

NAME : M. ARCHANA DEVI

REG NO : C1C25152

CLASS : III - B.COM(CA)

SEMESTER : V

GROUP : 8

HEADING : Preparation & maintenance  
of Zoho Books for Techpro Solutions.

## Milestone 11: Bank Entries

### Activity 1: Recording of Bank Transactions

The Below are the Bank Transactions occurred during the month:

Date	Particulars	Debit	Credit	Balance
01-04-2023	Capital Deposit		100000	100000
10-04-2023	Paid to Amazon web services	54000	-	944000
15-04-2023	Received from Digital Edge Technologies		1180000	1280000
15-04-2023	Petty cash withdrawal	50000		1230000
20-04-2023	Paid to Juniper Networks	232000		998000
	Received from Apex Tech consultants \$9130.5 @			
25-04-2023	Rg. 81. 99185		748627	1692627
25-04-2023	Received from Tech wise solutions		1620000	3312627
30-04-2023	Salary Paid	2500000		812627

To Add the bank transaction go to Banking > Add Transaction and select the appropriate type to record the transaction:

Particulars  
 Capital Deposits  
 Cash withdrawal for petty cash  
 Paid to Supplier / Vendor  
 Amount received from customer

Transaction Type  
 Money in - owner's contribution  
 Money out - Transfer to Another Account  
 Money out - vendor Payment  
 Money in - customer payment.

ICICI Bank - 001 v

Amount in Zoho Books  
₹0.00

No transactions, year  
Statements and views

To import your bank statements

1. Log in to your bank's or
2. Download your bank statements  
require.

3. Attach the downloaded  
import statement

Supported File Formats

Prefer adding just the opening  
balances?

In the opening Balances section,  
add Enter Balances new\*

Vendor Payment <sup>1/x</sup>

Vendor\*

Amazon Web  
Services v

Payment H\* 1

Amount\* INR 54000

Date\* 10/04/2023

Reference# -

Paid via Bank  
Transfer

Description

Payment made  
against bills.

Bills details

Payment (INR)

DUE Rs. 54,000.00

54000.00

05/04/2023 Pay in P

ICICI Bank - 001 v

Customer Payment

Customer\* Digital Edge Technologies PVT Ltd v

Amount received\* INR 1180000

Bank charges (if any)

Description

Date\* 15/04/2023

Amount Received Against  
invoice

Payment H\* 1

Retained Tax? ☐

References

Received via Bank Transfer

## Milestone 12: Financial Reports:

To generate the Financial Reports like Profit and Loss Statement Balance Sheet's cash Flow Statement

From the navigation Panel click to report and select the required report then select the desired period in the date field and generate the report.

Home	Reports & search reports		
Items	General Reports		
Banking	Custom Reports		
Sales	Business overview	Sales	Receivables
Purchases	Profit & Loss	Sales by customer	Customer Balances
Time Tracking	Profit and Loss	Sales by item	AR Aging
e-way Bills	Horizontal Profit and Loss	Sales by sales person	AR Aging summary
GST Filing	Cash Flow Statement		Invoice
Accountant Reports	Balance Sheet		Sales order
	Horizontal Balance Sheet		Delivery challan
Document	Balance Sheet schedule III)		Quote details
payroll	Business performance Ratios)		Customer Received
	Movement of equity		Receivable Defaults
	Payments Received		
	Recurring Invoices		Payables



# Activity 1: Profit and Loss Account:-

techpro solutions private limited  
Profit and Loss

Basis: Accrual

From 01/04/2023 to 30/04/2023

## ACCOUNT

Operating Income	42,90,989.81
Sales	42,90,989.81
Total for operating income	42,90,989.81
Cost of Goods sold	350,000.00
Cost of Goods sold	350,000.00
Total for cost of Goods sold	350,000.00
Gross Profit	38,40,989.81
Non operating Expense	1,368.25
Exchange Gain or Loss	1,368.25
Total for Non operating Expenses	1,368.25
Net Profit/Loss	11,93,626.56

## Activity 2: Balance Sheet

To Extract the reports from zoho books click on Export option and select the required format (PDF or Excel) and then click export to generate and download the reports.

## Balance sheet

Account	Total
Assets	
Current Assets	
Cash	45,000.00
Petty cash	45,000.00
Total for Cash	
Bank	8,12,626.56
ICICI Bank - 001	8,12,626.56
Total for Bank	

Accounts Receivable	10,80,000.00
Other current assets	
TDS Receivable	250,000.00
Input Tax Credits	99,000.00
total for Other current assets	
total for current Assets	3,49,000.00
total for other Assets	
Liability & Equities	22,86,626.56
Liabilities & 1	
Current Liabilities	1,08,000.00
Accounts payable :-	
Rent Payable	1,08,000.00
TDS Payable	2,36,000.00
GST Payable	6,30,000.00
total for current Liabilities	9,93,000.00
total for Liabilities	9,93,000.00
Equities	1,00,000.00
owner's equity	
current year earnings	11,93,626.56
total for equities	12,93,626.56
total for Liabilities & Equities	22,86,626.56

### Activity 2: Balance Sheet :-

To Extract the reports from Zoho books, click on Export option and select the required format (PDF or Excel) and then click export to generate and download the reports.

## Activity 3 : CIST Reports :-

To generate monthly CIST Reports go to Reports > Search CISTR -3B Summary"

### CISTR-3B Summary

From 01/04/2023 TO 30/04/2023

3.1 Details of outward supplies and inward supplies liable to reverse charge.

(a) outward taxable supplies (other than zero rated, nil rated and exempted)	35,00,000.00	Rs.0.00	3,15,000.00
b) outward taxable supplies (zero rated)	4,49,989.81	Rs.0.00	
c) other outward supplies (nil rated - exempted)		Rs.0.00	
d) inward supplies (liable to reverse charge)		Rs.0.00	Rs.0.00
(e) Non-CIST outward supplies	42,49,989.81	Rs.0.00	Rs.3,15,000.00
total value			

3,15,000.00	Rs. 0.00	3.11 Details of supplies notified under sub-section (5) of section 9 of the central goods and services tax Act	
0.00	Rs. 0.00		
3,15,000.00	0.00		
Description	Taxable value	Integrated Tax	Central state tax
1	2	3	4 5
CESS Tax			

Click on the Respective Sales value to get the detail invoices list included in the Summary:

Techpro solution  
Private Limited  
Tax Return  
From 01/04/2023 to

30/04/2023			
Date	ENTRY NUMBER	AMOUNT	TRANSACTION TYPE
10/04/2023	INV - 000001	10,00,000.00	Invoice
20/04/2023	INV - 000003	15,00,000.00	Invoice
20/04/2023	INV - 000002	10,00,000.00	Invoice
GROSS AMOUNT	GROSS Amount	GROSS Amount	GROSS Amount
Rs. 0.00	90,000.00	90,000.00	Rs. 0.00
Rs. 0.00	1,35,000.00	1,35,000.00	Rs. 0.00
Rs. 0.00	90,000.00	90,000.00	Rs. 0.00

#### Activity 4: JOURNAL Report :-

For Reconciliation of all recorded transaction generate the Journal Reports from the Report from the reports here we can find the entries in Journal format for every transaction that has been recorded which can be used to cross check and verify whether all the transactions are recorded correctly or not.



Techpro Solutions  
Private Limited  
JOURNAL REPORT  
Basis: Accrual  
From 01/04/2023 to  
30/04/2023

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 COST	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;  
For reconciliation and report generation of  
open invoices receivable on a particular date;

Techpro Solutions Private Limited  
AR Aging Summary BY Invoice Due Date  
As of 30/04/2023

CUSTOMER NAME	CURRENT	1-15 Days	16-30 days
SumatTeach	0.00	10,80,000.00	0.00
Innovations PVT Ltd	0.00	10,80,000.00	0.00
Total			
31-45 Days	>45 Days	Total	Total (FCY)
Rs. 0.00	Rs. 0.00	10,80,000.00	10,80,000.00
Rs. 0.00	Rs. 0.00	Rs. 10,80,000.00	

Activity 6: Accounts Payable Aging Details:-  
 For reconciliation and report generation for open  
 Bills Payable on a Particulars day:-  
 Techpro Solutions Private Limited  
 AP Aging Summary By Bill Due Date  
 AS OF 30/04/2023

VENDOR NAME	CURRENT	1-15 days	16-30 days
IBM Cloud	Rs. 0.00	1,08,000.00	Rs. 0.00
Total	Rs. 0.00	1,08,000.00	Rs. 0.00
31-45 Days	>45 Days	Total	FCY
0.00	0.00	1,08,000.00	1,08,000.00
0.00	0.00	1,08,000.00	

Activity 7: TDS Payable & Receivable Receivable Reports

TDS SECTION	TAX DEDUCTIBLE SOURCE	Total	Total AFTER TDS DEDUCTION
Section 194C	4,000.00	2,000,000	1,96,000.00
Payment of HUF	15,000.00	1,50,000.00	1,35,000.00
Section 194J			
Professional fees	19,000.00		
total			