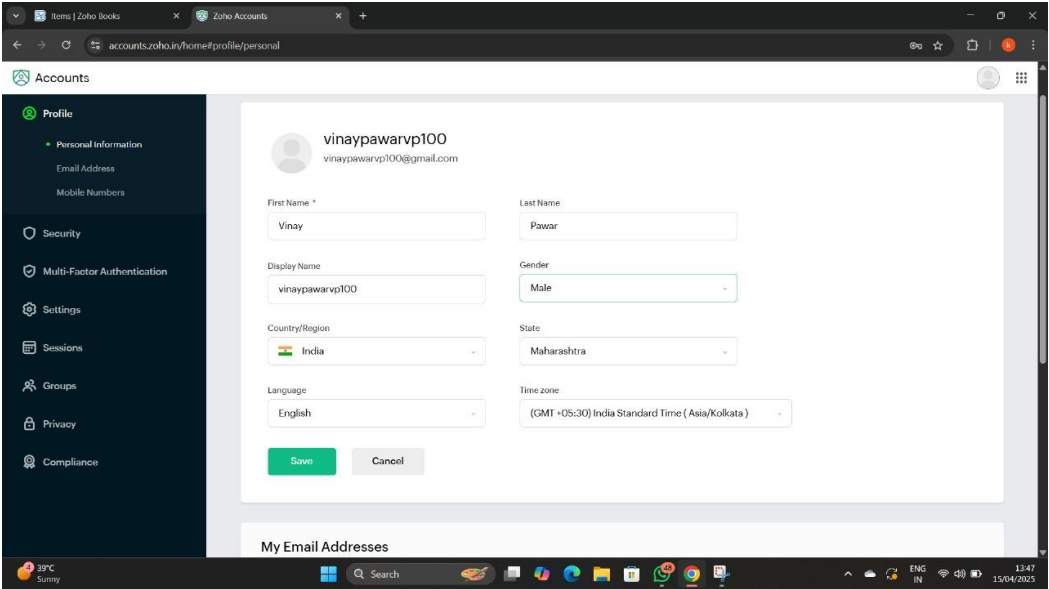
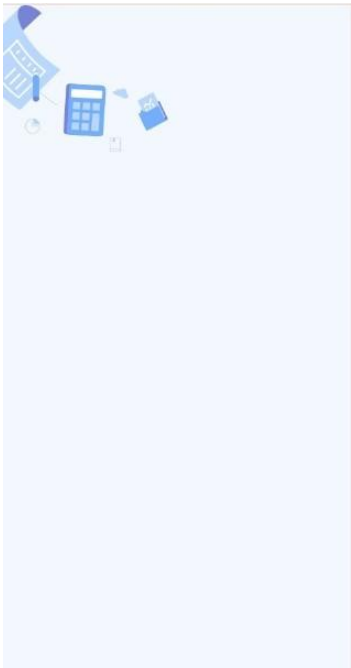


Milestone 1: Set up your account

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





ORGANIZATIONAL DETAILS

Organization Name*

TechPro Solutions

Industry

Services

Organization Location*

India

State/Union Territory*

Tamil Nadu

+ Add Organization Address

REGIONAL SETTINGS

Currency*

INR - Indian Rupee

Language*

English

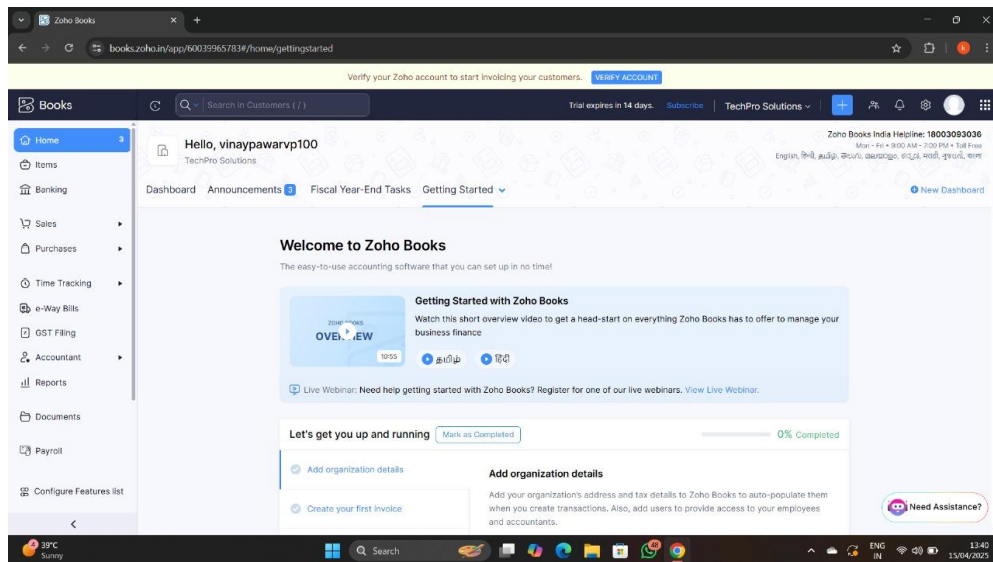
Time Zone*

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

Is this business registered for GST?

Yes

33AAAAA0000A15Z



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

Activity 3: Lets get started

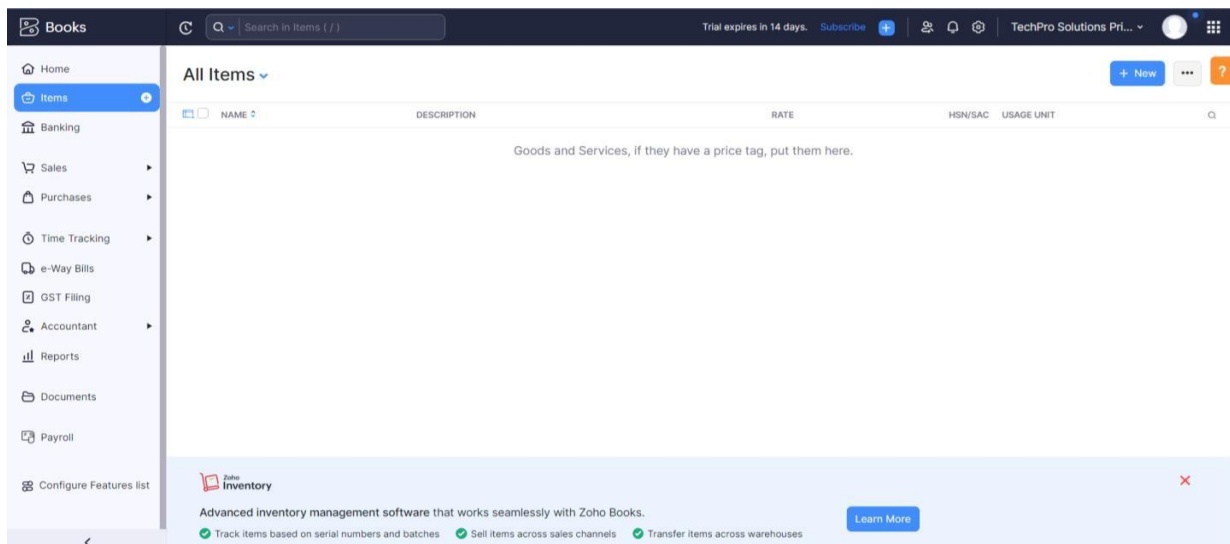
Lets Assume TechPro Solutions is offering below list of various services:

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/- perHr.

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

Milestone 2: Products/Service Creation:

Activity 1: Creation



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

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

After providing all the required details click on save.

Activity 2: Review of Items after Addition

Active Items					
<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

Here we successfully added all the items that are:

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

Milestone 3: Vendors

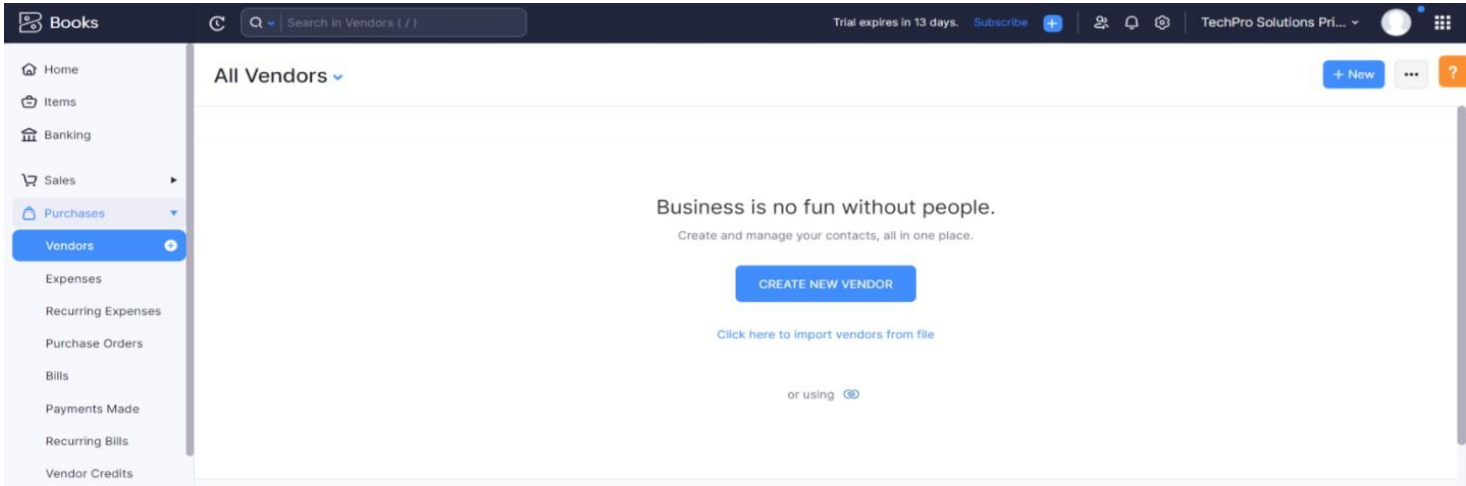
Activity 1: Vendors Creation

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

1. Juniper Networks
2. Amazon Web Services
3. IBM Cloud

4. Comcast Telecom and Internet
5. Randstad Technologies

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

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

Activity 2: Review of Vendors List

The screenshot displays the 'Randstad Technologies' vendor profile in the Books application. The left sidebar shows the navigation menu with 'Vendors' selected. The main content area is divided into two sections: a left sidebar for the vendor's details and a right sidebar for financial data.

Vendor Details:

- Name:** Randstad Technologies
- Email:** Randstadtechnologies@gmail.com
- Address:** No Billing Address, No Shipping Address
- Other Details:** Default Currency: INR, GST Treatment: Unregistered Business, Source of Supply: Tamil Nadu, Portal Status: Disabled, Portal Language: English
- Contact Persons:** No contact persons found.

Financial Data:

- Payables:** INR- Indian Rupee, ₹0.00
- Unused Credits:** ₹0.00
- Expenses:** This chart is displayed in the organization's base currency. The chart shows a flat line at 0 for the period from Sep 2024 to Mar 2025.

The screenshot displays the 'Active Vendors' list in the Books application. The table lists the following vendors:

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

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 :

- 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:

Books

Search in Purchase Orders (/)

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

Home

Items

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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

Edit Purchase Order

Vendor Name* Juniper Networks

BILLING ADDRESS + New Address

SHIPPING ADDRESS + New Address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A152

Source of Supply* [TN] - Tamil Nadu

Destination of Supply* [TN] - Tamil Nadu

Delivery Address* Organization jaykumar8768

Tamil Nadu

India

Change destination to deliver

Purchase Order* PO-00001

Reference#

Date 05/04/2023

Delivery Date dd/MM/yyyy

Payment Terms Due On Receipt

Shipment Preference Choose the shipment preference or type to add

Save Save and Send Cancel

Books

Search in Purchase Orders (/)

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

Home

Items

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Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Order

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Tax Exclusive

At Transaction Level

Item Table

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

Sub Total

Total Quantity: 200

2,00,000.00

Discount

0 %

0.00

GST18 (18%)

18,000.00

SGST18 (9%)

18,000.00

Total Tax Amount

36000.00

INR

TDS

TCS

Select a Tax

- 0.00

Adjustment

0

0.00

Total (₹)

2,36,000.00

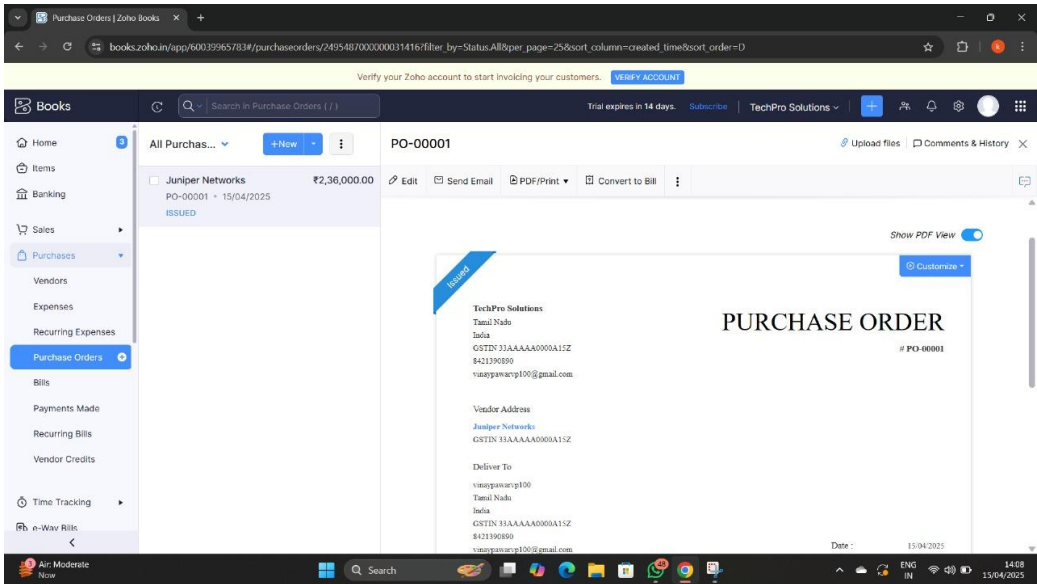
Customer Notes

Will be displayed on purchase order

Save Save and Send Cancel

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:



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

Books | Search in Bills (/) | Trial expires in 12 days. | TechPro Solutions | + | ?

New Bill

Vendor Name* Amazon Web Services | INR

BILLING ADDRESS
+ New Address

GST Treatment: Registered Business - Regular | GSTIN: 33AAAA0000A1SZ

Source of Supply* [TN] - Tamil Nadu

Destination of Supply* [TN] - Tamil Nadu

Bill* 02

Order Number

Bill Date* 05/04/2023

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

☐ This transaction is applicable for reverse charge

Subject ⓘ Enter a subject within 250 characters

Save as Draft | Save as Open | Cancel

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

Books | Search in Bills (/) | Trial expires in 12 days. | TechPro Solutions | + | ?

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 | Bulk Actions

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Cloud Database	Cost of Goods Sold	1.00	50000	GST18 [18%]	Select Customer	50,000.00
[REMOVED] SAC: Update						
Add New Row						

Sub Total 50,000.00

Discount 0 % 0.00

CGST 9% 4,500.00

SGST 9% 4,500.00

Total Tax Amount 9,000.00 INR

TDS TCS Professional Fees 10% -5,000.00

Adjustment 0.00

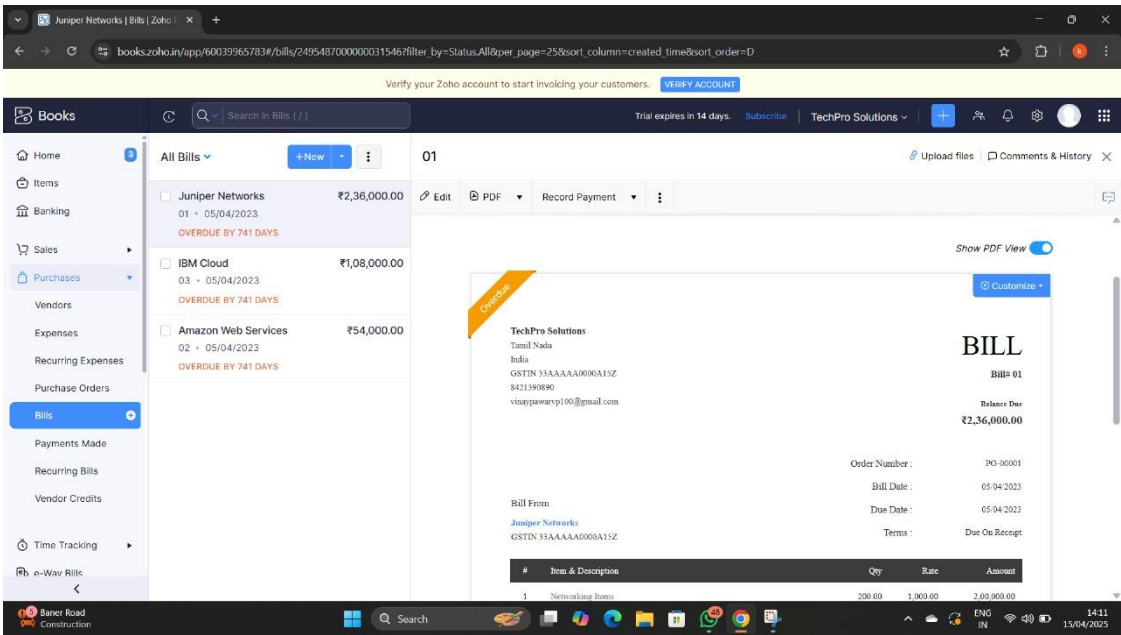
Total (₹) 54,000.00

Save as Draft | Save as Open | Cancel

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

Activity 4: Reconciliation of Open & Outstanding Bills

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



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. [DEPRECIATION](#)

Books [Search in Customers \(1\)](#) Trial expires in 12 days. [Subscribe](#) TechPro Solutions [+](#) [🔍](#) [🔔](#) [⚙️](#) [👤](#)

Home [1](#) Items Banking Sales [v](#) Customers [+](#) Quotes Sales Orders Delivery Challans Invoices Payments Received Recurring Invoices Credit Notes Purchases [▶](#) Time Tracking [▶](#) e-Way Bills GST Filing Accountant [▶](#) Reports Documents

Edit Customer

Customer Type [?](#) ☒ Business ☐ Individual

Primary Contact [?](#) [Salutation](#) TechWise Solutions P [Last Name](#)

Company Name TechWise Solutions Pvt Ltd

Display Name* [?](#) TechWise Solutions Pvt Ltd

Email Address [?](#) [✉️](#)

Phone [?](#) [📞](#) Work Phone [📱](#) Mobile

[Other Details](#) [Address](#) [Contact Persons](#) [Custom Fields](#) [Reporting Tags](#) [Remarks](#)

GST Treatment* Registered Business - Regular [v](#)

GSTIN / UIN [?](#) 33AAAAA0000A1S2 [Get Taxpayer details](#)

Business Legal Name

Business Trade Name

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

PAN [?](#) AAAAA0000A

Tax Preference* ☒ Taxable ☐ Tax Exempt

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

Activate Windows
Go to Settings to activate Windows.

Activity 2: Review the Customers List

The screenshot shows the 'Books' application interface. On the left is a navigation menu with options like Home, Items, Banking, Sales, Customers, Quotes, Sales Orders, Delivery Chatters, Invoices, Payments Received, Accounting Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, and Documents. The 'Customers' section is active, showing a list of customers under 'Active Customers'. The selected customer is 'ApexTech Consultants'. The main panel displays the customer's details, including their name, email, phone number, and address. It also shows a 'Receivables' section with a table of outstanding receivables and an 'Income' section with a bar chart showing income over the last 6 months. The total income for the last 6 months is ₹0.00.

CURRENCY	OUTSTANDING RECEIVABLES	UNUSED CREDITS
USD- United States Dollar	\$0.00	\$0.00
TOTAL (INR)	₹0.00	₹0.00

Month	Income
Oct 2022	0.00
Nov 2022	0.00
Dec 2022	0.00
Jan 2023	0.00
Feb 2023	0.00
Mar 2023	0.00
Apr 2023	0.00

Total Income (Last 6 Months) = ₹0.00

The screenshot shows the 'Books' application interface with the 'Active Customers' list. The list contains four customers, all with a balance of ₹0.00. The columns are NAME, COMPANY NAME, EMAIL, WORK PHONE, PLACE OF SUPPLY, RECEIVABLES (BCT), and UNUSED CREDITS (BCT).

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCT)	UNUSED CREDITS (BCT)
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

Activity 1: Sales Order Creation

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

- 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

Books | Search in Sales Orders (1) | Total expires in 12 days | Subscribe | TechPro Solutions

New Sales Order

Customer Name* DigitalEdge Technologies Pvt Ltd

BILLING ADDRESS | SHIPPING ADDRESS

GST Treatment: Registered Business - Composition

Place of Supply* [TN] - Tamil Nadu

Sales Order# SO-00004

Reference#

Sales Order Date* 10/04/2023

Expected Shipment Date ddMM/yyyy

Payment Terms Due On Receipt

Delivery Method Select a delivery method or type to add

Salesperson Select or Add Salesperson

Save as Draft | **Save and Send** | Cancel

Activate Windows
Go to Settings to activate Windows.
Total Amount: ₹ 0.00
Total Quantity: 0

Books | Search in Sales Orders (1) | Total expires in 12 days | Subscribe | TechPro Solutions

Item Table

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
IT Consulting Add a description to your item	100 Hrs	10000	GST18 (18%)	10,00,000.00
Item# SGT- 888888.P				
Type or click to select an item	1.00	0.00	GST18 (18%)	0.00

Sub Total 10,00,000.00

Discount 0 % 0.00

CGSTs (9%) 90,000.00

SGSTs (9%) 90,000.00

TDS TDS Select a Tax - 0.00

Adjustment 0.00

Customer Notes
Enter any notes to be displayed in your transaction

Total (₹) 11,80,000.00

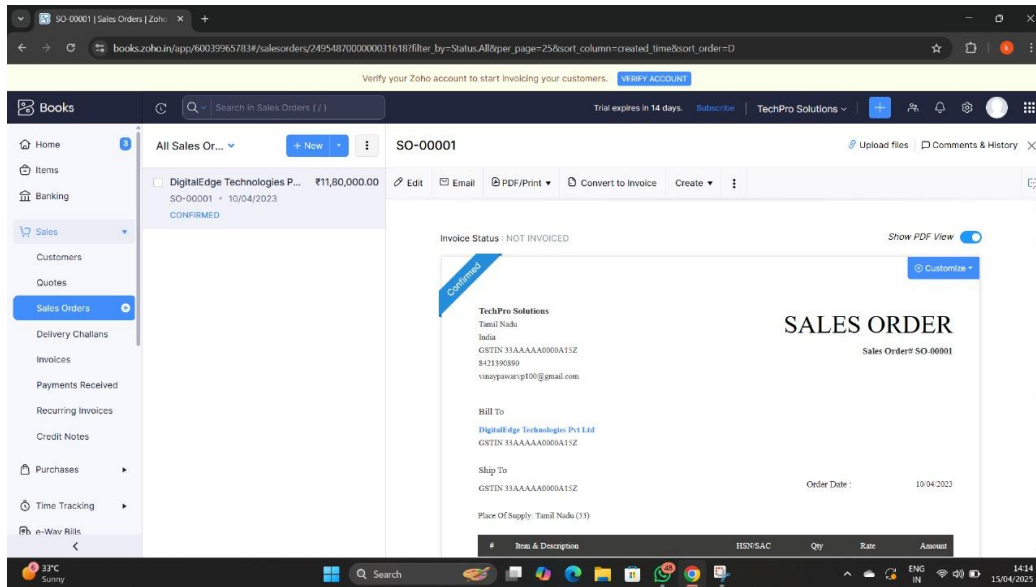
Terms & Conditions

Save as Draft | **Save and Send** | Cancel

Activate Windows
Go to Settings to activate Windows.
Total Amount: ₹ 11,80,000.00
Total Quantity: 100

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:



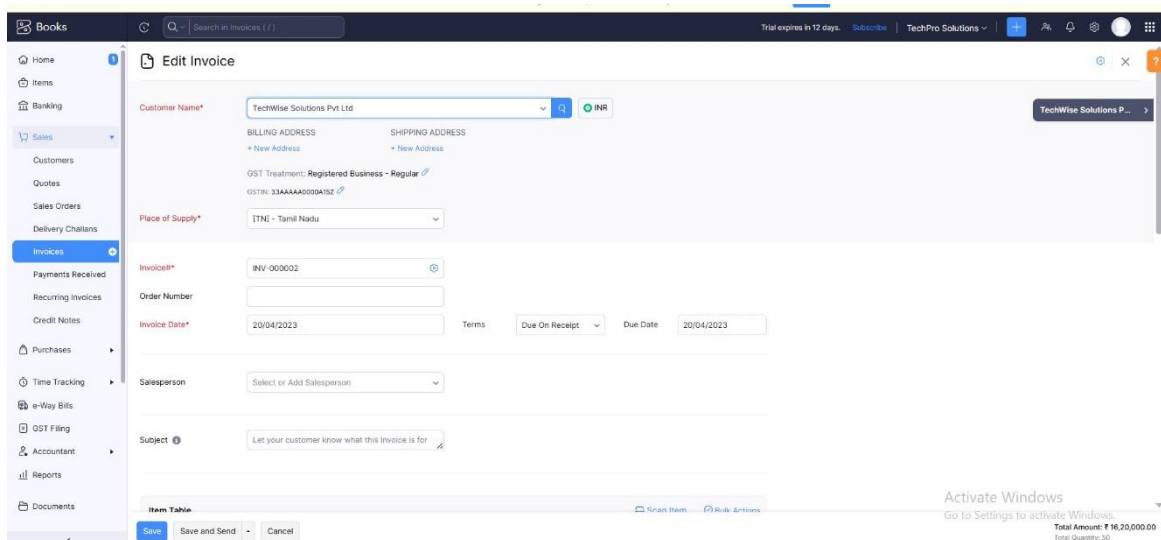
Activity 3: Direct Sale Invoices

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

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

To Create new invoice from navigation panel go to :

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



Books | Search in Invoices (/) | Trial expires in 12 days. | TechPro Solutions

Item Table

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Web Maintenance	50	30000	GST18 (18%)	15,00,000.00

Sub Total: 15,00,000.00

Discount: 0.00

CGST9 (9%): 1,35,000.00

SGST9 (9%): 1,35,000.00

TDS: Professional Fees 10%: -1,50,000.00

Adjustment: 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

Buttons: Save, Save and Send, Cancel

INV-000002 | Invoices | Zoho | +

books.zoho.in/app/600399657834/invoices/2495487000000031860?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

Verify your Zoho account to start invoicing your customers. | VERIFY ACCOUNT

Books | Search in Invoices (/) | Trial expires in 14 days. | TechPro Solutions

All Invoices

- SmartTech Innovations Pvt... ₹10,80,000.00
INV-000004 • 20/04/2023
DRAFT
- DigitalEdge Technologies P... ₹11,80,000.00
INV-000002 • 10/04/2023 • SO-00001
OVERDUE BY 736 DAYS
- TechWise Solutions Pvt Ltd ₹18,20,000.00
INV-000003 • 20/04/2023
DRAFT

INV-000002

Upload files | Comments & History

Buttons: Edit, Send, Share, Reminders, PDF/Print, Record Payment

TechPro Solutions
Tent Nade
India
GSTIN 33AAAAA0000A13Z
8421395ED96
vivekpanarg10@gmail.com

TAX INVOICE

Invoice No: INV-000002 | Place Of Supply: Tent Nade (IN)
Invoice Date: 10/04/2023 | Terms: Due On Receipt
Due Date: 10/04/2023 | P.O.#: SO-00001

Bill To: DigitalEdge Technologies Pvt Ltd | GSTIN 33AAAAA0000A13Z
Ship To: GSTIN 33AAAAA0000A13Z

#	Item & Description	HSN/SAC	Qty	Rate	%	Amount	CGST	SGST	Amount
1	IT Consulting	998313	100.00	10,000.00	9%	90.00	9%	90.00	10,00,000.00

Total In Words: Indian Rupee Eleven Lakh Eighty Thousand Only

Sub Total: 10,00,000.00
CGST9 (9%): 90,000.00
SGST9 (9%): 90,000.00

Windows Taskbar: 23°C Sunny, Search, 14:20, 15/04/2023

Activity 4: Recording of Export Invoice

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

Books

Search in Invoices (/)

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

Home Items Banking Sales Customers Quotes Sales Orders Delivery Challans **Invoices** Payments Received Recurring Invoices Credit Notes Purchases Time Tracking e-Way Bills GST Filing Accountant Reports Documents

New Invoice

Customer Name* ApexTech Consultants USD

BILLING ADDRESS: New Address SHPPING ADDRESS: New Address

GST Treatment: Overseas

Invoice# INV-000009

Order Number

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

Salesperson Select or Add Salesperson

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

Subject Let your customer know what this Invoice is for

(As on 2023-04-20: 1 USD = 82.14227 INR)

Item Table

Save as Draft Save and Send Cancel

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

Books

Search in Invoices (/)

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

Home Items Banking Sales Customers Quotes Sales Orders Delivery Challans **Invoices** Payments Received Recurring Invoices Credit Notes Purchases Time Tracking e-Way Bills GST Filing Accountant Reports Documents

New Invoice

Customer Name* ApexTech Consultants USD

BILLING ADDRESS: New Address SHPPING ADDRESS: New Address

GST Treatment: Overseas

Invoice# INV-000009

Order Number

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

Salesperson Select or Add Salesperson

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

Subject Let your customer know what this Invoice is for

(As on 2023-04-20: 1 USD = 82.14227 INR)

Item Table

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Cloud Service	50	182.61	IGST0 [0%]	9,130.50
Add a description to your item				
SAC: 998313				
Type or click to select an item.	1.00	0.00	Select a Tax	0.00

Add New Row Add Items in Bulk

Sub Total 9,130.50

Discount 0 % 0.00

IGST0 [0%] 0.00

TDS TCS Select a Tax - 0.00

Adjustment 0.00

Total (\$) 9,130.50

Customer Notes Thanks for your business.

Will be displayed on the invoice

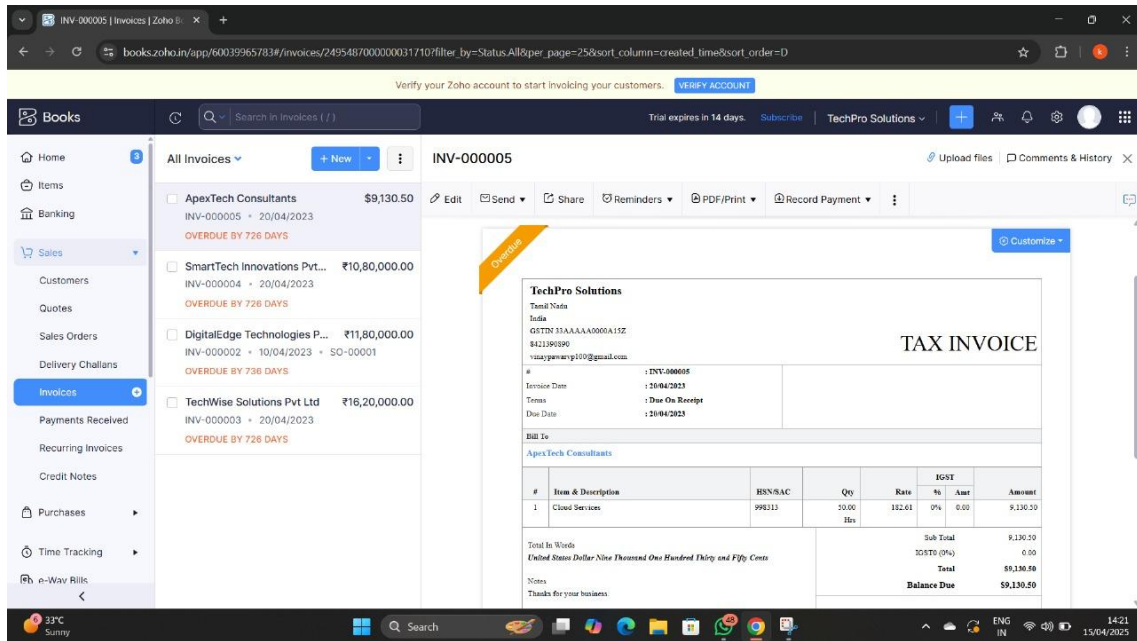
Terms & Conditions Attach File(s) to Invoice

Save as Draft Save and Send Cancel

Activate Windows Go to Settings to activate Windows. 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.



Milestone 7: Bank Account

Activity 1: Adding Bank Account

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

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e-Way Bills

GST Filing

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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

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Bulk Update

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Documents

Payroll

Search in Chart of Accounts (/)

Active Accounts

ACCOUNT NAME

Employee Advance

Prepaid Expenses

TDS Receivable

Reverse Charge Tax Input but not due

Input Tax Credits

Input IGST

Input CGST

Input SGST

Advance Tax

Undeposited Funds

Petty Cash

ICICI Bank-001

Accounts Receivable

Furniture and Equipment

Salary Payable

Create Account

Account Type*
Other Current Liability

Account Name*
Salary Payable

Make this a sub-account

Account Code

Description
Max. 500 characters

Add to the watchlist on my dashboard

Save Cancel

Liability
Any short term liability like:
Customer Deposits
Tax Payable

Subscribe | TechPro Solutions

+ New Account

Find Accountants

PARENT ACCOUNT NAME

Input Tax Credits

Input Tax Credits

Input Tax Credits

Input Tax Credits

Bank

Accounts Receivable

Fixed Asset

Other Current Liability

Activate Windows
Go to Settings to activate Windows.

Milestone 9: Journal Entries:

Activity 1: Recording of Journal Entries

The below are the Transactions occurred at the end of month:

- 1. Employee salaries of total Rs.25,00,000/- paid through bank on 30th April 2023.

Books

Search in Journals (/)

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

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e-Way Bills

GST Filing

Accountant

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Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction Locking

Reports

Documents

Payroll

Edit Journal

Date*30/04/2023

Journal#1

Reference#

Notes*Salary for the Month of April-2023

Journal Type☐ Cash based journal

CurrencyINR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salaries and Employee Wages	Being Salary for the month of April-2023	Select Contact	2500000	
Salary Payable	Being Salary for the month of April-2023	Select Contact		2500000
Sub Total			25,00,000.00	25,00,000.00
Total (₹)			25,00,000.00	25,00,000.00
Difference			0	0.00

Add New Row

SaveCancel

Activate Windows
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Books

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Journals

Status: All Jour...

All

30/04/2023 ₹25,00,000.00 PUBLISHED

1

Journal #1

Date: 30/04/2023

Amount: ₹25,00,000.00

Notes: Salary for the Month of April-2023

Reference Number:

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

Activate Windows
Go to Settings to activate Windows.

Milestone 10: Expense & Bills

Activity 1: Expense & Bills Entry

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

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

Books

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1

Edit Expense

?

Date*

30/04/2023

Expense Account*

Rent Expense

Itemize

Amount*

INR 200000

Paid Through*

Rent Payable

Expense Type*

Goods

Services

SAC

Vendor

GST Treatment*

Registered Business - Regular

Vendor GSTIN*

33AAAAA0000A1S2

Get Taxpayer details

Source of Supply*

[TN] - Tamil Nadu

Destination of Supply*

[TN] - Tamil Nadu

Reverse Charge

☐ This transaction is applicable for reverse charge

Tax*

GST18 [18%]

Tax Amount = 36000.00 INR

Save (alt+s)

Save and New (alt+n)

Cancel

Drag or Drop your Receipts

Maximum file size allowed is 10MB

Upload your Files

Activate Windows

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

Books

Search in Expenses (/)

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1

Edit Expense

?

Date*

30/04/2023

Expense Account*

Other Expenses

Itemize

Amount*

INR 5000

Paid Through*

Petty Cash

Expense Type*

Goods

Services

SAC

Vendor

GST Treatment*

Registered Business - Regular

Vendor GSTIN*

33AAAAA0000A1S2

Get Taxpayer details

Source of Supply*

[TN] - Tamil Nadu

Destination of Supply*

[TN] - Tamil Nadu

Reverse Charge

☐ This transaction is applicable for reverse charge

Tax*

GST0 [0%]

Tax Amount = 0.00 INR

Save (alt+s)

Save and New (alt+n)

Cancel

Drag or Drop your Receipts

Maximum file size allowed is 10MB

Upload your Files

Activate Windows

Go to Settings to activate Windows.

After recording the Expense Entries:

Books

Search in Expenses (/)

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All Expenses

DATE

EXPENSE ACCOUNT

REFERENCE#

VENDOR NAME

PAID THROUGH

CUSTOMER NAME

STATUS

AMOUNT

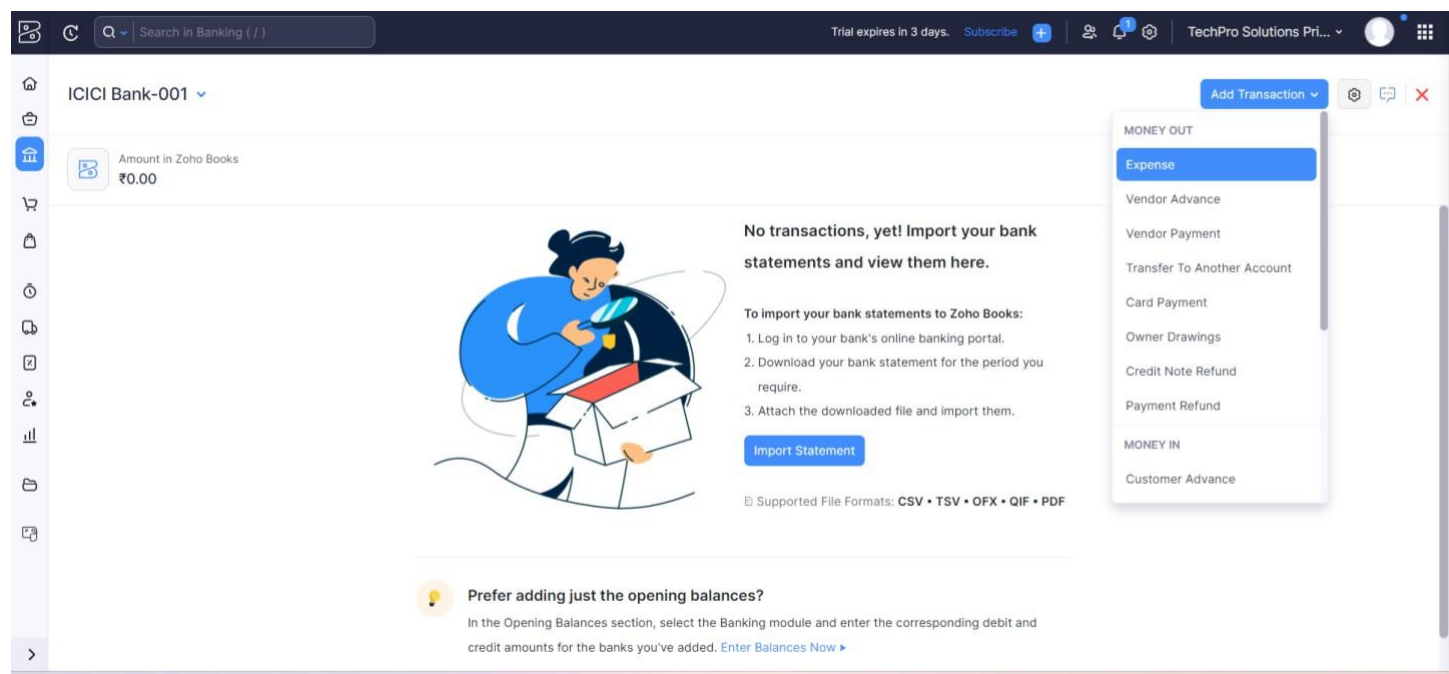
<input type="checkbox"/>	30/04/2023	Other Expenses	02	Petty Cash		NON-BILLABLE	₹5,000.00
<input type="checkbox"/>	30/04/2023	Rent Expense	01	Rent Payable		NON-BILLABLE	₹2,36,000.00

Activate Windows
Go to Settings to activate Windows.

Milestone 11: Bank Entries

Activity 1: Recording of Bank Transactions

The Below are the Bank Transactions occurred during the month:




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

For Vendor Payment:

ICICI Bank-001

Amount in Zoho Books
₹0.00



No transactions, yet statements and view

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

Supported File Formats: CSV, PDF

Prefer adding just the opening balances?

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

Add Transaction

MONEY OUT

Expense

Vendor Advance

Vendor Payment

Transfer To Another Account

Card Payment

Owner Drawings

Credit Note Refund

Payment Refund

MONEY IN

Customer Advance

Vendor Payment

Vendor*

Amazon Web Services

Payment #*

1

Amount*

INR

54000

Date*

10/04/2023

Reference#

Paid Via

Bank Transfer

Description

Payment Made against bills

Clear Applied Amount

Bill Details

Payment(INR)

02

Due ₹54,000.00

05/04/2023

54000.00

Pay in Full

For Customer Payment:

ICICI Bank-001

Amount in Zoho Books
₹-54,000.00

Dashboard

Account Summary

Uncategorized Transactions

All Transactions

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

Add Transaction

MONEY IN

Customer Advance

Customer Payment

Transfer From Another Account

Interest Income

Other Income

Expense Refund

Deposit From Other Accounts

Owner's Contribution

Vendor Credit Refund

Vendor Payment Refund

Customer Payment

Customer*

DigitalEdge Technologies PVT Ltd

Amount Received*

INR

1180000

Bank Charges (if any)

Date*

15/04/2023

Payment #*

1

Reference#

Received Via

Bank Transfer

Description

Amount Received Against Invoice

Retained Tax?

☐

Clear Applied Amount

Invoice Details

Payment(INR)

INV-000001

1180000.00

Milestone 12: Financial Reports:

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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

Activity 1: Profit and Loss Account

Search in Customers (/)

Trial exp

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

Q - Search in Customers (/)

Custom Customize Report

Schedule Report

Export As

Balance Sheet

Basis: Accrual
As of 30/04/2023

+ Add Temporary Note

Collapse all

Expand All

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	45,000.00
Total for Cash	45,000.00
Bank	
ICICI Bank-001	8,12,626.56
Total for Bank	8,12,626.56
Accounts Receivable	10,80,000.00
Other current assets	
TDS Receivable	2,50,000.00
Input Tax Credits	99,000.00
Total for Other current assets	3,49,000.00
Total for Current Assets	22,86,626.56
Total for Assets	22,86,626.56
Liabilities & Equities	
Liabilities	
Current Liabilities	
Accounts Payable	1,08,000.00
Rent Payable	2,36,000.00
TDS Payable	19,000.00
GST Payable	6,30,000.00
Total for Current Liabilities	9,93,000.00
Total for Liabilities	9,93,000.00
Equities	
Owner's Equity	1,00,000.00
Current Year Earnings	11,93,626.56
Total for Equities	12,93,626.56
Total for Liabilities & Equities	22,86,626.56

Activity 3: GST Reports

Search In Customers (/)

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GSTR-3B Summary

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

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

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

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

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

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GSTR-3B Summary

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Tax Return

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

[+ Add Temporary Note](#)

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

Activity 4: Journal Report

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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 (/)

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AR Aging Summary By Invoice Due Date

As of 30/04/2023

[+ Add Temporary Note](#)

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

Activity 6: Accounts Payable Aging Details

Search in Customers (/)

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Custom

Customize Report

Schedule Report

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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	

Search in Customers (/)

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Custom

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TDS Summary

Basis: Accrual

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

+ Add Temporary Note

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

Activity 7: TDS Payable & Receivable Reports

🏠

🔄

🔍 Search in Customers (/)

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📅 Custom ⌵

Customize Report

⌵ Export As ⌵ ✕

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		