recording of Bank Transactions



For Vendor Payment



For Customer Payment:

ICICI Bank-001

Amount in Zoho Books
₹-54,000.00

Dashboard
Account Summary

Uncategorized Transactions
From Bank Statements

All Transactions
In Zoho Books

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

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 INV-000001

Payment(INR) 1180000.00

Milestone 12: Financial Reports:

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Reports

Search reports

Configure Report Layout

General Reports

Custom Reports

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 Chalan Details
- Quote Details
- Customer Balance Summary
- Receivable Summary
- Receivable Details

Payments Received

Recurring Invoices

Payables

https://books.zoho.in/app/1003221644616/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

Search in Customers (/)	
Custom	Customize Report
Schedule Report	Export As
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

Balance Sheet	
Basic Account 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	
TOD Bank-001	8,52,626.58
Total for Bank	8,52,626.58
Accounts Receivable	10,80,000.00
Other current assets	
TDS Receivable	2,50,000.00
Input Tax Credit	90,000.00
Total for Other current assets	3,40,000.00
Total for Current Assets	22,90,626.58
Total for Assets	22,90,626.58
Liabilities & Equities	
Liabilities	
Current Liabilities	
Accounts Payable	1,08,000.00
Rent Payable	2,36,000.00
TDS Payable	18,000.00
GST Payable	6,30,000.00
Total for Current Liabilities	9,92,000.00
Total for Liabilities	9,92,000.00
Equities	
Owner's Equity	1,00,000.00
Current Year Earnings	11,93,626.58
Total for Equities	12,93,626.58
Total for Liabilities & Equities	22,90,626.58

Activity 3: GST Reports

Search in Customers (/)

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

Custom

Export As

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

Search in Customers (/)

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

GSTR-3B Summary

Export As

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	COST 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

Search in Customers (/)

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

Custom

Customize Report

Schedule Report

Export As

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

Search in Customers (/)

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

Custom

Customize Report

Schedule Report

Export As

TechPro Solutions Private Limited

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

TechPro Solutions Private Limited							
AP Aging Summary By Bill Due Date							
As of 30/04/2023							
+ Add Temporary Note							
VENDOR NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	FCY
IBM Cloud	₹0.00	₹1,08,000.00	₹0.00	₹0.00	₹0.00	₹1,08,000.00	₹1,08,000.00
Total	₹0.00	₹1,08,000.00	₹0.00	₹0.00	₹0.00	₹1,08,000.00	

Activity 7: TDS Payable & Receivable Reports

TechPro Solutions Private Limited			
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		

4. Advantages :

- Company-paid short-and long-term disability is provided to all full-time employees at no employee cost.
- We believe that some of our best opportunities to find highly talented people are through networking.
- Tech-Pro encourages our employees to expand and enhance their skills for the benefit of both the employee and the company.

Disadvantages:

- There is increasing concern that the more tech takes over in the office, the less workers will be able to do on their own.
- They also feel less like someone at work cares about them and that their opinions matter less.
- A great example of tech's prevalence in the modern-day workplace is in remote work.

5. Conclusion:

In conclusion , the using our industry knowledge, service-offering expertise and technological capabilities, we identify new business and technology trends and develop solutions to help clients across the globe. For our clients, we offer a flexible and supportive work environment that focuses on the needs and career development goals of its people; while always focusing on delivering the highest quality.

6. Future scope:

As an established business looking to engage in digital marketing, you need to grow your digital presence across all online channels by researching your target audience, identifying digital and industry trends, and measuring and improving your online visibility over time.