


Milestone 1: Set up your account

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



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

Welcome Vishal Patel

Organization Name*


Organization Location*

India

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

Let's get started!

[Privacy Policy](#)



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

Welcome Vishal Patel

Organization Name*

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/Calcutta)

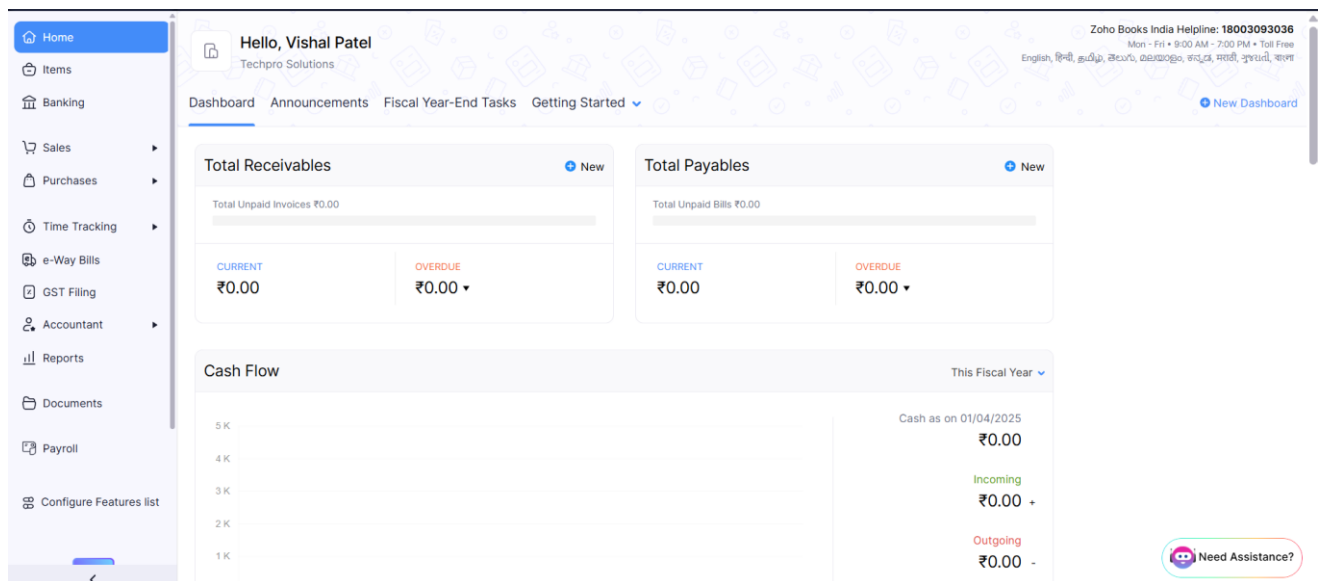
Is this business registered for GST?

Yes

33AAAAA0000A15Z

Note: The State/Union Territory you've selected for this organisation has been changed based on the GSTIN.

Activity 2: Introduction



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

Activity 3: Lets get startered

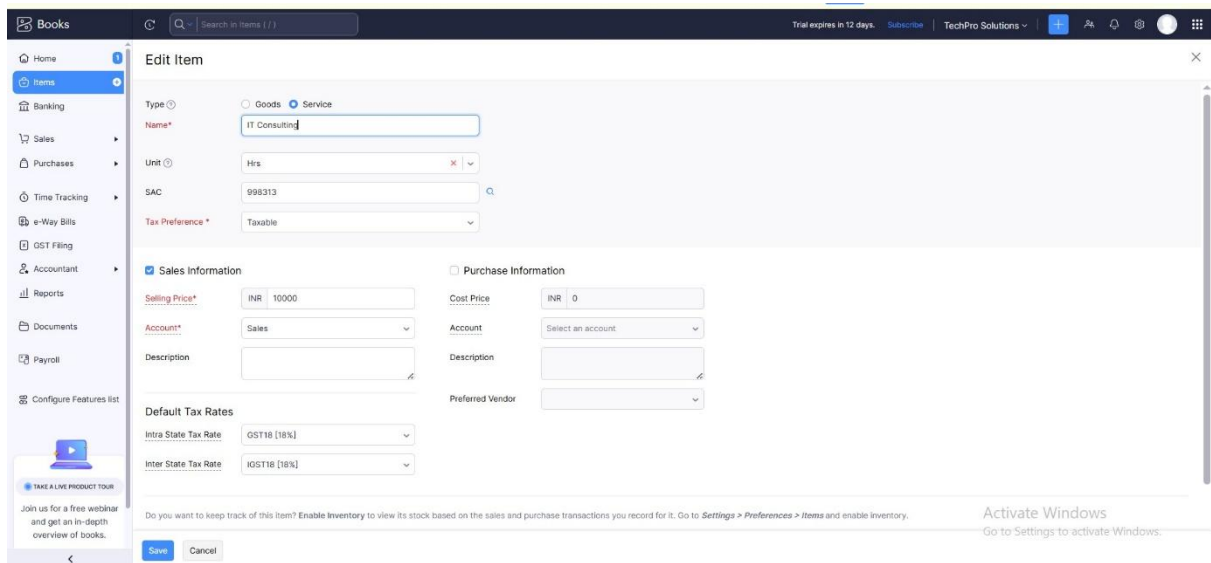
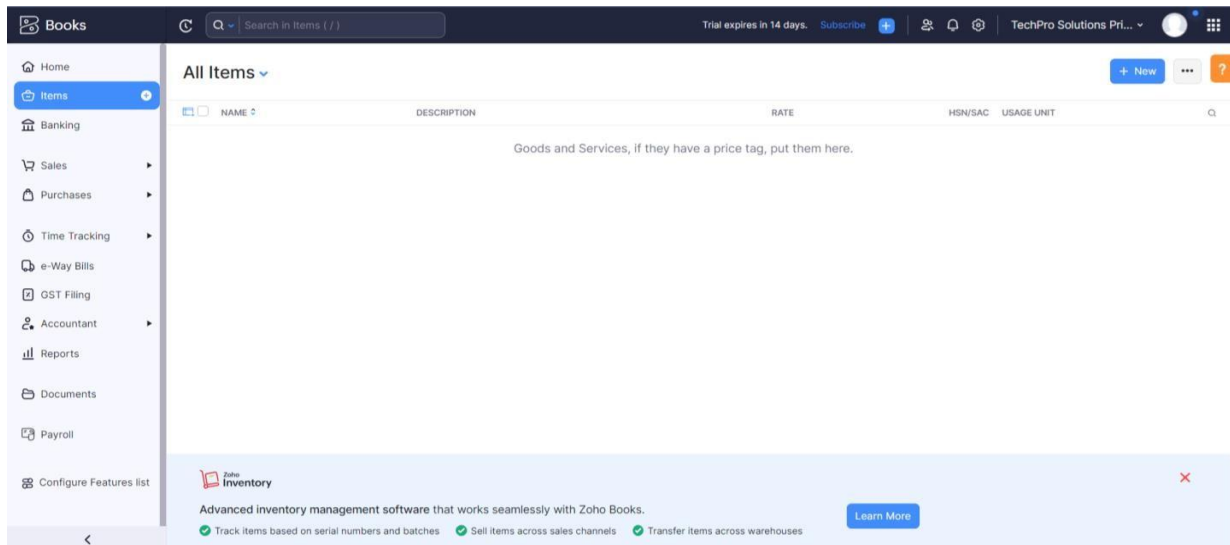
Lets Assume TechPro Solutions is offering below list of various services:

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

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

Milestone 2: Products/Service Creation:

Activity 1: Creation



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

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

After providing all the required details click on save.

Activity 2: Review of Items after Addition

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

?

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

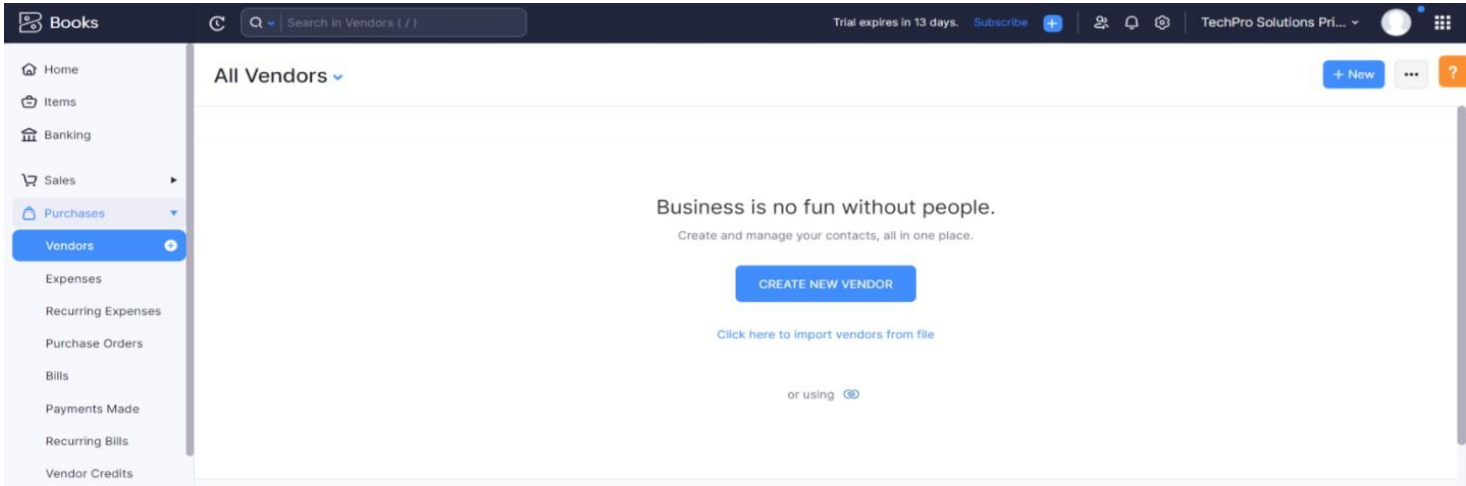
Milestone 3: Vendors

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 identical to the previous screenshot, with 'Vendors' highlighted. The main content area is titled 'New Vendor' and contains a form with the following fields: 'Primary Contact' (with a dropdown for 'Salutation' and a text input for '1. Juniper Netv' and 'Last Name'), 'Company Name' (text input with 'Juniper Networks'), 'Vendor Display Name*' (dropdown with 'Juniper Networks'), 'Vendor Email' (text input with 'junipernetworks@gmail.com'), and 'Vendor Phone' (with 'Work Phone' and 'Mobile' sub-inputs). Below these is a tabbed interface with 'Other Details' selected, showing 'GST Treatment*' (dropdown with 'Registered Business - Regular'), 'GSTIN / UIN*' (text input with '33AAAAA0000A1Z5' and a 'Get Taxpayer details' link), 'PAN' (text input with 'AAAAA0000A'), and 'Source Of Supply*' (dropdown with '[TN] - Tamil Nadu'). The top header is the same as the previous screenshot.

Activity 2: Review of Vendors List

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Active V...

Randstad Technologies

₹0.00

Comcast Telecom and Internet

₹0.00

IBM Cloud

₹0.00

Amazon Web Services

₹0.00

Juniper Network

₹0.00

Randstad Technologies

OverviewCommentsTransactionsMailsStatement

Randstad Technologies

Randstadtechnologies@gmail.com

Invite to PortalSend Email

ADDRESS

Billing Address

No Billing Address - + New Address

Shipping Address

No Shipping Address - + New 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.

WHAT'S NEXT?

Create a purchase order or record a bill for your vendor purchases.

New BillNew Purchase Order

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

Enter Opening Balance

Expenses

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

Last 6 Months | Accrual

5 K

4 K

3 K

2 K

1 K

0

Sep 2024

Oct 2024

Nov 2024

Dec 2024

Jan 2025

Feb 2025

Mar 2025

Activate Windows
Go to Settings to activate Windows.

Books

Search in Vendors (/)

Trial expires in 13 days. Subscribe

TechPro Solutions Pri...

Active Vendors

+ New

<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/>	Randstad Technologies	Randstad Technologies	Randstad@gmail.com		Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	Comcast Telecom and Internet	Comcast Telecom and Internet	comcast@gmail.com		Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	IBM Cloud	IBM Cloud	ibmcloud@gmail.com		Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	Amazon Web Services	Amazon Web Services	aws@gmail.com		Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	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 :

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:

Edit Purchase Order

Vendor Name* Juniper Networks

BILLING ADDRESS SHIPPING ADDRESS

GST Treatment: Registered Business - Regular

Source of Supply* [TN] - Tamil Nadu

Destination of Supply* [TN] - Tamil Nadu

Delivery Address* Organization Customer

Organization: jaykumar8768

Tamil Nadu, India

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

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: 2,00,000.00

Discount: 0.00

GST18 (18%): 18,000.00

Total Tax Amount: 36,000.00

Total (₹): 2,36,000.00

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:

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

Books | Search in Purchase Orders (/) | Trial expire... [Subscribe](#) | TechPro Solutions | + | User | Bell | Settings | Profile

Home 2 | All Purchas... | +New | PO-00001 | Upload files | Comments & History

Juniper Networks ₹2,36,000.00 | Edit | Send Email | PDF/Print | Convert to Bill

PO-00001 • 29/03/2025
ISSUED

Show PDF View

ISSUED

TechPro Solutions
Tamil Nadu
India
GSTIN 33AAAAA0000A15Z
patelvishaldilip@gmail.com

PURCHASE ORDER
PO-00001

Vendor Address
Juniper Networks
GSTIN 33AAAAA0000A15Z

Deliver To
indrajesthavan002

Type here to search | 20:29 29-03-2025

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. [Subscribe](#) | [TechPro Solutions](#) | [+](#) [Aa](#) [🔔](#) [⚙️](#) [👤](#) [☰](#)

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

New Bill

Vendor Name*

Amazon Web Services

✕

🔍

INR

Amazon Web Service...

BILLING ADDRESS

+ New Address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A1SZ

Source of Supply*

[TN] - Tamil Nadu

Destination of Supply*

[TN] - Tamil Nadu

Bill#*

02

Order Number

Bill Date*

05/04/2023

Due Date

05/04/2023

Payment Terms

Due On Receipt

☐ This transaction is applicable for reverse charge

Subject ⓘ

Enter a subject within 250 characters

Save as Draft

Save as Open

Cancel

Activate Windows

Go to Settings to activate Windows.

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

Books

Search in Bills (/)

Trial expires in 12 days. [Subscribe](#) | [TechPro Solutions](#) | [+](#) [Aa](#) [🔔](#) [⚙️](#) [👤](#) [☰](#)

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Tax Exclusive

All Transaction Level

Item Table

[Bulk Actions](#)

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Cloud Database	Cost of Goods Sold	1.00	50000	GST18 (18%)	Select Customer	50,000.00

SAC: Update

Add New Row

Sub Total

50,000.00

Discount

0 %

0.00

CGST9 (9%)

4,500.00

SGST9 (9%)

4,500.00

Total Tax Amount

9000.00

INR

TDS

TCS

Professional ...

-5,000.00

Adjustment

0.00

Total (₹)

54,000.00

Save as Draft

Save as Open

Cancel

Activate Windows

Go to Settings to activate Windows.

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

Activity 4: Reconciliation of Open & Outstanding Bills

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

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

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

Search in Bills (/)

Trial expire... [Subscribe](#)

TechPro Solutions

+

🔔

⚙️

👤

☰

All Bills

+ New

:

03

Upload files

Comments & History

IBM Cloud Services

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

03

Edit

PDF

Record Payment

:

Overdue

TechPro Solutions

Tamil Nadu

India

GSTIN 33AAAAA0000A15Z

patelvishaldilip@gmail.com

BILL

Bill# 03

Balance Due

₹1,08,000.00

Bill From

IBM Cloud Services

GSTIN 33AAAAA0000A15Z

Bill Date :

05/04/2023

Due Date :

20/04/2023

Terms :

Net 15

#	Item & Description	Qty	Rate	Amount
1	Cloud Database	1.00	1,00,000.	1,00,000.00

Type here to search

🔍

🌐

📄

📧

📅

📊

📌

📁

📧

📅

📊

📌

📁

ENG

20:43

29-03-2025

4

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](#)

Trial expires in 12 days. [Subscribe](#) | [TechPro Solutions](#) | [Log Out](#) | [Help](#) | [Settings](#) | [More](#)

Edit Customer

Customer Type: ☒ Business ☐ Individual

Primary Contact: Salutation: TechWise Solutions P Last Name:

Company Name: TechWise Solutions Pvt Ltd

Display Name*: TechWise Solutions Pvt Ltd

Email Address:

Phone: Work Phone: Mobile:

Other Details | Address | Contact Persons | Custom Fields | Reporting Tags | Remarks

GST Treatment*: Registered Business - Regular

GSTIN / UIN*: 33AAAAA0000A15Z [Get Taxpayer details](#)

Business Legal Name:

Business Trade Name:

Place of Supply*: [TN] - Tamil Nadu

PAN: AAAAA0000A

Tax Preference*: ☒ Taxable ☐ Tax Exempt

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

Activate Windows
Go to Settings to activate Windows.

Activity 2: Review the Customers List

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Chitans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Active C...

ApexTech Consultants

SmartTech Innovations Pvt Ltd

DigitalEdge Technologies PVT Ltd

TechWise Solutions Pvt Ltd

ApexTech Consultants

ApexTech Consultants

ADDRESS

Billing Address

Shipping Address

OTHER DETAILS

Customer Type

Default Currency

GST Treatment

TAN

Portal Status

Portal Language

CONTACT PERSONS

You can request your contact to directly update the GSTIN by sending an email. Send email

Payment due period

Due On Receipt

Receivables

Income

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

Enter Opening Balance

Income

5.0

4.0

3.0

2.0

1.0

0

Oct 2023

Nov 2023

Dec 2023

Jan 2024

Feb 2024

Mar 2024

Apr 2024

Total Income (Last 6 Months) - ₹0.00

31/03/2023

Invoice added

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Chitans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Active Customers

ApexTech Consultants

SmartTech Innovations Pvt Ltd

DigitalEdge Technologies PVT Ltd

TechWise Solutions Pvt Ltd

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

31/03/2023

Invoice added

Milestone 6: Sales

Activity 1: Sales Order Creation

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

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

To Create Sales Order from navigation panel go to :

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

The screenshot shows the 'New Sales Order' form in the Books application. The form is divided into several sections for customer and order details.

Customer Information:

- Customer Name*: DigitalEdge Technologies PVT Ltd
- BILLING ADDRESS: [New Address]
- SHIPPING ADDRESS: [New Address]
- GST Treatment: Registered Business - Composition
- GSTIN: 33AAAAA8009A12
- Place of Supply*: [TN] - Tamil Nadu

Order Information:

- 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

Buttons: Save as Draft, Save and Send, Cancel

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

The screenshot shows the 'Item Table' section of the Sales Order form. It displays a table with columns for Item Details, Quantity, Rate, Tax, and Amount.

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
IT Consulting	100	10000	GST18 (18%)	10,00,000.00
Add a description to your item				
SALES TAX	1.00	0.00	GST18 (18%)	0.00
Type or click to select an item				

Buttons: Add New Row, Add Items in Bulk

Summary:

- Sub Total: 10,00,000.00
- Discount: 0.00
- CGST 9%: 90,000.00
- SGST 9%: 90,000.00
- TDS: -0.00
- Adjustment: 0.00
- Total (₹): 11,80,000.00**

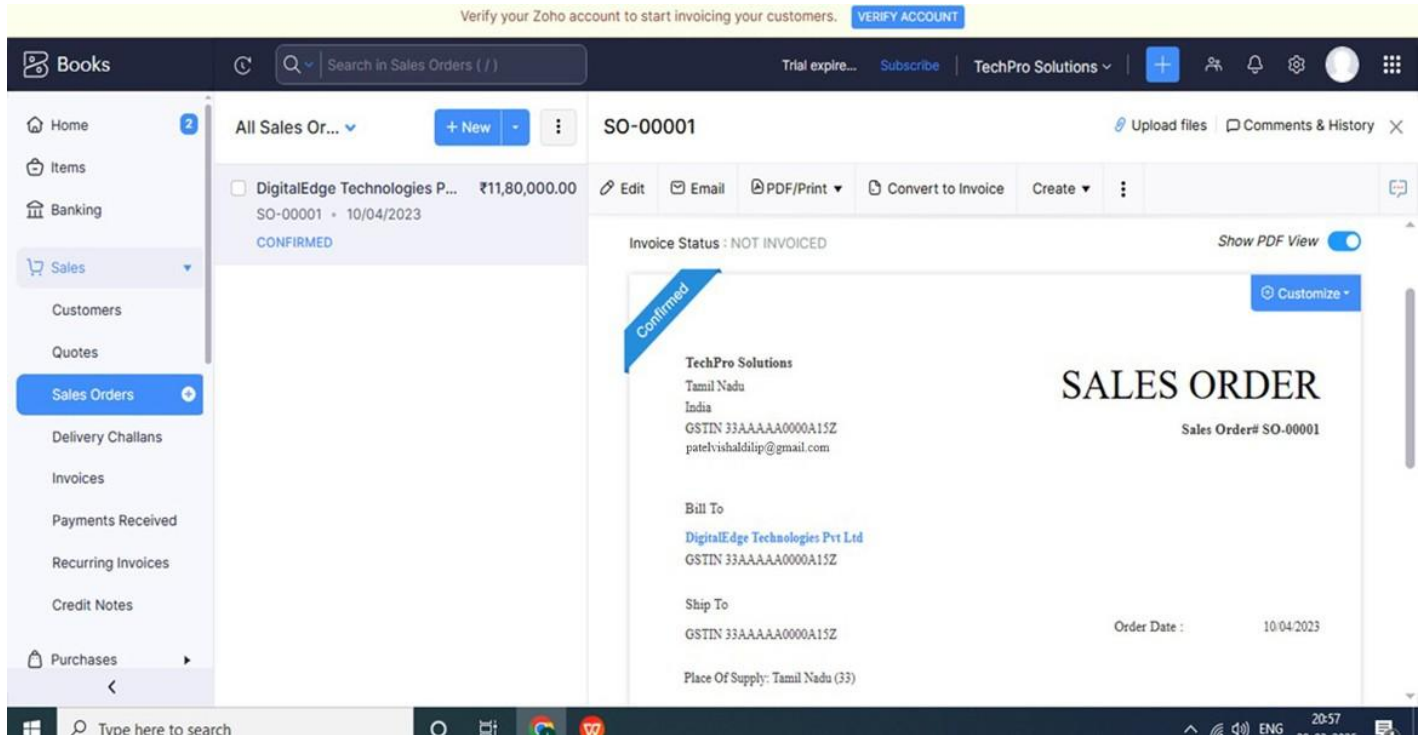
Customer Notes: Enter any notes to be displayed in your transaction.

Buttons: Save as Draft, Save and Send, Cancel

Footer: 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. [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

Edit Invoice

Customer Name*

TechWise Solutions Pvt Ltd

INR

TechWise Solutions P...

BILLING ADDRESS

SHIPPING ADDRESS

+ New Address

+ New Address

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

GSTRN: [33AAAAA0000AT5Z](#)

Place of Supply*

TNE - 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

Scan Item

Bulk Actions

Save

Save and Send

Cancel

Activate Windows

Go to Settings to activate Windows.

Total Amount: ₹ 16,20,000.00

Total Quantity: 50

Books

Search in Invoices (/)

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

Home

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

Item Table

Scan Item

Bulk Actions

ITEM DETAILS

QUANTITY

RATE

TAX

AMOUNT

Web Maintenance

50

30000

GST18 [18%]

15,00,000.00

Add a description to your item

His

Recent Transactions

Invoice# [SAC: 998313](#)

Add New Row

Add Items in Bulk

Sub Total

15,00,000.00

Discount

0 %

0.00

CGST9 [9%]

1,35,000.00

SGST9 [9%]

1,35,000.00

TDS ☒ TCS ☐ Professional Fees 10%

-1,50,000.00

Adjustment

0

0.00

Total (₹)

16,20,000.00

Customer Notes

Thanks for your business.

Will be displayed on the invoice

Terms & Conditions

Enter the terms and conditions of your business to be displayed in your transaction

Attach File(s) to Invoice

Upload File

You can upload a maximum of 10 files, 10MB each

Save

Save and Send

Cancel

Activate Windows

Go to Settings to activate Windows.

Total Amount: ₹ 16,20,000.00

Total Quantity: 50



Books



Search in Invoices (/)

Trial expire...

[Subscribe](#)

TechPro Solutions ▾



Home

2

Items

Banking

Sales ▾

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases ▶



All Invoices ▾

+ New ▾



INV-000004

[Upload files](#) [Comments & History](#) ×

☐ DigitalEdge Technologies P... ₹11,80,000.00
INV-000004 • 20/04/2023
DRAFT

☐ TechWise Solution Pvt Ltd ₹16,20,000.00
INV-000003 • 20/04/2023
DRAFT

☐ SmartTech Innovations Pvt... ₹10,80,000.00
INV-000002 • 20/04/2023
DRAFT

[Edit](#) [Send ▾](#) [Share](#) [PDF/Print ▾](#) [Record Payment](#) [⋮](#)

Draft

TechPro Solutions

Tamil Nadu

India

GSTIN 33AAAAA0000A15Z

patelvishaldilip@gmail.com

TAX INVOICE

#	: INV-000004	Place Of Supply	: Tamil Nadu (33)
Invoice Date	: 20/04/2023		
Terms	: Due On Receipt		
Due Date	: 20/04/2023		

Bill To	Ship To
DigitalEdge Technologies Pvt Ltd	GSTIN 33AAAAA0000A15Z
GSTIN 33AAAAA0000A15Z	

#	Item & Description	HSN/SAC	Qty	Rate	CGST		SGST		Amount
					%	Amt	%	Amt	
1	IT Consulting	998313	100.00	10,000.00	9%	90.00	9%	90.00	10,00,000.00
			Hrs			0.00		0.00	



Type here to search



ENG

21:07

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.

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 ApexTech Consultant...

BILLING ADDRESS + New Address SHIPPING ADDRESS + New Address

GST Treatment: **Overseas**

Invoice#* INV-00009 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		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

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 ApexTech Consultant...

BILLING ADDRESS + New Address SHIPPING ADDRESS + New Address

GST Treatment: **Overseas**

Invoice#* INV-00009 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		Scan Item	Bulk Actions
		Save as Draft	Save and Send Cancel

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Cloud Service 🔍	50 Hrs	182.61	IGSTO [0%]	9,130.50 ✕
Recent Transactions				
📄 SAC: 999312 🔍				
Type or click to select an item.	1.00	0.00	Select a Tax	0.00 ✕

🔍 + Add New Row + Add Items in Bulk

Sub Total	
Sub Total	9,130.50
Discount: 0 %	0.00
IGSTO [0%]	0.00
<input checked="" type="radio"/> TDS <input type="radio"/> TCS Select a Tax	- 0.00
Adjustment 🔍	0.00
Total (\$)	9,130.50

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

Terms & Conditions 🔍 Attach File(s) to Invoice

Save as Draft Save and Send Cancel

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

Activity 5: Reconciliation of Open Invoices

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

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Search in Invoices (/)

Trial expire...[Subscribe](#)

TechPro Solutions

All Invoices

+ New

INV-000005

Upload files

Comments & History

ApexTech Consultants (Export)

\$9,130.50

INV-000005 • 20/04/2023

OVERDUE BY 709 DAYS

DigitalEdge Technologies P...

₹11,80,000.00

INV-000004 • 20/04/2023

OVERDUE BY 709 DAYS

TechWise Solution Pvt Ltd

₹16,20,000.00

INV-000003 • 20/04/2023

OVERDUE BY 709 DAYS

SmartTech Innovations Pvt...

₹10,80,000.00

INV-000002 • 20/04/2023

OVERDUE BY 709 DAYS

Overdue

TechPro Solutions

Tamil Nadu

India

GSTIN 33AAAAA0000A15Z

patelvishaldilip@gmail.com

TAX INVOICE

: INV-000005

Invoice Date : 20/04/2023

Terms : Due On Receipt

Due Date : 20/04/2023

Place Of Supply : Tamil Nadu (33)

Bill To

Ship To

ApexTech Consultants (Export)

GSTIN 33AAAAA0000A15Z

GSTIN 33AAAAA0000A15Z

#	Item & Description	HSN/SAC	Qty	Rate	CGST %	CGST Amt	SGST %	SGST Amt	Amount
1	Cloud Services	998313	50.00	182.61	0%	0.00	0%	0.00	9,130.50

Type here to search

21:13

ENG

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

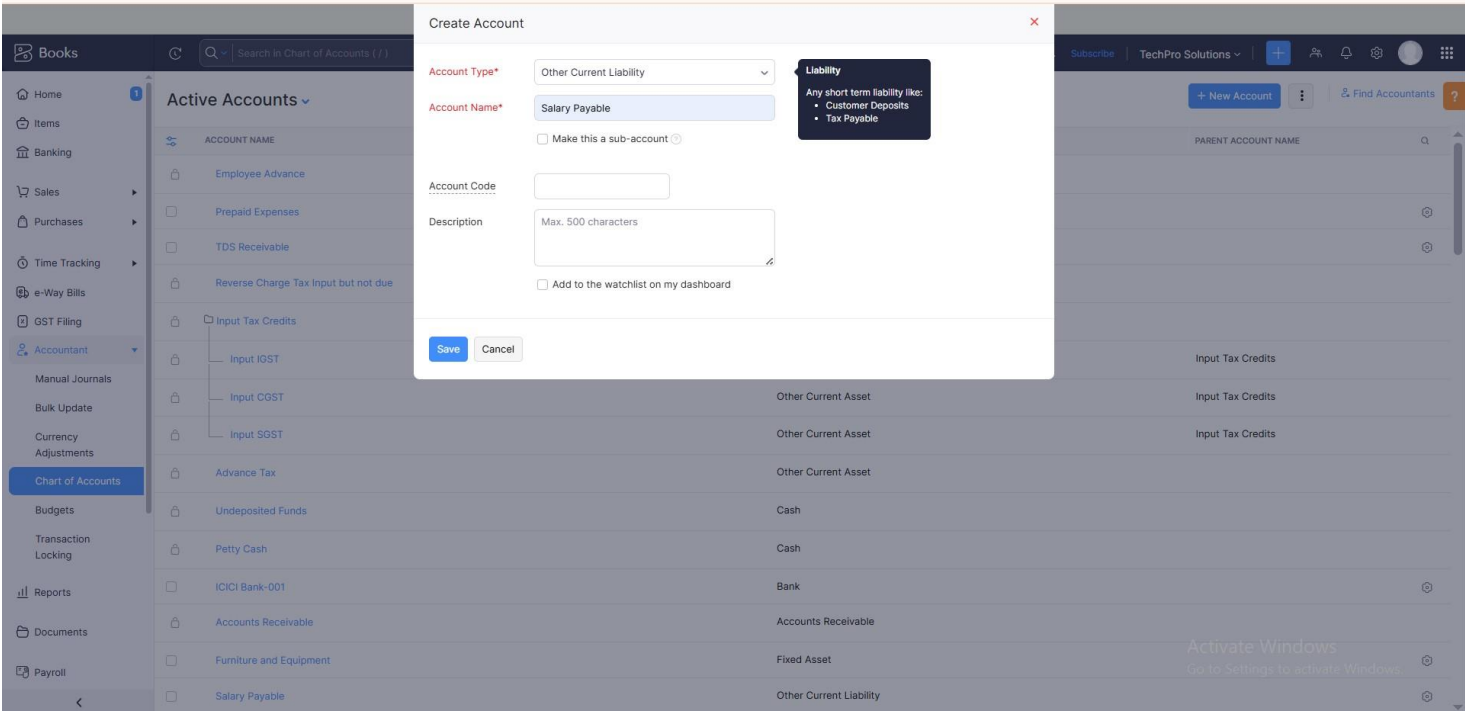
Cancel

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



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](#) | [+](#) [Aa](#) [🔔](#) [⚙️](#) [👤](#)

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manage Journals

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 (₹)			25,00,000.0	25,00,000.0
Difference			0	0

Add New Row

SaveCancel

Activate Windows
Go to Settings to activate Windows.

Books

Search in Journals (/)

Trial expires in 12 days. [Subscribe](#) | [TechPro Solutions](#) | [+](#) [Aa](#) [🔔](#) [⚙️](#) [👤](#)

Journals

New Journal

1

Status: All Jour...

All

30/04/2023

₹25,00,000.00

PUBLISHED

JOURNAL

#1

Date:30/04/2023

Amount:₹25,00,000.00

NotesSalary for the Month of April-2023

Reference Number:

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

Activate Windows
Go to Settings to activate Windows.

Milestone 10: Expense & Bills

Activity 1: Expense & Bills Entry

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

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

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

Edit Expense

Date* 30/04/2023

Expense Account* Rent Expense

Amount* INR 200000

Paid Through* Rent Payable

Expense Type* ☐ Goods ☒ Services

SAC

Vendor

GST Treatment* Registered Business - Regular

Vendor GSTIN* 33AAAAA0000A15Z [Get Taxpayer details](#)

Source of Supply* [TN] - Tamil Nadu

Destination of Supply* [TN] - Tamil Nadu

Reverse Charge ☐ This transaction is applicable for reverse charge

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

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

Drag or Drop your Receipts
Maximum file size allowed is 10MB
[Upload your Files](#)

Activate Windows
Go to Settings to activate Windows.

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

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

Edit Expense

Date* 30/04/2023

Expense Account* Other Expenses

Amount* INR 5000

Paid Through* Petty Cash

Expense Type* ☐ Goods ☒ Services

SAC

Vendor

GST Treatment* Registered Business - Regular

Vendor GSTIN* 33AAAAA0000A15Z [Get Taxpayer details](#)

Source of Supply* [TN] - Tamil Nadu

Destination of Supply* [TN] - Tamil Nadu

Reverse Charge ☐ This transaction is applicable for reverse charge

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

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

Drag or Drop your Receipts
Maximum file size allowed is 10MB
[Upload your Files](#)

Activate Windows
Go to Settings to activate Windows.

After recording the Expense Entrees:

Books

Search in Expenses (2)

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

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

All Expenses

DATE

EXPENSE ACCOUNT

REFERENCE#

VENDOR NAME

PAID THROUGH

CUSTOMER NAME

STATUS

AMOUNT

☐

30/04/2023

Other Expenses

02

Petty Cash

NON-BILLABLE

₹5,000.00

☐

30/04/2023

Rent Expense

01

Rent Payable

NON-BILLABLE

₹2,36,000.00

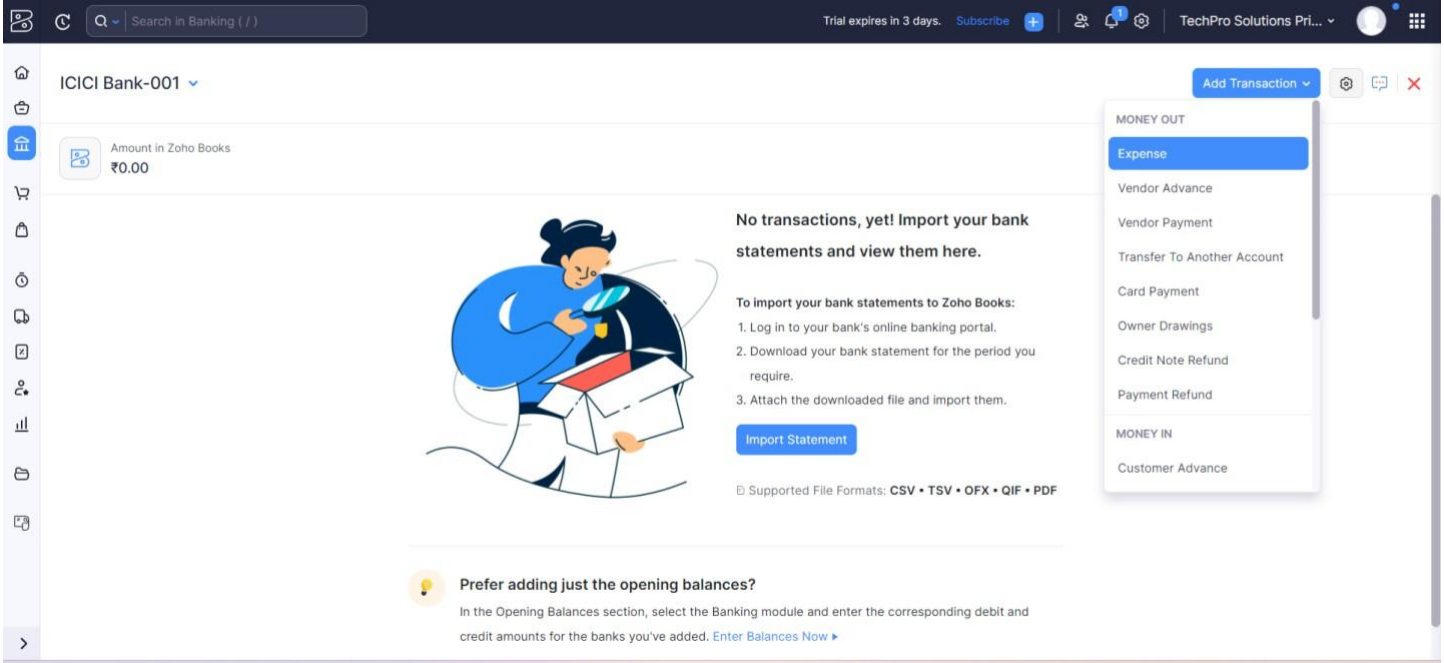
Activate Windows

Go to Settings to activate Windows.

Milestone 11: Bank Entries

Activity 1: Recording of Bank Transactions

The Below are the Bank Transactions occurred during the month:




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

For Vendor Payment:

ICICI Bank-001

Amount in Zoho Books
₹0.00



No transactions, yet statements and view

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

Supported File Formats: CSV, PDF

Prefer adding just the opening balances?

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

Add Transaction

MONEY OUT

Expense

Vendor Advance

Vendor Payment

Transfer To Another Account

Card Payment

Owner Drawings

Credit Note Refund

Payment Refund

MONEY IN

Customer Advance

Vendor Payment

Vendor*

Amazon Web Services

Payment #*

1

Amount*

INR

54000

Date*

10/04/2023

Reference#

Paid Via

Bank Transfer

Description

Payment Made against bills

Clear Applied Amount

Bill Details

Payment(INR)

02

Due ₹54,000.00

05/04/2023

54000.00

Pay in Full

For Customer Payment:

ICICI Bank-001

Amount in Zoho Books
₹-54,000.00

Dashboard

Account Summary

Uncategorized Transactions

All Transactions

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

Add Transaction

MONEY IN

Customer Advance

Customer Payment

Transfer From Another Account

Interest Income

Other Income

Expense Refund

Deposit From Other Accounts

Owner's Contribution

Vendor Credit Refund

Vendor Payment Refund

Customer Payment

Customer*

DigitalEdge Technologies PVT Ltd

Amount Received*

INR

1180000

Bank Charges (if any)

Date*

15/04/2023

Payment #*

1

Reference#

Received Via

Bank Transfer

Description

Amount Received Against Invoice

Retained Tax?

☐

Clear Applied Amount

Invoice Details

Payment(INR)

INV-000001

1180000.00

Milestone 12: Financial Reports:

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 Challan Details

Quote Details

Customer Balance Summary

Receivable Summary

Receivable Details

Payments Received

Recurring Invoices

Payables

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

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 (/)

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	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

Q

Search in Customers (/)

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

TechPro Solutions Pri...

Custom

[Schedule Report](#)

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

Q

Search in Customers (/)

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

TechPro Solutions Pri...

Custom

[Schedule Report](#)

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

🏠

📄

🏢

🛒

🏠

🕒

📄

👤

📊

📁

📄

>

🔍 Search in Customers (/)

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

TechPro Solutions Pri... ▼

☰

Custom ▼

⚙️ Customize Report

Schedule Report

Export As ▼

✕

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 (/)

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

TechPro Solutions Pri... ▼

☰

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		

Activity 7: TDS Payable & Receivable Report

