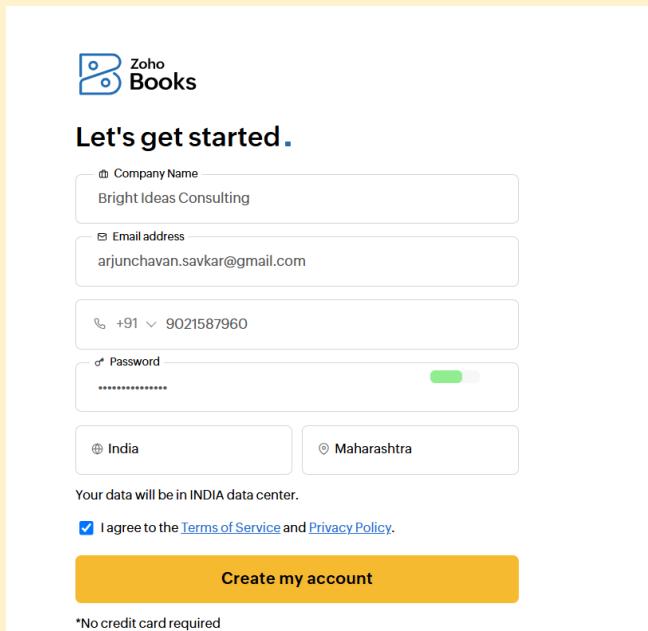


- **Milestone 1: Set up your account**

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



The image shows the Zoho Books sign-up form. It includes fields for Company Name (Bright Ideas Consulting), Email address (arjunchavan.savkar@gmail.com), Phone number (+91 9021587960), Password (hidden), and Location (India, Maharashtra). There is a note about data center location and a checkbox for agreeing to Terms of Service and Privacy Policy. A yellow 'Create my account' button is at the bottom.

Zoho Books

Let's get started.

Company Name  
Bright Ideas Consulting

Email address  
arjunchavan.savkar@gmail.com

+91 9021587960

Password  
.....

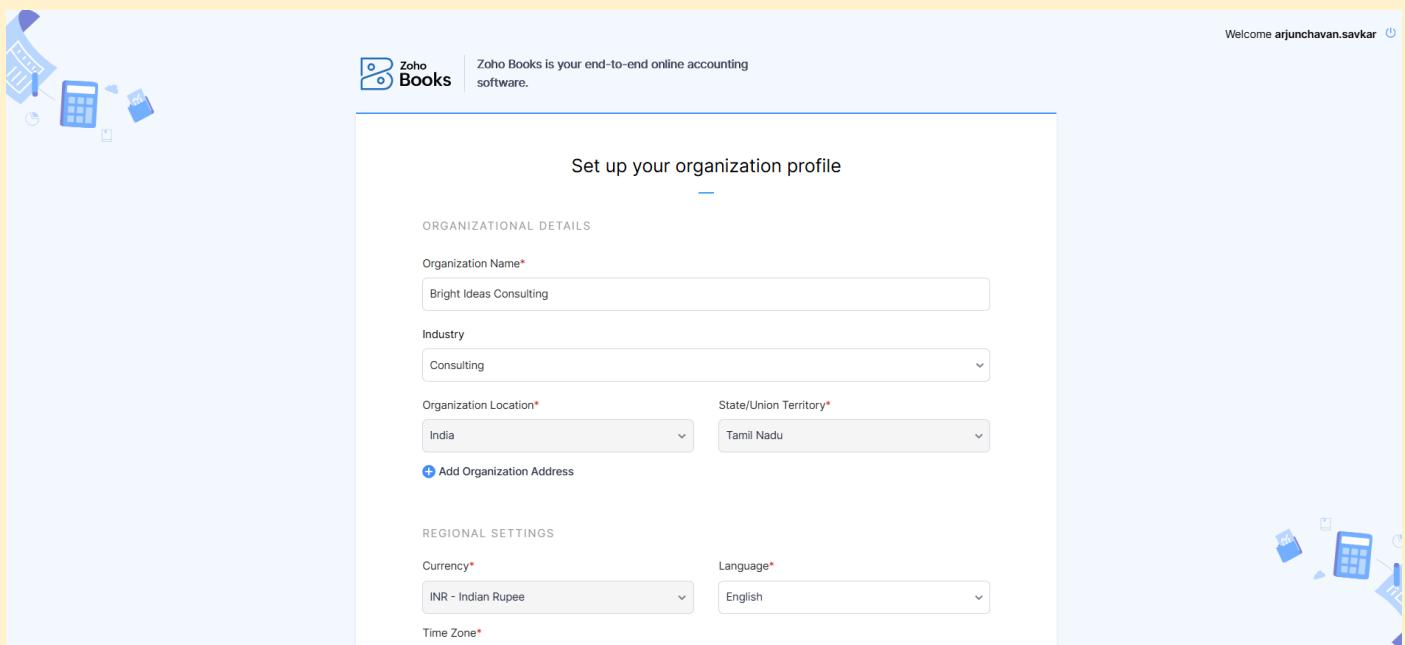
India Maharashtra

Your data will be in INDIA data center.

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

Create my account

\*No credit card required



The image shows the Zoho Books organizational setup screen. It features a sidebar with icons for Home, Reports, Invoices, Expenses, Contacts, and Settings. The main area is titled 'Set up your organization profile'. It has sections for 'ORGANIZATIONAL DETAILS' (Organization Name: Bright Ideas Consulting, Industry: Consulting, Organization Location: India, State/Union Territory: Tamil Nadu) and 'REGIONAL SETTINGS' (Currency: INR - Indian Rupee, Language: English, Time Zone: not specified). The top right corner shows a welcome message for arjunchavan.savkar.

Welcome arjunchavan.savkar

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

Set up your organization profile

ORGANIZATIONAL DETAILS

Organization Name\*  
Bright Ideas Consulting

Industry  
Consulting

Organization Location\*  
India

State/Union Territory\*  
Tamil Nadu

Add Organization Address

REGIONAL SETTINGS

Currency\*  
INR - Indian Rupee

Language\*  
English

Time Zone\*

We create an organizational profile by adding the organization name "Bright Ideas Consulting" and then set up an organizational profile with appropriate information.

## Activity 2: Introduction

The screenshot shows the Zoho Books dashboard for a user named 'Hello, arjunchavan.savkar' from 'Bright Ideas Consulting'. The dashboard includes sections for 'Total Receivables' and 'Total Payables', both showing zero amounts. Below these are 'Current' and 'Overdue' breakdowns for invoices and bills. A 'Cash Flow' section displays a chart from '0 K' to '5 K' and a table showing cash as of 01/04/2025, incoming at ₹0.00, and outgoing at ₹0.00. The left sidebar lists various modules like Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features.

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

## Activity 3: let's get started

Let's Assume Bright Ideas Consulting is offering the below list of various services:

1. Management Consulting
2. Financial Consulting
3. Human Resources (HR) Consulting
4. Legal Consulting

The selling Price for all the above services is say Rs.1000/- per Consulting Hour. Output GST @ 18% is applicable for all the above services.

## • Milestone 2: Service Creation:

### Activity 1: Creation

#### 1. Management Consulting

The screenshot shows the 'New Item' creation interface. The 'Type' field is set to 'Service'. The 'Name' field contains 'Management Consulting'. The 'Unit' field is 'Hrs'. The 'SAC' field is '998311'. The 'Tax Preference' is 'Taxable'. Under 'Sales Information', the 'Selling Price' is 'INR 1000' and the 'Account' is 'Sales'. Under 'Purchase Information', the 'Cost Price' is 'INR' and the 'Account' is 'Cost of Goods Sold'. There are 'Save' and 'Cancel' buttons at the bottom.

The screenshot shows the 'Active Items' list. A new item 'Management Consulting' is listed with a value of ₹1,000.00. The item details in the 'Overview' tab include: Item Type (Sales Items (Service)), SAC (998311), Unit (Hrs), Created Source (User), Tax Preference (Taxable), Intra State Tax Rate (GST18 (18 %)), and Inter State Tax Rate (IGST18 (18 %)). The 'Transactions' tab shows a selling price of ₹1,000.00 and a sales account of Sales.

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.

## 2. Financial Consulting:

The screenshot shows the 'Books' application interface for creating a new item. The left sidebar lists various categories: Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The main form is titled 'New Item' and contains the following fields:

- Type: Service (selected)
- Name\*: Financial Consulting
- Unit: Hrs
- SAC: 998311
- Tax Preference\*: Taxable
- Sales Information** (checkbox checked):
  - Selling Price\*: INR 1000
  - Cost Price: INR
  - Account: Sales
  - Description: [empty]
  - Preferred Vendor: [empty]
- Purchase Information** (checkbox unselected):
  - Cost Price: INR
  - Account: Cost of Goods Sold
  - Description: [empty]
  - Preferred Vendor: [empty]

At the bottom are 'Save' and 'Cancel' buttons.

## 3. Human Resources (HR) Consulting

The screenshot shows the 'Books' application interface for creating a new item. The left sidebar lists various categories: Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The main form is titled 'New Item' and contains the following fields:

- Type: Service (selected)
- Name\*: Human Resources (HR) Consulting
- Unit: Hrs
- SAC: 998311
- Tax Preference\*: Taxable
- Sales Information** (checkbox checked):
  - Selling Price\*: INR 1000
  - Cost Price: INR
  - Account: Sales
  - Description: [empty]
  - Preferred Vendor: [empty]
- Purchase Information** (checkbox unselected):
  - Cost Price: INR
  - Account: Cost of Goods Sold
  - Description: [empty]
  - Preferred Vendor: [empty]

At the bottom are 'Save' and 'Cancel' buttons.

## 4. Legal Consulting;

The screenshot shows the 'Books' application interface for creating a new item. The left sidebar lists various categories: Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The main form is titled 'New Item' and contains the following fields:

- Type: Service (selected)
- Name\*: Legal Consulting
- Unit: Hrs
- SAC: 998311
- Tax Preference\*: Taxable
- Sales Information** (checkbox checked):
  - Selling Price\*: INR 1000
  - Cost Price: INR
  - Account: Sales
  - Description: [empty]
  - Preferred Vendor: [empty]
- Purchase Information** (checkbox unselected):
  - Cost Price: INR
  - Account: Cost of Goods Sold
  - Description: [empty]
  - Preferred Vendor: [empty]

At the bottom are 'Save' and 'Cancel' buttons.

## Activity 2: Review of Items after Addition

The screenshot shows the Zoho Books interface. On the left, there's a sidebar with various menu items like Home, Items (which is selected and highlighted in blue), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The main area is titled 'Active Items' and lists four items:

NAME	PURCHASE DESCRIPTION	PURCHASE RATE	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
Legal Consulting		₹0.00		₹1,000.00	998311	Hrs
Human Resources (HR) Consulting		0		₹1,000.00	998311	Hrs
Financial Consulting		0		₹1,000.00	998311	Hrs
Management Consulting		0		₹1,000.00	998311	Hrs

Here we successfully added all the items that are:

1. Management Consulting
2. Financial Consulting
3. Human Resources (HR) Consulting
4. Legal Consulting

# • Milestone 3: Vendors

## Activity 1: Vendor Creation

### 1. Randstad Technologies

The screenshot shows the 'New Vendor' creation page in a software application. The left sidebar has a 'Vendors' section selected. The main form fields include:

- Primary Contact: Salutation dropdown set to 'Randstad Technologi...', Last Name input field.
- Company Name: Input field containing 'Randstad Technologies'.
- Display Name\*: Input field containing 'Randstad Technologies'.
- Email Address: Input field.
- Phone: Input field with 'Work Phone' and 'Mobile' buttons.
- Other Details tab is active, showing:
  - GST Treatment\*: Registered Business - Regular
  - GSTIN / UIN: Input field containing '33AAAAA0000A15Z'.
  - Source of Supply\*: Input field containing '[TN] - Tamil Nadu'.
  - PAN: Input field containing 'AAAAAA0000A'.
- Save and Cancel buttons at the bottom.

Here we successfully created one Vendor in books from the Navigation Panel while going to Purchases>Vendors>Create New Vendors and add the respective fields>Click on save.

### 2. Amazon Web Services

The screenshot shows the 'New Vendor' creation page in a software application. The left sidebar has a 'Vendors' section selected. The main form fields include:

- Primary Contact: Salutation dropdown set to 'Amazon Web Service...', Last Name input field.
- Company Name: Input field containing 'Amazon Web Services'.
- Display Name\*: Input field containing 'Amazon Web Services'.
- Email Address: Input field.
- Phone: Input field with 'Work Phone' and 'Mobile' buttons.
- Other Details tab is active, showing:
  - GST Treatment\*: Registered Business - Regular
  - GSTIN / UIN: Input field containing '33AAAAA0000A15Z'.
  - Source of Supply\*: Input field containing '[TN] - Tamil Nadu'.
  - PAN: Input field containing 'AAAAAA0000A'.
- Save and Cancel buttons at the bottom.

### 3. Raj Kamal External Consulting

### Activity 2: Review of Vendors List

	NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (INR)	UNUSED CREDITS (INR)
<input type="checkbox"/>	Raj Kamal External Consulting	Raj Kamal External Consulting	(empty)	(empty)	Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	Amazon Web Services	Amazon Web Services	(empty)	(empty)	Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	Randstad Technologies	Randstad Technologies	(empty)	(empty)	Tamil Nadu	₹0.00	₹0.00

Here we successfully created all the vendors that are:

1. Randstad Technologies (GST registered)
2. Amazon Web Services (GST registered)
3. Raj Kamal External Consulting (Non GST)

## • Milestone 4: Purchases

### Activity 1: Purchase Order Creation

Bright Ideas Consulting has raised below purchase orders from the vendors:

1. 05-04-2023 Randstad Technologies – Office Equipment - Qty 20 @ Rs.10,000/- each GST @ 18%

**New Purchase Order**

**Vendor Name\***: Randstad Technologies

**BILLING ADDRESS**: + New Address

**SHIPPING ADDRESS**: + New Address

**GST Treatment:** Registered Business - Regular

**GSTIN:** 33AAAAA0000A15Z

**Source of Supply\***: [TN] - Tamil Nadu

**Destination of Supply\***: [TN] - Tamil Nadu

**Delivery Address\***: Organization: arjunchavan.savkar

Tamil Nadu  
India,  
9021587960

ITEM DETAILS	ACCOUNT	QUANTITY	RATE ₹	TAX	AMOUNT
Office Equipment	Furniture and Equipment	20	10000	GST18 [18%]	2,00,000.00

**Sub Total**  
Total Quantity : 20      2,00,000.00

**Discount**  
Apply after tax

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

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

**Total Tax Amount** 36000.00 INR

**TDS** Select a Tax

**Adjustment**

**Total (₹)** 2,36,000.00

**Customer Notes**: Will be displayed on purchase order

Save as Draft   Save and Send   Cancel

For the Creation of purchase orders from the Navigation Panel we go to Purchases>Purchase Order> Creat New>Provide the respective details>Save on draft

## Activity 2: Purchase Order to Purchase Bills Conversion

The screenshot shows the Zoho Books interface. On the left, the navigation bar includes 'Books' at the top, followed by 'Home', 'Items', 'Banking', 'Sales', 'Purchases' (selected), 'Vendors', 'Expenses', 'Purchase Orders', 'Bills' (selected), 'Payments Made', 'Vendor Credits', 'Time Tracking', 'e-Way Bills', 'GST Filing', 'Accountant', and 'Reports'. The main area displays a list of bills under 'All Bills'. One bill is selected, labeled '001', for Randstad Technologies, dated 05/04/2023, with a balance due of ₹2,36,000.00. A red banner at the bottom of this card says 'OVERDUE BY 729 DAYS'. Below the card, there's a message: 'WHAT'S NEXT? Payment for this bill is overdue. You can record the payment for this bill if paid.' with a 'Record Payment' button. To the right, a preview window titled 'Overdue' shows the bill details: 'Bright Ideas Consulting' as the vendor, address 'Tamil Nadu, India', GSTIN '33AAAAA0000A15Z', email 'arunchavan.savkar@gmail.com', and bill number 'Bill# 001'. It also lists 'Order Number: PO-00001', 'Bill Date: 05/04/2023', and 'Balance Due ₹2,36,000.00'. At the bottom right of the preview, there are buttons for 'Show PDF View' and a toggle switch.

After Creating the Purchase orders, We mark them as Issued and then PO as "Convert to Bill" to convert the same as bill entry:

We Enter the Date of the Bill as 05-04-2023 and then click on Save as open.

## Activity 3: Direct Vendor Purchases Bills Creation:

Bright Ideas Consulting availed the services from the below Suppliers:

**1. 10-04-2023 Cloud Database From Amazon Web Services-  
Rs.50,000/- pm GST @ 18%**

The screenshot shows the 'New Bill' creation page. The vendor name is set to 'Amazon Web Services'. The source of supply is '[TN] - Tamil Nadu' and the destination is also '[TN] - Tamil Nadu'. The bill number is '002', the date is '10/04/2023', and the due date is also '10/04/2023'. Payment terms are set to 'Due On Receipt'. A note at the bottom states 'This transaction is applicable for reverse charge'.

The screenshot shows the 'ITEM DETAILS' section of the bill creation page. It lists a single item: 'Cloud Database' with a quantity of 1.00, a rate of 50000, and a tax of GST18 [18%]. The total amount is 50,000.00. Below this, there is a breakdown of taxes: CGST9 [9%] and SGST9 [9%], both amounting to 4,500.00. The total tax amount is 9000.00 INR. The TDS amount is -0.00. The final total is 59,000.00. At the bottom, there are buttons for 'Save as Draft', 'Save as Open', and 'Cancel'.

To create direct purchase invoices for the above transaction from the navigation panel we go to:  
Purchases>Bills>Create New>Enter the details>Click on Save Open

## 2. 10-04-2023 Consultancy Services from Raj Kamal External Consulting - Rs.1,00,000/- pm

**New Bill**

**Vendor Name\***: Raj Kamal External Consulting

**BILLING ADDRESS**: + New Address

**GST Treatment:** Unregistered Business

**Source of Supply\***: [TN] - Tamil Nadu

**Destination of Supply\***: [TN] - Tamil Nadu

**Bill#\***: 003

**Bill Date\***: 10/04/2023

**Due Date**: 10/04/2023

**Payment Terms**: Due On Receipt

This transaction is applicable for reverse charge

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Consultancy Services	Subcontractor	1.00	100000	Select a Tax	Select Customer	1,00,000.00

**Sub Total**: 1,00,000.00

**Discount**: 0 % 0.00

**TDS**  **TCS** Select a Tax -0.00

**Adjustment**: 0.00

**Total (₹)**: 1,00,000.00

**Notes**: It will not be shown in PDF

**Attach File(s) to Bill**: Upload File

**Save as Draft** **Save as Open** **Cancel**

Here we complete the Direct Vendor Purchases bill Creation that Bright Ideas Consulting availed the services from the below Suppliers:

1. 10-04-2023 Cloud Database From Amazon Web Services- Rs.50,000/- pm GST @ 18%
2. 10-04-2023 Consultancy Services from Raj Kamal External Consulting - Rs.1,00,000/- pm

## Activity 4: Reconciliation of Open & Outstanding Bills

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

The screenshot shows the Zoho Books interface. On the left, a sidebar navigation includes 'Books', 'Home', 'Items', 'Banking', 'Sales', 'Purchases' (selected), 'Vendors', 'Expenses', 'Purchase Orders', 'Bills' (selected), 'Payments Made', 'Vendor Credits', 'Time Tracking', 'e-Way Bills', 'GST Filing', 'Accountant', and 'Reports'. The main area displays 'All Bills' with three entries:

- Raj Kamal External Consulting 003 - 10/04/2023 **OVERDUE BY 724 DAYS**
- Amazon Web Services 002 - 10/04/2023 **OVERDUE BY 724 DAYS**
- Randstad Technologies 001 - 05/04/2023 **OVERDUE BY 729 DAYS**

A modal window for Bill #003 is open, containing the following information:

**Bright Ideas Consulting**  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z  
9021387960  
arjunchavan.savkar@gmail.com

**BILL**  
Bill# 003  
Balance Due  
**₹1,00,000.00**

Bill Date : 10/04/2023  
Due Date : 10/04/2023  
Bill From: Raj Kamal External Consulting  
Terms : Due On Receipt

Item & Description Qty Rate Amount

WHAT'S NEXT? Payment for this bill is overdue. You can record the payment for this bill if paid. Record Payment

# • Milestone 5: Customers

## Activity 1: Customers Creation:

### 1. TechWise Solutions Pvt Ltd :

The screenshot shows the 'New Customer' creation form in Zoho Books. The customer type is set to 'Business'. Primary contact information includes 'Salutation' (TechWise Solutions P) and 'Last Name' (TechWise Solutions Pvt Ltd). The company name is 'TechWise Solutions Pvt Ltd' and the display name is also 'TechWise Solutions Pvt Ltd'. The email address field is empty. The phone number is listed under 'Work Phone'. The 'GST Treatment' dropdown shows 'Registered Business - Regular'. The GSTIN/UIN is '33AAAAA0000A15Z'. The business legal name is also 'TechWise Solutions Pvt Ltd'. The 'Other Details' tab is selected, showing fields for Address, Contact Persons, Custom Fields, Reporting Tags, and Remarks. The 'GST Treatment' dropdown also lists 'Unregistered Business'. The 'Place of Supply' dropdown shows '[TN] - Tamil Nadu'. The 'PAN' field is empty. At the bottom, there are 'Save' and 'Cancel' buttons.

- Firstly, we create a customer account: By going to SALES>CUSTOMERS>CREATE NEW CUSTOMERS and follow the same for the next customers.

### 2. SmartTech Innovations

The screenshot shows the 'New Customer' creation form in Zoho Books. The customer type is set to 'Individual'. Primary contact information includes 'Salutation' (SmartTech Innovation) and 'Last Name' (SmartTech Innovation). The company name is 'SmartTech Innovations' and the display name is also 'SmartTech Innovations'. The email address field is empty. The phone number is listed under 'Work Phone'. The 'GST Treatment' dropdown shows 'Unregistered Business'. The 'Place of Supply' dropdown shows '[TN] - Tamil Nadu'. The PAN field is empty. The 'Other Details' tab is selected, showing fields for Address, Contact Persons, Custom Fields, Reporting Tags, and Remarks. The 'GST Treatment' dropdown also lists 'Registered Business - Regular'. The 'Place of Supply' dropdown also lists 'Tamil Nadu'. The 'PAN' field is empty. At the bottom, there are 'Save' and 'Cancel' buttons.

## Activity 2: Review the Customer's List

The screenshot shows the Zoho Books interface for managing customers. On the left, a sidebar menu lists various modules: Home, Items, Banking, Sales (Customers selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, and GST Filing. The main content area displays the details for 'SmartTech Innovations'. At the top, there is a search bar and navigation links for Overview, Comments, Transactions, Mails, and Statement. A 'WHAT'S NEXT?' section suggests creating an invoice or quote. Below this, sections include ADDRESS, Billing Address, Shipping Address, OTHER DETAILS (Customer Type: Individual, Default Currency: INR, GST Treatment: Unregistered Business, Place of Supply: Tamil Nadu, Tax Preference: Taxable, Portal Status: Disabled), Receivables (Currency: INR - Indian Rupee, Outstanding Receivables: ₹0.00, Unused Credits: ₹0.00), and Income (chart showing 5 K, 4 K, 3 K, 2 K). A note indicates that GSTIN can be updated via email.

The screenshot shows the Zoho Books interface displaying a list of active customers. The left sidebar is identical to the previous screenshot. The main content area is titled 'Active Customers' and lists three entries: SmartTech Innovations, DigitalEdge Technologies PVT Ltd, and TechWise Solutions Pvt Ltd. Each entry includes columns for NAME, COMPANY NAME, EMAIL, WORK PHONE, PLACE OF SUPPLY, RECEIVABLES (BCY), and UNUSED CREDITS (BCY). All three companies have a balance of ₹0.00. The bottom of the screen shows a URL: [https://books.zoho.in/app/60037708886#/contacts?filter\\_hv=Static.Active&per\\_page=25&sort\\_column=created\\_time&sort\\_order=D](https://books.zoho.in/app/60037708886#/contacts?filter_hv=Static.Active&per_page=25&sort_column=created_time&sort_order=D).

# • Milestone 6: Sales

## Activity 1: Sales Order Creation

Bright Ideas Consulting received the below Sales Order from the mentioned Customer:

1. 10/04/2023 TechWise Solutions Pvt Ltd - 100 Hrs of Financial Consultation - paid through bank on 25/04/2023

The screenshot shows the 'New Sales Order' creation interface. The left sidebar is titled 'Books' and includes links for Home, Items, Banking, Sales (selected), Customers, Quotes, Sales Orders (selected), Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main form has fields for Customer Name (TechWise Solutions Pvt Ltd), Billing Address, Shipping Address, GST Treatment (Registered Business - Regular), GSTIN (33AAAAA0000A15Z), Place of Supply ([TN] - Tamil Nadu), Sales Order# (SO-00001), Reference#, Sales Order Date (10/04/2023), Expected Shipment Date (dd/MM/yyyy), and Payment Terms (Due On Receipt). A right-hand sidebar shows 'TechWise Solutions P...'.

The screenshot shows the 'ITEM DETAILS' section of the Sales Order. It lists an item for 'Financial Consulting' with a quantity of 100 Hrs, a rate of 1000, and taxes applied: GST18 [18%] and CGST9 [9%], resulting in an amount of 1,00,000.00. Below this, there is a 'Sub Total' of 1,00,000.00, breakdowns for CGST9 [9%] and SGST9 [9%] (both 9,000.00), and options for TDS (radio button selected) and TCS. The total amount is 1,18,000.00. The bottom right corner displays 'Total Amount: ₹ 1,18,000.00' and 'Total Quantity: 100'. The left sidebar is identical to the previous screenshot.

## Activity 2: Sales Order to Sale Invoice Conversion

The screenshot shows the Zoho Books interface. On the left sidebar, under the Sales section, 'Sales Orders' is selected. In the main area, a Sales Order for TechWise Solutions Pvt Ltd (SO-00001) dated 10/04/2023 is displayed with a total value of ₹1,18,000.00. The status is 'CONFIRMED'. A large blue banner at the bottom says 'WHAT'S NEXT? Convert the sales order into packages, shipments, or invoices.' with a 'Convert' button. Below this, a preview of the generated SALES ORDER document is shown, which includes the customer details, bill to details, ship to details, and an order date of 10/04/2023.

## Activity 3: Direct Sale Invoices

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

1. 15-04-2023 SmartTech Innovations Pvt Ltd- 200Hrs for Financial Consulting

The screenshot shows the 'New Invoice' creation screen. The customer is set to 'SmartTech Innovations'. The place of supply is 'TN - Tamil Nadu'. The invoice number is 'INV-000002'. The invoice date is '15/04/2023'. The salesperson field is empty. The right side of the screen shows a preview of the generated INVOICE document.

The screenshot shows the detailed view of the invoice for 'Financial Consulting'. The invoice summary table shows 200 Hrs at a rate of ₹2,00,000.00, resulting in a total of ₹2,36,000.00. The breakdown of taxes includes CGST 18% of ₹18,000.00 and SGST 18% of ₹18,000.00. The payment terms are 'Due On Receipt' and the due date is '15/04/2023'. The right side of the screen shows the detailed breakdown of taxes and payment terms.

## 2. 15-04-2023 DigitalEdge Technologies PVT Ltd – 300Hrs for Legal Consulting

## Activity 4: Reconciliation of Open Invoices

	DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DU DATE	AMOUNT	BALANCE DUE
<input type="checkbox"/>	15/04/2023	INV-000003		DigitalEdge Technologies PVT Ltd	OVERDUE BY 716 DAYS	15/04/2023	₹3,54,000.00	₹3,54,000.00
<input type="checkbox"/>	15/04/2023	INV-000002		SmartTech Innovations	OVERDUE BY 716 DAYS	15/04/2023	₹2,36,000.00	₹2,36,000.00
<input type="checkbox"/>	10/04/2023	INV-000001	SO-00001	TechWise Solutions Pvt Ltd	OVERDUE BY 721 DAYS	10/04/2023	₹1,18,000.00	₹1,18,000.00

<https://books.zoho.in/app/60037708886#/deliverychallans>

## • Milestone 7: Bank Account

### Activity 1: Adding Bank Account

Bright Ideas Consulting has opened an account in ICICI Bank with A/c no 000001

The screenshot shows a software interface for managing bank accounts. On the left, there's a sidebar with various menu items like Home, Items, Banking (which is selected), Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The main area is titled 'Add Bank or Credit Card'. It has a section for 'Select Account Type\*' with radio buttons for 'Bank' (selected) and 'Credit Card'. Below that, there are fields for 'Account Name\*' (ICICI Bank-001), 'Account Code' (empty), 'Currency\*' (INR), 'Account Number' (000001), 'Bank Name' (ICICI Bank), 'IFSC' (empty), and 'Description' (Max. 500 characters). There's also a checkbox for 'Make this primary'. At the bottom, there are 'Save' and 'Cancel' buttons.

# • 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: Salary Payable & Rent Payable under Other Current Liabilities

The screenshot shows the 'Create Account' dialog box in the Zoho Books interface. The 'Account Type\*' dropdown is set to 'Other Current Liability'. The 'Account Name\*' field contains 'Salary Payable'. A tooltip box titled 'Liability' lists 'Any short term liability like:' with bullet points 'Customer Deposits' and 'Tax Payable'. Below the name field is a checkbox 'Make this a sub-account'. The 'Description' field is set to 'Max. 500 characters'. At the bottom are 'Save' and 'Cancel' buttons. To the right of the dialog, a list of existing accounts is visible, including 'Input Tax Credits', 'Input Tax Credits', and 'Input Tax Credits'. The left sidebar shows the 'Chart of Accounts' section.

The screenshot shows the 'Create Account' dialog box in the Zoho Books interface. The 'Account Type\*' dropdown is set to 'Other Current Liability'. The 'Account Name\*' field contains 'Rent Payable'. A tooltip box titled 'Liability' lists 'Any short term liability like:' with bullet points 'Customer Deposits' and 'Tax Payable'. Below the name field is a checkbox 'Make this a sub-account'. The 'Description' field is set to 'Max. 500 characters'. At the bottom are 'Save' and 'Cancel' buttons. To the right of the dialog, a list of existing accounts is visible, including 'Input Tax Credits', 'Input Tax Credits', and 'Input Tax Credits'. The left sidebar shows the 'Chart of Accounts' section.

# • Milestone 9: Journal Entries:

## Activity 1: Recording of Journal Entries

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

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

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salaries and Employee Wages	Salary payable for the month of April-2023	Select Contact	100000	
Salary Payable	Salary payable for the month of April-2023	Select Contact		100000

Account	Contact	Debits	Credits
Salaries and Employee Wages		1,00,000.00	
Salary Payable			1,00,000.00

# Milestone 10: Expense & Bills

## Activity 1: Expense & Bills Entry

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

1. Office Rent Rs.1,00,000/- excluding GST @ 18% Total Invoice Value Rs.1,18,000/- paid through Bank on same day.

This screenshot shows the initial step of entering an expense. The user has selected 'Record Expense' and filled in the following fields:

- Date\*: 30/04/2023
- Expense Account\*: Rent Expense
- Amount\*: INR 100000
- Paid Through\*: ICICI Bank-001
- Expense Type\*: Services
- SAC: (empty)
- Vendor: (empty)
- GST Treatment\*: Registered Business - Regular
- Vendor GSTIN\*: 33AAAAA0000A15Z
- Source of Supply\*: [TN] - Tamil Nadu

The right side of the screen features a dashed box for dragging and dropping receipts, with a placeholder icon and text: "Drag or Drop your Receipts Maximum file size allowed is 10MB". There is also a button to "Upload your Files".

This screenshot shows the continuation of the expense entry process, focusing on tax details. The user has selected 'Record Expense' and filled in the following fields:

- GST Treatment\*: Registered Business - Regular
- Vendor GSTIN\*: 33AAAAA0000A15A
- Source of Supply\*: [TN] - Tamil Nadu
- Destination of Supply\*: [TN] - Tamil Nadu
- Reverse Charge: This transaction is applicable for reverse charge
- Tax\*: GST18 [18%]
- Amount Is: Tax Exclusive
- Invoice#: 001
- Notes: Max. 500 characters

The right side of the screen features a dashed box for dragging and dropping receipts, with a placeholder icon and text: "Drag or Drop your Receipts Maximum file size allowed is 10MB". There is also a button to "Upload your Files".

This screenshot shows the expense history after the entry has been saved. The user has selected 'All Expenses' and can see the recorded expense listed:

Rent Expense	₹1,18,000.00
30/04/2023	

The right side of the screen displays the expense details, including:

- Expense Amount: ₹1,18,000.00 on 30/04/2023
- Paid Through: ICICI Bank-001
- Tax: GST18 [ 18% ]
- Tax Amount: ₹18,000.00 ( Exclusive )
- Ref #: 001
- GST Treatment: Registered Business - Regular

A dashed box on the right is available for dragging and dropping receipts, with a placeholder icon and text: "Drag or Drop your Receipts Maximum file size allowed is 10MB". There is also a button to "Upload your Files".

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

Date\* 30/04/2023

Expense Account\* Other Expenses

Amount\* INR 5000

Paid Through\* Petty Cash

Expense Type\* Services

SAC

Vendor

GST Treatment\* Unregistered Business

Source of Supply\* [TN] - Tamil Nadu

Destination of Supply\* [TN] - Tamil Nadu

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

After recording the Expense Entries:

All Expenses **+New**

Expense Details	
<input type="checkbox"/> Other Expenses 30/04/2023	₹5,000.00
<input type="checkbox"/> Rent Expense 30/04/2023	₹1,18,000.00

Expense Amount  
₹5,000.00 on 30/04/2023  
NON-BILLABLE

Other Expenses

Paid Through  
Petty Cash

GST Treatment  
Unregistered Business

Source of Supply  
Tamil Nadu

Destination of Supply  
Tamil Nadu

Journal

Amount is displayed in your base currency INR

## • Milestone 11: Bank Entries

The Below are the Bank Transactions occurred during the month:

01-04-2023 Capital Deposit

**Owner's Contribution**

**From Account\***: Owner's Equity  
**Date\***: 01/04/2023  
**Amount\***: INR 100000  
**Received Via**: Bank Transfer  
**Reference#**:  
**Description**: Max. 500 characters  
**Reporting Tags**: Associate Tags  
**Attachments**: Upload File

You can upload a maximum of 5 files, 10MB each

**Save** | **Cancel**

10-04-2023 Petty Cash Withdrawl

**Transfer To Another Account**

**From Account\***: ICICI Bank-001  
**To Account\***: Petty Cash  
**Date\***: 10/04/2023  
**Amount\***: INR 10000  
**Reference#**:  
**Description**: Max. 500 characters  
**Attachments**: Upload File

You can upload a maximum of 5 files, 10MB each

## 12-04-2023 Amount received from Techwise Solutions

**ICICI Bank-001** ▼

Account Number: xxxx0001

**Amount in Zoho Books**  
₹-28,000.00

Dashboard    0 Uncategorized Transactions    From Bank Statements    All Transactions In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALAN...
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00	₹1,00,000.00	
10/04/2023		Transfer Fund To Account: Petty Cash	Manually Added	₹10,000.00	₹90,000.00	
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹-28,000.00	

**Customer Payment**

**Customer\*** TechWise Solutions Pvt Ltd

**Amount Received\*** INR 118000.00

**Bank Charges (if any)**

**Date\*** 12/04/2023

**Payment #\*** 1

**Reference#**

**Received Via** Bank Transfer

**Description** Max. 500 characters

**Retained Tax?**

**Invoice Details** ▼

**Clear Applied Amount**

**Payment(INR)**

## 20-04-2023 Amount received from Smart Tech Innovations

**ICICI Bank-001** ▼

Account Number: xxxx0001

**Amount in Zoho Books**  
₹90,000.00

Dashboard    0 Uncategorized Transactions    From Bank Statements    All Transactions In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALA...
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00	₹1,00,000.00	
10/04/2023		Transfer Fund To Account: Petty Cash	Manually Added	₹10,000.00	₹90,000.00	
12/04/2023		Customer Payment Customer: TechWise Solutions Pvt Ltd	Manually Added	₹1,18,000.00	₹2,08,000.00	
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹90,000.00	

**Customer Payment**

**Customer\*** SmartTech Innovations

**Amount Received\*** INR 236000.00

**Bank Charges (if any)**

**Date\*** 20/04/2023

**Payment #\*** 2

**Reference#**

**Received Via** Bank Transfer

**Description** Max. 500 characters

**Retained Tax?**

**Invoice Details** ▼

**Clear Applied Amount**

**Payment(INR)**

## 25-04-2023 Paid to Rand Stand Technologies

The screenshot shows the Zoho Books interface for managing bank statements and vendor payments. On the left, the 'ICICI Bank-001' account is selected, displaying a balance of ₹3,26,000.00. The main area shows a list of transactions from April 2023, including manual additions for owners' contributions and customer payments. On the right, a 'Vendor Payment' dialog is open, detailing a payment to 'Rand Stand Technologies' (Payment #1) for ₹236,000.00 on 25/04/2023, via a bank transfer.

Date	Reference#	Type	Status	Deposits	Withdrawals	Running Balance
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00	₹1,00,000.00	
10/04/2023		Transfer Fund To Account: Petty Cash	Manually Added	₹10,000.00	₹90,000.00	
12/04/2023		Customer Payment Customer: TechWise Solutions Pvt Ltd	Manually Added	₹1,18,000.00	₹2,08,000.00	
20/04/2023		Customer Payment Customer:	Manually Added	₹2,36,000.00	₹4,44,000.00	

**Vendor Payment**

Vendor\*: Rand Stand Technologies  
 Payment #: 1  
 Amount\*: INR 236000  
 Date\*: 25/04/2023  
 Reference#  
 Paid Via: Bank Transfer  
 Description: Max. 500 characters

## 25-04-2023 Paid to Amazon Web Services

This screenshot shows the same Zoho Books interface for the ICICI Bank account. The transaction list is identical to the previous one. On the right, a new 'Vendor Payment' dialog is open for a payment to 'Amazon Web Services' (Payment #2) for ₹59,000.00 on 25/04/2023, also via a bank transfer.

Date	Reference#	Type	Status	Deposits	Withdrawals	Running Balance
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00	₹1,00,000.00	
10/04/2023		Transfer Fund To Account: Petty Cash	Manually Added	₹10,000.00	₹90,000.00	
12/04/2023		Customer Payment Customer: TechWise Solutions Pvt Ltd	Manually Added	₹1,18,000.00	₹2,08,000.00	
20/04/2023		Customer Payment Customer:	Manually Added	₹2,36,000.00	₹4,44,000.00	

**Vendor Payment**

Vendor\*: Amazon Web Services  
 Payment #: 2  
 Amount\*: INR 59000  
 Date\*: 25/04/2023  
 Reference#  
 Paid Via: Bank Transfer  
 Description: Max. 500 characters

## 25-04-2023 Amount received from DigitalEdge Technologies

The screenshot shows the Zoho Books interface. On the left, there's a sidebar with various icons. The main area displays a table of bank transactions for ICICI Bank-001. The table has columns for Date, Reference#, Type, Status, Deposits, Withdrawals, and Running Balance. There are three entries: one for SmartTech Innovations (25/04/2023), one for Amazon Web Services (25/04/2023), and one for Rent Expense (30/04/2023). On the right, a modal window titled "Customer Payment" is open. It contains fields for Customer (DigitalEdge Technologies PVT Ltd), Amount Received (INR 354000.00), Date (25/04/2023), Payment # (3), Reference# (empty), Received Via (Bank Transfer), Description (Max. 500 characters), and Retained Tax? (unchecked). Buttons for "Clear Applied Amount" and "Payment(INR)" are at the bottom.

## 25-04-2023 Paid To RajKamal External Consulting

The screenshot shows the Zoho Books interface. On the left, there's a sidebar with various icons. The main area displays a table of bank transactions for ICICI Bank-001. The table has columns for Date, Reference#, Type, Status, Deposits, Withdrawals, and Running Balance. There are five entries: one for Owners Contribution (01/04/2023), one for Transfer Fund (10/04/2023), two for Customer Payments (12/04/2023 and 20/04/2023), and one for Rent Expense (30/04/2023). On the right, a modal window titled "Vendor Payment" is open. It contains fields for Vendor (Raj Kamal External Consulting), Payment # (3), Amount (INR 100000), Date (25/04/2023), Reference# (empty), Paid Via (Bank Transfer), Description (Max. 500 characters), and Bill Details (03 Due ₹1,00,000.00 10/04/2023). Buttons for "Clear Applied Amount" and "Payment(INR)" are at the bottom.

## 30-04-2023 Salary Paid

ICICI Bank-001 ▼  
Account Number: xxxx0001

Add Transaction ▼ undo redo X

Amount in Zoho Books  
₹2,85,000.00

Dashboard 0 Uncategorized Transactions From Bank Statements All Transactions In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALA...
25/04/2023		Vendor Payment	Manually Added	₹1,00,000.00	₹4,03,000.00	
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹2,85,000.00	

**Expense**

Expense Account\* Salaries and Employee Wages

Expense Type\* Goods Services

Date\* 30/04/2023

SAC

Amount\* INR 100000

Vendor

GST Treatment\* Unregistered Business

Source of Supply\* [TN] - Tamil Nadu

Destination of Supply\* [TN] - Tamil Nadu

Reverse Charge  This transaction is applicable for reverse charge

Save Cancel

## • Milestone 12: Financial Reports:

### Activity 1: Profit and Loss Account

Bright Ideas Consulting	
Profit and Loss	
Basis: Accrual	
From 01/04/2023 To 30/04/2023	
Account	Total
<b>Operating Income</b>	
Sales	6,00,000.00
<b>Total for Operating Income</b>	<b>6,00,000.00</b>
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	50,000.00
Subcontractor	1,00,000.00
<b>Total for Cost of Goods Sold</b>	<b>1,50,000.00</b>
<b>Gross Profit</b>	<b>4,50,000.00</b>
<b>Operating Expense</b>	
Other Expenses	5,000.00
Rent Expense	1,00,000.00
Salaries and Employee Wages	1,00,000.00
<b>Total for Operating Expense</b>	<b>2,05,000.00</b>
<b>Operating Profit</b>	<b>2,45,000.00</b>
<b>Non Operating Income</b>	
<b>Total for Non Operating Income</b>	<b>0.00</b>
<b>Non Operating Expense</b>	
<b>Total for Non Operating Expense</b>	<b>0.00</b>
<b>Net Profit/Loss</b>	<b>2,45,000.00</b>

## Activity 2: Balance Sheet

### Bright Ideas Consulting

#### Balance Sheet

Basis: Accrual

As of 19/02/2025

Account	Total
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash</b>	
Petty Cash	5,000.00
<b>Total for Cash</b>	<b>5,000.00</b>
<b>Bank</b>	
ICICI Bank-001	1,85,000.00
<b>Total for Bank</b>	<b>1,85,000.00</b>
<b>Other current assets</b>	
Input Tax Credits	0.00
Input CGST	31,500.00
Input SGST	31,500.00
<b>Total for Input Tax Credits</b>	<b>63,000.00</b>
<b>Total for Other current assets</b>	<b>63,000.00</b>
<b>Total for Current Assets</b>	<b>2,53,000.00</b>
<b>Other Assets</b>	
<b>Total for Other Assets</b>	<b>0.00</b>
<b>Fixed Assets</b>	
Furniture and Equipment	2,00,000.00
<b>Total for Fixed Assets</b>	<b>2,00,000.00</b>
<b>Total for Assets</b>	<b>4,53,000.00</b>
<b>Liabilities &amp; Equities</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
GST Payable	0.00
Output CGST	54,000.00
Output SGST	54,000.00
<b>Total for GST Payable</b>	<b>1,08,000.00</b>

Account	Total
<b>Total for Current Liabilities</b>	<b>1,08,000.00</b>
<b>Long Term Liabilities</b>	
<b>Total for Long Term Liabilities</b>	<b>0.00</b>
<b>Other Liabilities</b>	
<b>Total for Other Liabilities</b>	<b>0.00</b>
<b>Total for Liabilities</b>	<b>1,08,000.00</b>
<b>Equities</b>	
Owner's Equity	1,00,000.00
Retained Earnings	2,45,000.00
<b>Total for Equities</b>	<b>3,45,000.00</b>
<b>Total for Liabilities &amp; Equities</b>	<b>4,53,000.00</b>

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

## Activity 3 GSTR- 3B

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

Filters : Date Range : Custom Run Report

Bright Ideas Consulting  
**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)	₹6,00,000.00	₹0.00	₹54,000.00	₹54,000.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹0.00	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, exempted)	₹0.00				
(d) Inward supplies (liable to reverse charge)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(e) Non-GST outward supplies	₹0.00				

Taxes > GSTR-3B Summary  
Tax Return • From 01/04/2023 To 30/04/2023

Bright Ideas Consulting  
**Tax Return**  
From 01/04/2023 To 30/04/2023

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	IGST AMOUNT	CGST AMOUNT	SGST AMOUNT	CESS AMOUNT
10/04/2023	INV-000003	Invoice	₹1,00,000.00	₹0.00	₹9,000.00	₹9,000.00	₹0.00
15/04/2023	INV-000001	Invoice	₹2,00,000.00	₹0.00	₹18,000.00	₹18,000.00	₹0.00
15/04/2023	INV-000002	Invoice	₹3,00,000.00	₹0.00	₹27,000.00	₹27,000.00	₹0.00

## Activity 4: Journal Report

### Bright Ideas Consulting

#### Journal Report

Basis: Accrual

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

	Debit	Credit
01/04/2023 - Owners Contribution 1		
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 01 (Randstad Technologies)		
Furniture and Equipment	2,00,000.00	0.00
Input CGST	18,000.00	0.00
Input SGST	18,000.00	0.00
Accounts Payable	0.00	2,36,000.00
	2,36,000.00	2,36,000.00
10/04/2023 - Bill 02 (Amazon Web Services)		
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
	59,000.00	59,000.00
10/04/2023 - Invoice INV-000003 (TechWise Solutions Pvt Ltd)		
Accounts Receivable	1,18,000.00	0.00
Output CGST	0.00	9,000.00
Output SGST	0.00	9,000.00
Sales	0.00	1,00,000.00
	1,18,000.00	1,18,000.00
10/04/2023 - Transfer Fund 1		
Petty Cash	10,000.00	0.00
ICICI Bank-001	0.00	10,000.00
	10,000.00	10,000.00
10/04/2023 - Bill 03 (Raj Kamal External Consulting)		
Subcontractor	1,00,000.00	0.00
Accounts Payable	0.00	1,00,000.00
	1,00,000.00	1,00,000.00
12/04/2023 - Invoice Payment INV-000003 (TechWise Solutions Pvt Ltd)		
ICICI Bank-001	1,18,000.00	0.00
Accounts Receivable	0.00	1,18,000.00
	1,18,000.00	1,18,000.00
15/04/2023 - Invoice INV-000001 (SmartTech Innovations)		
Accounts Receivable	2,36,000.00	0.00
Output CGST	0.00	18,000.00
Output SGST	0.00	18,000.00
Sales	0.00	2,00,000.00
	2,36,000.00	2,36,000.00
15/04/2023 - Invoice INV-000002 (DigitalEdge Technologies PVT Ltd)		
Accounts Receivable	3,54,000.00	0.00
Output CGST	0.00	27,000.00
Output SGST	0.00	27,000.00
Sales	0.00	3,00,000.00
	3,54,000.00	3,54,000.00
20/04/2023 - Invoice Payment INV-000001 (SmartTech Innovations)		
ICICI Bank-001	2,36,000.00	0.00
Accounts Receivable	0.00	2,36,000.00
	2,36,000.00	2,36,000.00
25/04/2023 - Payments Made 01 (Randstad Technologies)		
Accounts Payable	2,36,000.00	0.00
ICICI Bank-001	0.00	2,36,000.00
	2,36,000.00	2,36,000.00

25/04/2023 - Payments Made 02 (Amazon Web Services)		Debit	Credit
Accounts Payable		59,000.00	0.00
ICICI Bank-001		0.00	59,000.00
		59,000.00	59,000.00
25/04/2023 - Invoice Payment INV-000002 (DigitalEdge Technologies PVT Ltd)		Debit	Credit
ICICI Bank-001		3,54,000.00	0.00
Accounts Receivable		0.00	3,54,000.00
		3,54,000.00	3,54,000.00
25/04/2023 - Payments Made 03 (Raj Kamal External Consulting)		Debit	Credit
Accounts Payable		1,00,000.00	0.00
ICICI Bank-001		0.00	1,00,000.00
		1,00,000.00	1,00,000.00
30/04/2023 - Journal 1		Debit	Credit
Salaries and Employee Wages		1,00,000.00	0.00
Salary Payable		0.00	1,00,000.00
		1,00,000.00	1,00,000.00
30/04/2023 - Expense 001		Debit	Credit
Input CGST		9,000.00	0.00
Input SGST		9,000.00	0.00
Rent Expense		1,00,000.00	0.00
ICICI Bank-001		0.00	1,18,000.00
		1,18,000.00	1,18,000.00
30/04/2023 - Expense 2		Debit	Credit
Other Expenses		5,000.00	0.00
Petty Cash		0.00	5,000.00
		5,000.00	5,000.00
30/04/2023 - Journal 2		Debit	Credit
Salary Payable		1,00,000.00	0.00
ICICI Bank-001		0.00	1,00,000.00
		1,00,000.00	1,00,000.00

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

## Activity 5: Accounts Receivable Aging Details

The screenshot shows a report titled "AR Aging Summary By Invoice Due Date" for Bright Ideas Consulting as of 20/04/2023. The report displays outstanding invoice amounts categorized by aging intervals: Current, 1-15 Days, 16-30 Days, 31-45 Days, and > 45 Days. The total outstanding amount is ₹3,54,000.00.

CUSTOMER NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	TOTAL (FCY)
DigitalEdge Technologies PVT Ltd	₹3,54,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹3,54,000.00	₹3,54,000.00
Total	₹3,54,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹3,54,000.00	₹3,54,000.00

## Activity 6: Accounts Payable Aging Details

The screenshot shows a report titled "AP Aging Summary By Bill Due Date" for Bright Ideas Consulting as of 20/04/2023. The report displays outstanding bill amounts categorized by aging intervals: Current, 1-15 Days, 16-30 Days, 31-45 Days, and > 45 Days. The total outstanding amount is ₹3,95,000.00.

VENDOR NAME	TOTAL (FCY)	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	F
Amazon Web Services	₹59,000.00	₹0.00	₹59,000.00	₹0.00	₹0.00	₹0.00	₹59,000.00	₹59,000.
Raj Kamal External Consulting	₹1,00,000.00	₹0.00	₹1,00,000.00	₹0.00	₹0.00	₹0.00	₹1,00,000.00	₹1,00,000.
Randstad Technologies	₹2,36,000.00	₹0.00	₹2,36,000.00	₹0.00	₹0.00	₹0.00	₹2,36,000.00	₹2,36,000.
Total		₹0.00	₹3,95,000.00	₹0.00	₹0.00	₹0.00	₹3,95,000.00	