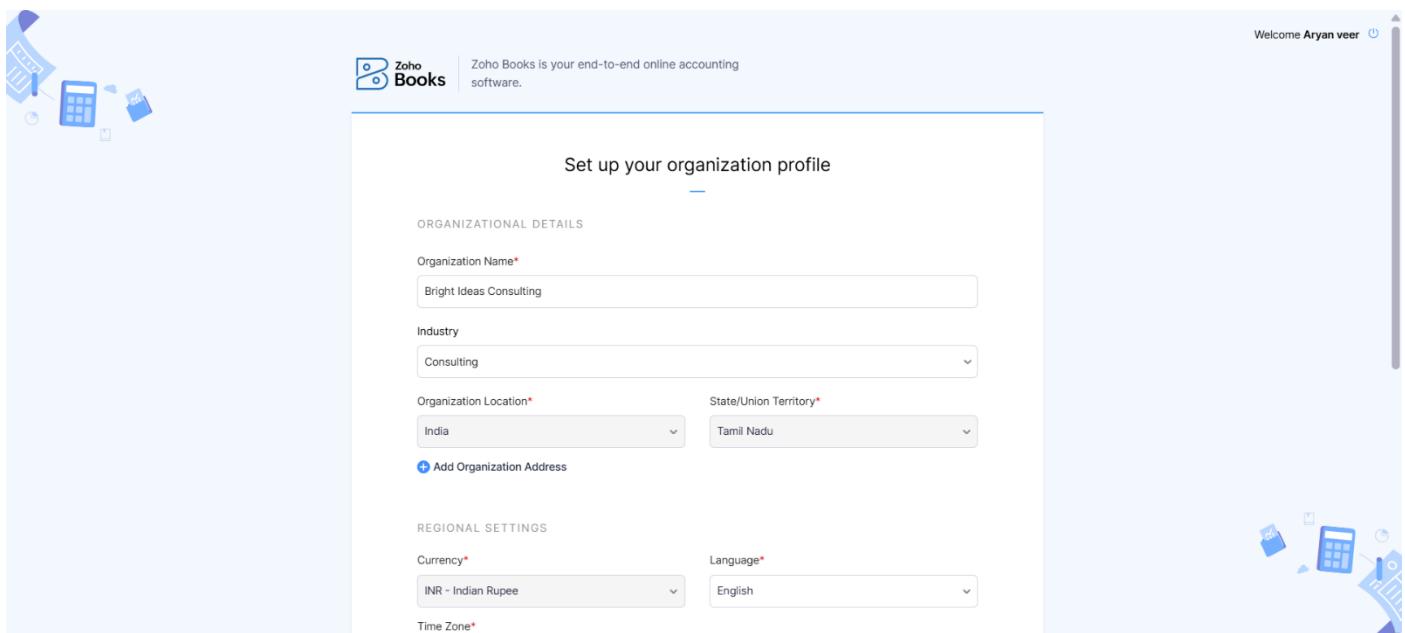
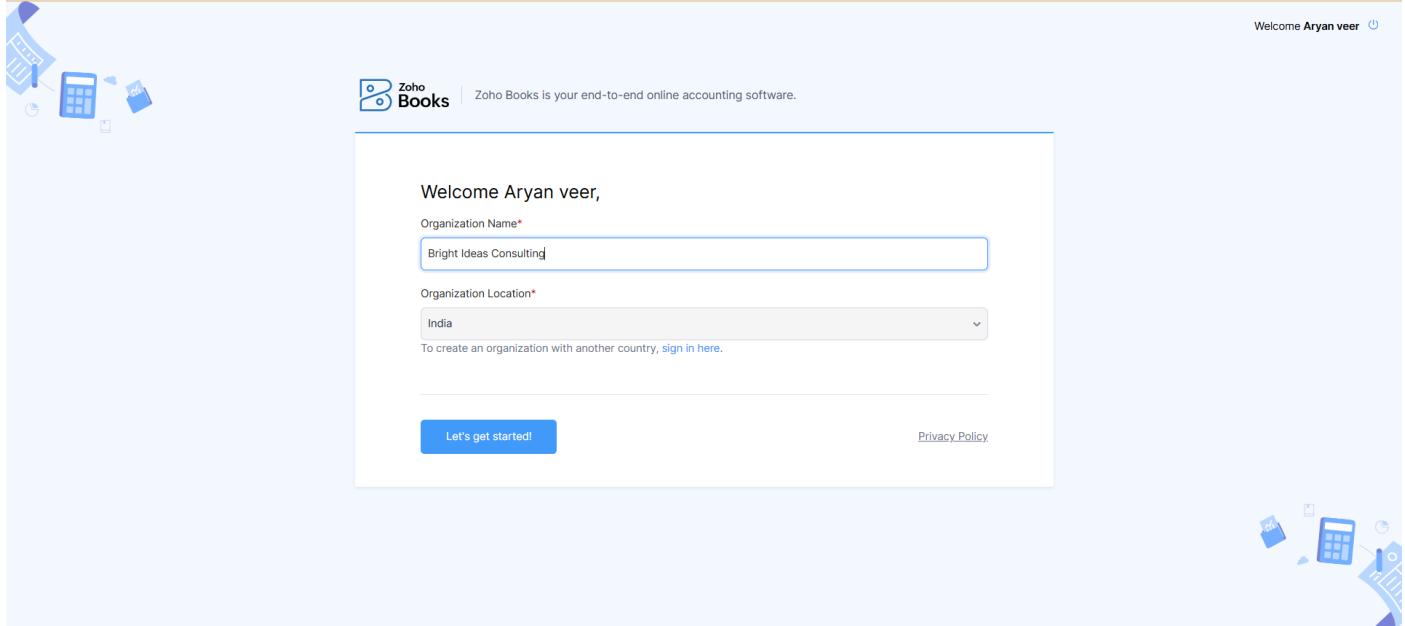


- **Milestone 1: Set up your account**

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



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 Aryan veer from Bright Ideas Consulting. The dashboard includes sections for Total Receivables (₹0.00), Total Payables (₹0.00), and Cash Flow (₹0.00). The sidebar on the left lists various modules: Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. The top right corner displays trial information, a helpline number (18003093036), and language options (English, हिन्दी, தமிழ், తెలుగు, కన్ನಡ, మార్కెటింగ్).

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' (selected by a blue radio button). The 'Name\*' field contains 'Management Consulting'. The 'Unit' field is set to 'Hrs'. The 'SAC' field contains '998311'. The 'Tax Preference' field is set to 'Taxable'. Under the 'Sales Information' section, the 'Selling Price\*' field is set to 'INR 1000' and the 'Account\*' field is set to 'Sales'. There are also sections for 'Purchase Information', 'Description', and 'Default Tax Rates'. At the bottom are 'Save' and 'Cancel' buttons.

The screenshot shows the 'Active Items' list with the newly created item '1. Management Consulting'. The item details are listed under the 'Overview' tab, including 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 %)). Below this is the 'Sales Information' section with Selling Price (₹1,000.00) and Sales Account (Sales). The left sidebar shows navigation links like Home, Banking, Sales, Purchases, etc.

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 'New Item' form in a software application. The 'Name\*' field is filled with 'Financial Consulting'. Under 'Sales Information', 'Selling Price\*' is set to INR 1000, 'Account\*' is 'Sales', and 'Description' is left empty. The 'Tax Preference' is 'Taxable'. The 'Default Tax Rates' section shows 'Intra State Tax Rate' as GST18 (18%).

**New Item**

Type  Goods  Service  
Name\* Financial Consulting

Unit  Hrs  
SAC 998311

Tax Preference \* Taxable

Sales Information  Purchase Information

Selling Price\* INR 1000 Cost Price INR  
Account\* Sales Account Cost of Goods Sold

Description Description Preferred Vendor

Default Tax Rates  
Intra State Tax Rate GST18 (18 %)

Save Cancel

## 3. Human Resources (HR) Consulting

The screenshot shows the 'New Item' form for 'Human Resources (HR) Consulting'. The 'Name\*' field is filled with 'Human Resources (HR) Consulting'. Under 'Sales Information', 'Selling Price\*' is set to INR 1000, 'Account\*' is 'Sales', and 'Description' is left empty. The 'Tax Preference' is 'Taxable'. The 'Default Tax Rates' section shows 'Intra State Tax Rate' as GST18 (18%).

**New Item**

Type  Goods  Service  
Name\* Human Resources (HR) Consulting

Unit  Hrs  
SAC 998311

Tax Preference \* Taxable

Sales Information  Purchase Information

Selling Price\* INR 1000 Cost Price INR  
Account\* Sales Account Cost of Goods Sold

Description Description Preferred Vendor

Default Tax Rates  
Intra State Tax Rate GST18 (18 %)

Save Cancel

## 4. Legal Consulting:

The screenshot shows the 'New Item' form for 'Legal Consulting'. The 'Name\*' field is filled with 'Legal Consulting'. Under 'Sales Information', 'Selling Price\*' is set to INR 1000, 'Account\*' is 'Sales', and 'Description' is left empty. The 'Tax Preference' is 'Taxable'. The 'Default Tax Rates' section shows 'Intra State Tax Rate' as GST18 (18%) and 'Inter State Tax Rate' as IGST18 (18%).

**New Item**

Name\* Legal Consulting

Unit  Hrs  
SAC 998311

Tax Preference \* Taxable

Sales Information  Purchase Information

Selling Price\* INR 1000 Cost Price INR  
Account\* Sales Account Cost of Goods Sold

Description Description Preferred Vendor

Default Tax Rates  
Intra State Tax Rate GST18 (18 %)  
Inter State Tax Rate IGST18 (18 %)

Save Cancel

## 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 (selected), 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: Legal Consulting, Human Resources (HR) Consulting, Financial Consulting, and Management Consulting. Each item has a checkbox next to its name, a purchase description, purchase rate, description, rate, HSN/SAC, and usage unit.

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 'Books' application interface. The left sidebar has a navigation panel with various modules: Home, Items, Banking, Sales, Purchases (selected), Vendors (selected), Expenses, Purchase Orders, Bills, Payments Made, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, and Reports. The main area is titled 'New Vendor' and contains fields for Primary Contact (Salutation: Randstad Technologi, Last Name: Randstad Technologies), Company Name (Randstad Technologies), Display Name (Randstad Technologies), Email Address, Phone (Work Phone, Mobile), and Other Details (GST Treatment: Registered Business - Regular, GSTIN / UIN: 33AAAAA0000A15Z, Source of Supply: [TN] - Tamil Nadu, PAN: AAAAA0000A, MSME Registered? checkbox unchecked). At the bottom are 'Save' and 'Cancel' buttons.

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 'Books' application interface, identical to the previous one but with different vendor details. The navigation panel is the same. The main area is titled 'New Vendor' and contains fields for Primary Contact (Salutation: Amazon Web Service, Last Name: Amazon Web Services), Company Name (Amazon Web Services), Display Name (Amazon Web Services), Email Address, Phone (Work Phone, Mobile), and Other Details (GST Treatment: Registered Business - Regular, GSTIN / UIN: 33AAAAA0000A15Z, Source of Supply: [TN] - Tamil Nadu, PAN: AAAAA0000A, MSME Registered? checkbox unchecked). At the bottom are 'Save' and 'Cancel' buttons.

### 3. Raj Kamal External Consulting

The screenshot shows the 'New Vendor' form in Zoho Books. The left sidebar navigation bar is visible with 'Purchases' selected. The main form fields include:

- Primary Contact:** Salutation dropdown set to 'Raj Kamal External Cx', Last Name field.
- Company Name:** Raj Kamal External Consulting.
- Display Name:** Raj Kamal External Consulting.
- Email Address:** (empty field).
- Phone:** Work Phone and Mobile fields.
- Other Details:** Tab selected, showing:
  - GST Treatment:** Unregistered Business.
  - Source of Supply:** [TN] - Tamil Nadu.
  - PAN:** (empty field).
  - MSME Registered?** A checkbox labeled 'This vendor is MSME registered' is present.
  - Currency:** INR- Indian Rupee.
- Buttons:** Save and Cancel.

### Activity 2: Review of Vendors List

The screenshot shows the 'Active Vendors' list in Zoho Books. The left sidebar navigation bar is visible with 'Vendors' selected. The table displays three entries:

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
Raj Kamal External Consulting	Raj Kamal External Consulting			Tamil Nadu	₹0.00	₹0.00
Amazon Web Services	Amazon Web Services			Tamil Nadu	₹0.00	₹0.00
Randstad Technologies	Randstad Technologies			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%

The screenshot shows the 'New Purchase Order' creation interface. The vendor is set to 'Randstad Technologies'. The quantity is 20, and the item is 'Office Equipment'. The total amount is listed as 2,00,000.00.

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

The screenshot shows the 'Purchase Order' editing interface. The total amount is 2,36,000.00, which includes taxes like CGST9 [9%] and SGST9 [9%].

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

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

**Buttons:** 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>Provie 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' (selected), 'Home', 'Items', 'Banking', 'Sales', 'Purchases' (selected), 'Vendors', 'Expenses', 'Purchase Orders', 'Bills' (selected), 'Payments Made', and 'Vendor Credits'. Under 'Time Tracking', there are 'e-Way Bills', 'GST Filing', 'Accountant', and 'Reports'. The main area displays 'All Bills' with one entry: 'Randstad Technologies' (Bill# 001) with a value of ₹2,36,000.00 and a due date of 05/04/2023, marked as 'OVERDUE BY 726 DAYS'. Below this, there's a note: 'WHAT'S NEXT? Payment for this bill is overdue. You can record the payment for this bill if paid.' A 'Record Payment' button is available. A 'Purchase Orders' section shows 1 item. A preview of the bill document is shown on the right, titled 'BILL' (Bill# 001). The document details: Bright Ideas Consulting, Tamil Nadu, India, GSTIN 33AAAAAA0000A15Z, aryanveer792@gmail.com. It lists the Order Number as PO-00001, Bill Date as 05/04/2023, Due Date as 05/04/2023, and Balance Due as ₹2,36,000.00. The bill is from Randstad Technologies.

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 Wed Services-  
Rs.50,000/- pm GST @ 18%**

The screenshot shows the 'New Bill' creation screen in Zoho Books. The vendor is set to 'Amazon Web Services'. The bill number is 002, and the date is 10/04/2023. Payment terms are set to 'Due On Receipt'. The total amount is 50,000.00 INR, with taxes of 4,500.00 (CGST9% and SGST9%). The total amount including tax is 59,000.00.

The screenshot shows the 'New Bill' creation screen in Zoho Books. The vendor is set to 'Amazon Web Services'. The bill number is 002, and the date is 10/04/2023. Payment terms are set to 'Due On Receipt'. The total amount is 50,000.00 INR, with taxes of 4,500.00 (CGST9% and SGST9%). The total amount including tax is 59,000.00.

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

Order Number:

Bill Date\*: 10/04/2023

Due Date: 10/04/2023

Payment Terms: Due On Receipt

This transaction is applicable for reverse charge

Subject: Enter a subject within 250 characters

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: Select a Tax -0.00

Adjustment: 0.00

Total (₹): 1,00,000.00

Notes:

Attach File(s) to Bill:

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 menu includes Home, Items, Banking, Sales, Purchases, 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'. The first bill is for 'Raj Kamal External Consulting' with a due date of '003 - 10/04/2023' and an amount of '₹1,00,000.00'. It is marked as 'OVERDUE BY 721 DAYS'. Below it are bills for 'Amazon Web Services' and 'Randstad Technologies'. A modal window for the first bill is open, showing the bill details: 'Bright Ideas Consulting' from 'Tamil Nadu, India' with GSTIN '33AAAAA0000A15Z' and email 'aryanveer792@gmail.com'. The bill is labeled 'Overdue'. It has a 'BILL' header with 'Bill# 003' and 'Balance Due ₹1,00,000.00'. The bill date is '10/04/2023'. The bill is from 'Raj Kamal External Consulting' with a due date of '10/04/2023' and terms 'Due On Receipt'. The bill details table shows one item: 'Consultancy Services' with a quantity of '1.00', rate of '₹1,00,000.00', and amount of '₹1,00,000.00'.

#	Item & Description	Qty	Rate	Amount
1	Consultancy Services	1.00	₹1,00,000.00	₹1,00,000.00

## • Milestone 5: Customers

### Activity 1: Customers Creation:

#### 1. TechWise Solutions Pvt Ltd :

New Customer  
Fetch Customer Details From GSTN >

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\*: 33AAAAA0000A15A Get Taxpayer details

Business Legal Name:

**Save** **Cancel**

GSTIN / UIN\*: 33AAAAA0000A15A Get Taxpayer details

Business Legal Name:

Business Trade Name:

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

PAN: AAAAA0000A

Tax Preference\*:  Taxable  Tax Exempt

Currency: INR- Indian Rupee

Opening Balance: INR

Payment Terms: Due On Receipt

Portal Language: English

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

**Save** **Cancel**

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

### 3. SmartTech Innovations

New Customer  
[Fetch Customer Details From GSTN >](#)

Customer Type  Business  Individual

Primary Contact  Salutation  SmartTech Innovation  Last Name

Company Name: SmartTech Innovations

Display Name\*: SmartTech Innovations

Email Address:

Phone:  Work Phone  Mobile

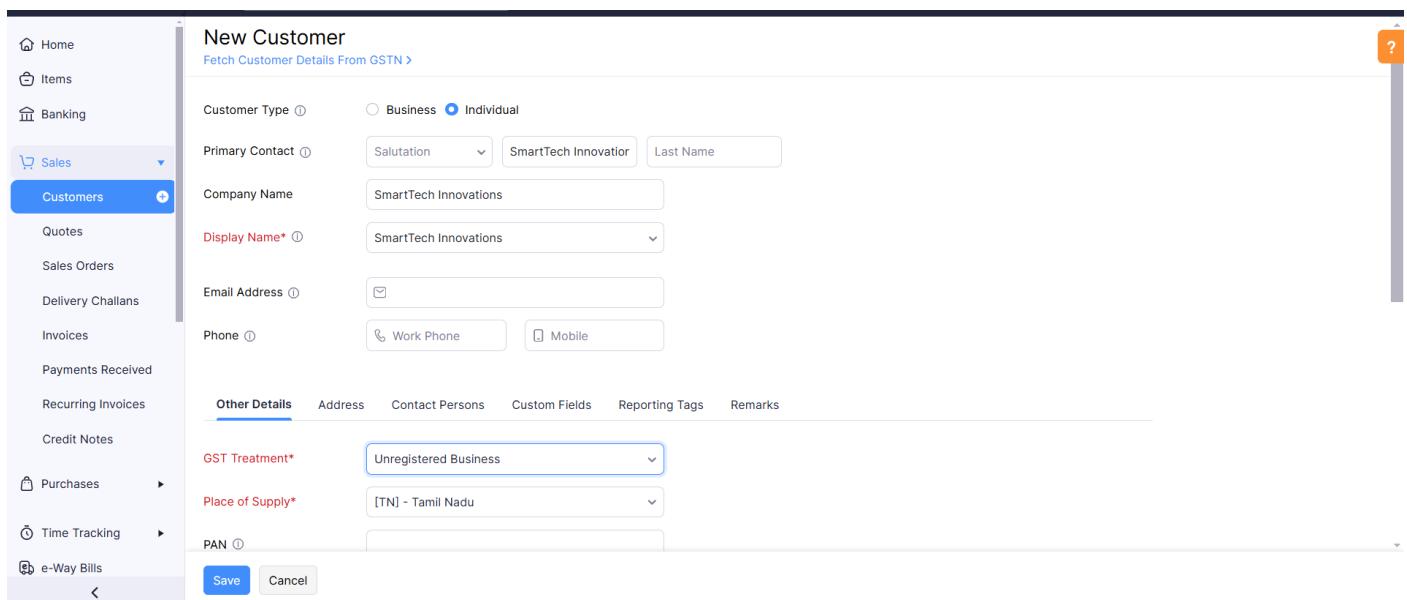
**Other Details** [Address](#) [Contact Persons](#) [Custom Fields](#) [Reporting Tags](#) [Remarks](#)

GST Treatment\*: Unregistered Business

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

PAN:

**Save** **Cancel**



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

PAN:

Tax Preference\*:  Taxable  Tax Exempt

Currency: INR- Indian Rupee

Opening Balance: INR

Payment Terms: Due On Receipt

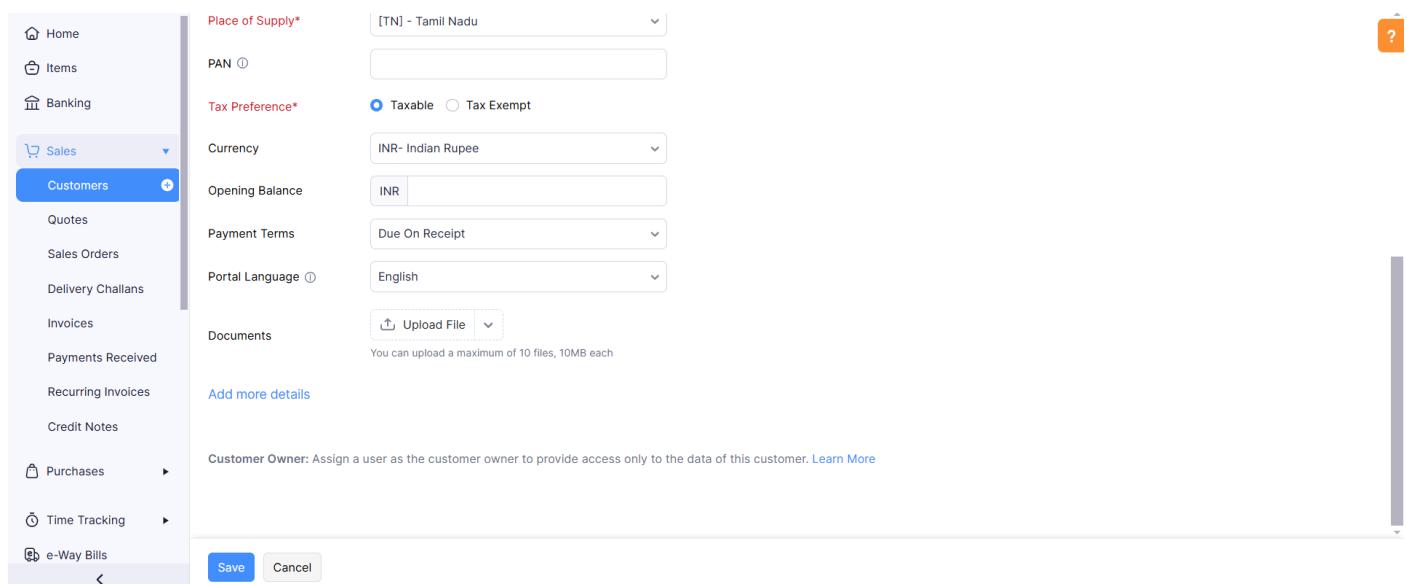
Portal Language: English

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

Add more details

Customer Owner: Assign a user as the customer owner to provide access only to the data of this customer. [Learn More](#)

**Save** **Cancel**



## Activity 2: Review the Customer's List

The screenshot shows the Zoho Books software interface. The left sidebar navigation bar includes: Home, Items, Banking, Sales (selected), Customers (selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, GST Filing, and Accountant.

The main content area displays the details for "SmartTech Innovations". The "Overview" tab is selected. Key information shown includes:

- SmartTech Innovations** (Customer Name)
- ₹0.00** (Balance)
- Billing Address**: No Billing Address - + New Address
- Shipping Address**: No Shipping Address - + New Address
- OTHER DETAILS**:
 

Customer Type	Individual
Default Currency	INR
GST Treatment	Unregistered Business
Place of Supply	Tamil Nadu
Tax Preference	Taxable
Portal Status	Disabled
Portal Language	English
- Receivables** section showing currency as INR- Indian Rupee, outstanding receivables as ₹0.00, and unused credits as ₹0.00.
- Income** chart showing revenue over the last 6 months.

The screenshot shows the Zoho Books software interface. The left sidebar navigation bar is identical to the previous screenshot.

The main content area displays a list of "Active Customers". The table columns are: NAME, COMPANY NAME, EMAIL, WORK PHONE, PLACE OF SUPPLY, RECEIVABLES (BCY), and UNUSED CREDITS (BCY). The data listed is:

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

# • Milestone 6: Sales

## Activity 1: Sales Order Creation

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

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

**New Sales Order**

Customer Name\*: TechWise Solutions Pvt Ltd

BILLING ADDRESS: + New Address

SHIPPING ADDRESS: + New 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

Payment Terms: Due On Receipt

**ITEM DETAILS**

ITEM	QUANTITY	RATE	TAX	AMOUNT
Financial Consulting	100 Hrs	1000	GST18 [18%]	1,00,000.00
Type or click to select an item.	1.00	0.00	GST18 [18%]	0.00

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

Discount: 0 %

CGST9 [9%]: 9,000.00

SGST9 [9%]: 9,000.00

**Total (₹)**: 1,18,000.00

Total Amount: ₹ 1,18,000.00  
Total Quantity: 100

## 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) is listed with a value of ₹1,18,000.00. The status is 'CONFIRMED'. A blue banner at the top right says 'WHAT'S NEXT? Convert the sales order into packages, shipments, or invoices.' Below it, a 'Convert' button is visible. The main panel displays the 'SALES ORDER' document for SO-00001. It includes the customer details (TechWise Solutions Pvt Ltd, GSTIN 33AAAAA0000A15Z), bill to address (TechWise Solutions Pvt Ltd, GSTIN 33AAAAA0000A15Z), ship to address (GSTIN 33AAAAA0000A15Z), and order date (10/04/2023). The invoice status is 'NOT INVOICED'. The document header is 'SALES ORDER' and the sales order number is 'Sales Order# SO-00001'. The table below lists items with columns for #, Item & Description, HSN/SAC, Qty, Rate, and Amount.

## 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 Zoho Books interface. On the left sidebar, under the Sales section, 'Invoices' is selected. A 'New Invoice' dialog box is open, showing the customer name 'SmartTech Innovations' and the place of supply '[TN] - Tamil Nadu'. The invoice number is 'INV-00001', and the invoice date is '15/04/2023'. The subject of the invoice is 'Let your customer know what this Invoice is for'. The main panel shows the invoice details for 'Financial Consulting'. It lists 200 hours at a rate of ₹100, resulting in a subtotal of ₹2,00,000.00. Taxes applied are CGST 9% and SGST 9%, both amounting to ₹18,000.00. The total amount including taxes is ₹2,36,000.00. The payment terms are 'Due On Receipt'. The sidebar also shows the customer notes 'Thanks for your business.'

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

**New Invoice**

**Customer Name\***: DigitalEdge Technologies PVT Ltd

**BILLING ADDRESS**: + New Address

**SHIPPING ADDRESS**: + New Address

**GST Treatment:** Registered Business - Regular

**GSTIN:** 33AAAAA0000A15Z

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

**Invoice#\***: INV-00002

**Order Number**:

**Invoice Date\***: 15/04/2023

**Salesperson**: Select or Add Salesperson

**Terms**: Due On Receipt

**Due Date**: 15/04/2023

**ITEM DETAILS**

	QUANTITY	RATE ₹	TAX	AMOUNT
Legal Consulting	300 Hrs	1000	GST18 [18%]	3,00,000.00
Add a description to your item			Recent Transactions	
<b>SERVICE</b> : SAC: 998311				
Type or click to select an item.	1.00	0.00	GST18 [18%]	0.00

**Sub Total**: 3,00,000.00

**Discount**: 0 % 0.00

**CGST9 [9%]**: 27,000.00

**SGST9 [9%]**: 27,000.00

**TDS** (radio button selected) **TCS**: Select a Tax - 0.00

**Adjustment**: 0.00

**Total (₹)**: 3,54,000.00

**Customer Notes**: Thanks for your business.

**Save as Draft**, **Save and Send**, **Cancel**, **Make Recurring**, **Total Amount: ₹ 3,54,000.00**, **Total Quantity: 300**

**All Invoices**: INV-00002

DigitalEdge Technologies P... ₹3,54,00,000.00 OVERDUE BY 716 DAYS

SmartTech Innovations ₹2,36,000.00 OVERDUE BY 716 DAYS

**WHAT'S NEXT?** Payment is overdue. Send a payment reminder or record payment. Learn More Record Payment

Get paid faster by setting up payment gateways or display a UPI QR code.

**Bright Ideas Consulting**  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z  
aryanver92@gmail.com

**TAX INVOICE**

#	Item & Description	HSN/SAC	Qty	Rate	CGST %	SGST %	Amount
1	Legal Consulting	998311	300.00 Hrs	1,000.00	9%	27.00	27,000.00

**Sub Total**: 3,00,000.00  
**CGST9 (9%)**: 27,000.00  
**SGST9 (9%)**: 27,000.00

Total in Words: Indian Rupee Three Lakh Fifty Four Thousand Only

## Activity 4: Reconciliation of Open Invoices

The screenshot shows a software application for managing invoices. On the left, a sidebar menu is visible under the 'Sales' category, with 'Invoices' selected. The main area is titled 'All Invoices' and displays a list of three open invoices.

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUUE DATE	AMOUNT	BALANCE DUE
10/04/2023	INV-000003	SO-00001	TechWise Solutions Pvt Ltd	OVERDUE BY 681 DAYS	10/04/2023	₹1,18,000.00	₹1,18,000.00
15/04/2023	INV-000002		DigitalEdge Technologies PVT Ltd	OVERDUE BY 661 DAYS	30/04/2023	₹3,54,000.00	₹3,54,000.00
15/04/2023	INV-000001		SmartTech Innovations	OVERDUE BY 661 DAYS	30/04/2023	₹2,36,000.00	₹2,36,000.00

## • 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, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The 'Banking' item is currently selected and highlighted in blue. The main area is titled 'Add Bank or Credit Card'. It contains fields for selecting account type (Bank is selected), account name (ICICI Bank-001), account code, currency (INR), account number (000001), bank name (ICICI Bank), IFSC, and a description (Max. 500 characters). There's also a checkbox for 'Make this primary'. At the bottom are 'Save' and 'Cancel' buttons.

You are currently in th... Upgrade | Bright Ideas Cons... | + ⚙️ A ⚡

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

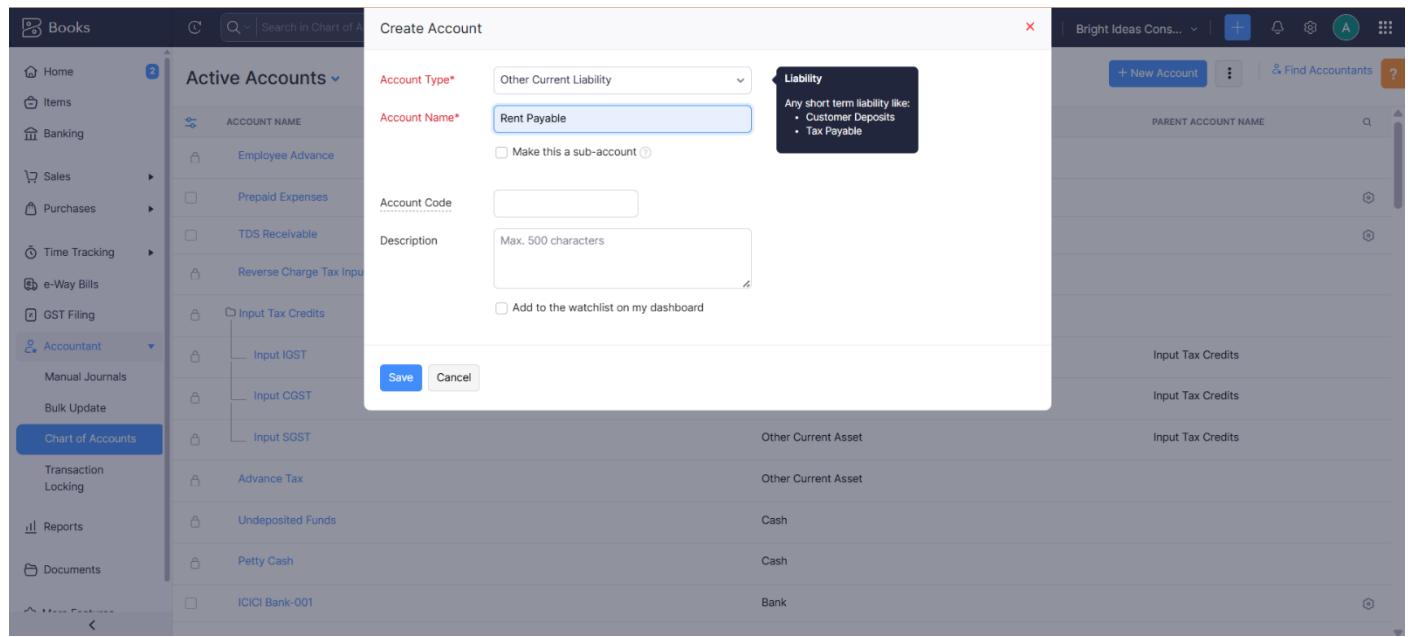
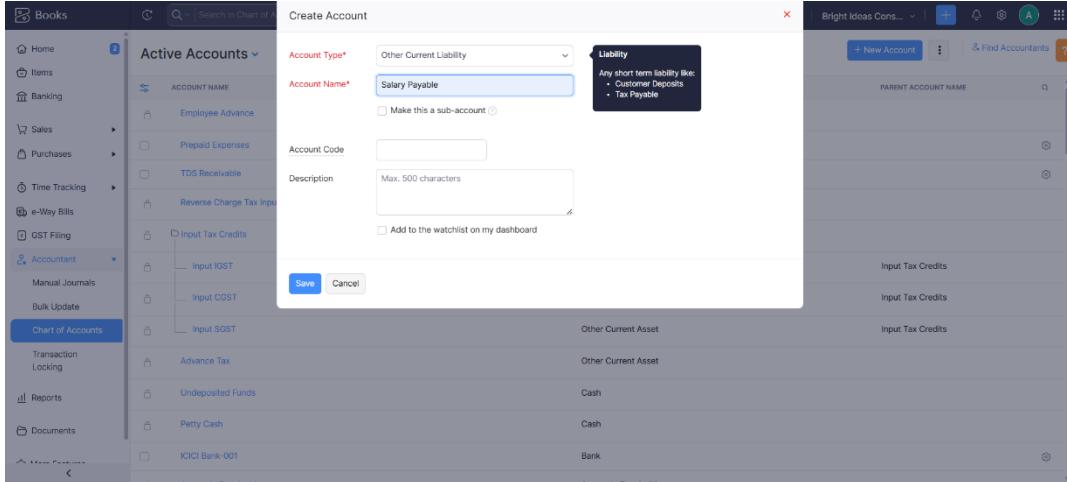
Save Cancel

# • 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: Salary Payable & 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:

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

The screenshot shows the 'New Journal' page in Zoho Books. The journal entry details are as follows:

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

Sub Total: 1,00,000.00      Total (₹): 1,00,000.00 1,00,000.00

Buttons at the bottom: Save and Publish, Save as Draft, Cancel, Make Recurring.

The screenshot shows the 'Manual Journals' page in Zoho Books. A promotional banner for Zoho Practice is visible at the top.

DATE	JOURNAL#	REFERENCE NUMBER	STATUS	NOTES	AMOUNT	CREATED BY
31/03/2025	1		PUBLISHED		₹1,00,000.00	Aryan Veer

# 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.

Sales  
Purchases  
Vendors  
**Expenses**  
Recurring Expenses  
Purchase Orders  
Bills  
Payments Made  
Recurring Bills  
Vendor Credits  
Time Tracking  
e-Way Bills  
GST Filing  
Accountant  
Reports

Record Expense Record Mileage

Date\* 30/04/2023

Expense Account\* Rent Expense

Amount\* INR 100000

Paid Through\* ICICI Bank-001

Expense Type\* Goods Services

SAC

Vendor

GST Treatment\* Registered Business - Regular

Vendor GSTIN\* 33AAAAA0000A15A Get Taxpayer details

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

Sales  
Purchases  
Vendors  
**Expenses**  
Recurring Expenses  
Purchase Orders  
Bills  
Payments Made  
Recurring Bills  
Vendor Credits  
Time Tracking  
e-Way Bills  
GST Filing  
Accountant  
Reports

Record Expense Record Mileage

GST Treatment\* Registered Business - Regular

Vendor GSTIN\* 33AAAAA0000A15A 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 = 18000.00 INR Eligible For ITC

Amount Is  Tax Inclusive  Tax Exclusive

Invoice#\* 001

Notes Max. 500 characters

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

Sales  
Purchases  
Vendors  
**Expenses**  
Recurring Expenses  
Purchase Orders  
Bills  
Payments Made  
Recurring Bills  
Vendor Credits  
Time Tracking  
e-Way Bills  
GST Filing  
Accountant  
Reports

All Expenses +New

Rent Expense ₹1,18,000.00 30/04/2023

**Expense Details**

Expense Amount ₹1,18,000.00 on 30/04/2023  
NON-BILLABLE  
Rent Expense

Paid Through ICICI Bank-001

Tax GST18 [ 18% ]

Tax Amount ₹18,000.00 ( Exclusive )

Ref # 001

GST Treatment Registered Business - Regular

Expense History

Drag or Drop your Receipts Maximum file size allowed is 10MB  
Upload your Files

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

Books

Record Expense Record Mileage

Date\* 30/04/2023

Expense Account\* Other Expenses

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

Reverse Charge  This transaction is applicable for reverse charge

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

Drag or Drop your Receipts  
Maximum file size allowed is 10MB

Upload your Files

After recording the Expense Entries:

All Expenses **+New**

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

Expense History X

Expense Details

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

Expense

Drag or Drop your Receipts  
Maximum file size allowed is 10MB

Upload your Files

## • Milestone 11: Bank Entries

The Below are the Bank Transactions occurred during the month:

01-04-2023 Capital Deposit

The screenshot shows the Zoho Books interface for managing bank accounts. On the left, the 'ICICI Bank-001' account is selected, showing an opening balance of ₹1,18,000.00. The main table lists a single transaction: 'Rent Expense' (TYPE) on 30/04/2023, manually added, with a debit of ₹1,18,000.00 and a credit of ₹-1,18,000.00. To the right, a modal window titled 'Owner's Contribution' details this transaction. It specifies the 'From Account' as 'Owner's Equity', the date as '01/04/2023', the amount as 'INR 100000', and the 'Received Via' method as 'Bank Transfer'. Other fields like 'Reference#', 'Description', and 'Reporting Tags' are also present.

10-04-2023 Petty Cash Withdrawl

This screenshot shows the same Zoho Books interface after a withdrawal. The transaction table now includes a row for 'Owners Contribution' on 01/04/2023, debited from 'Owner's Equity' for ₹1,00,000.00. A new transaction is visible for 'Petty Cash' on 10/04/2023, credited from 'Owner's Equity' for ₹10,000. The modal window on the right, titled 'Transfer To Another Account', details this withdrawal. It shows the 'From Account' as 'Owner's Equity', the 'To Account' as 'Petty Cash', the date as '10/04/2023', and the amount as 'INR 10000'. The 'Associate Tags' field is also populated.

## 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		All Transactions In Zoho Books		
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	
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(IINR)**

## 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		All Transactions In Zoho Books		
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	
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(IINR)**

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

**ICICI Bank-001** ▼

Account Number: xxxx0001

Amount in Zoho Books  
₹3,26,000.00

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	
20/04/2023		Customer Payment Customer:	Manually Added	₹2,36,000.00	₹4,44,000.00	

**Add Transaction** ▼ X

**Vendor Payment**

Vendor\* Randstad Technologies

Payment #\* 1

Amount\* INR 236000

Date\* 25/04/2023

Reference#

Paid Via Bank Transfer

Description Max. 500 characters

Clear Applied Amount Payment(INR)

01 Show PO# Due ₹2,36,000.00 05/04/2023 236000.00 Pay in Full

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

**ICICI Bank-001** ▼

Account Number: xxxx0001

Amount in Zoho Books  
₹90,000.00

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	
20/04/2023		Customer Payment Customer:	Manually Added	₹2,36,000.00	₹4,44,000.00	

**Add Transaction** ▼ X

**Vendor Payment**

Vendor\* Amazon Web Services

Payment #\* 2

Amount\* INR 59000

Date\* 25/04/2023

Reference#

Paid Via Bank Transfer

Description Max. 500 characters

Clear Applied Amount Payment(INR)

02 Due ₹59,000.00 10/04/2023 59000.00 Pay in Full

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

**ICICI Bank-001** ▼

Account Number: xxxx0001

Amount in Zoho Books  
₹31,000.00

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

Date	Reference#	Type	Status	Deposits	Withdrawals	Running Bal...
25/04/2023		Vendor Payment	Manually Added	₹2,36,000.00	₹2,08,000.00	
25/04/2023		Vendor Payment	Manually Added	₹59,000.00	₹1,49,000.00	
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹31,000.00	

**Customer Payment**

**Customer\*** DigitalEdge Technologies PVT Ltd

**Amount Received\*** INR 354000.00

**Bank Charges (if any)**

**Date\*** 25/04/2023

**Payment #\*** 3

**Reference#**

**Received Via** Bank Transfer

**Description** Max. 500 characters

**Retained Tax?**

**Invoice Details** Clear Applied Amount

**Payment(INR)**

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

**ICICI Bank-001** ▼

Account Number: xxxx0001

Amount in Zoho Books  
₹3,85,000.00

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

Date	Reference#	Type	Status	Deposits	Withdrawals	Running Bal...
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00	₹1,00,000.00	
10/04/2023		Transfer Fund	Manually Added	₹10,000.00	₹90,000.00	
12/04/2023		Customer Payment	Manually Added	₹1,18,000.00	₹2,08,000.00	
20/04/2023		Customer Payment	Manually Added	₹2,36,000.00	₹4,44,000.00	

**Vendor Payment**

**Vendor\*** Raj Kamal External Consulting

**Payment #\*** 3

**Amount\*** INR 100000

**Date\*** 25/04/2023

**Reference#**

**Paid Via** Bank Transfer

**Description** Max. 500 characters

**Bill Details** Clear Applied Amount

**Payment(INR)**

03 Due ₹1,00,000.00 10/04/2023 100000.00 Pay In Full

## 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

Tax Select Tax

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  Export ?

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

Export ?

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			
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 01 (Randstad Technologies)			Debit Credit
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)			Debit Credit
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)			Debit Credit
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			Debit Credit
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)			Debit Credit
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)			Debit Credit
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)			Debit Credit
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)			Debit Credit
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)			Debit Credit
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)			Debit Credit
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 is filtered by "As of: Custom", "Aging By: Invoice Due Date", and "Entities: Invoice". It displays outstanding invoice amounts across four 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 is filtered by "As of: Custom", "Aging By: Bill Due Date", and "Entities: Bill". It displays outstanding bill amounts across four 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	